

DENNIS MILLIGAN  
Auditor



230 State Capitol  
Little Rock, AR 72201

## State of Arkansas

July 11, 2024



Dear Auditor of State Payroll Recipient,

The transition to the statewide AASIS payroll system has been completed. It was a collaborative effort between the Office of Transformation and Shared Services - Office of Personnel Management (OPM), Employee Benefits Division (EBD), Arkansas Public Employees Retirement System (APERS), Arkansas State Employees Benefit Advisors (ARSEBA) and my staff. We have worked tirelessly to ensure this transition has gone smoothly, and I appreciate your patience and your thoughtful questions throughout this process.

With this transition, I am notifying you of some very important information that you will need going forward. The below information will be needed to access your payroll information using the new system:

Your AASIS personnel number is [REDACTED]

Your AASIS username is [REDACTED]

Your AASIS temporary password will be sent to you in a separate letter. If you do not receive a second letter or if the temporary password expires, you can contact the AASIS Help Desk (501-683-2255) with the information above and they will be able to assist you. **You will have to complete this step yourself. AASIS support center will not give out your information to anyone else, including a spouse or someone calling on your behalf.**

### **AASIS EASE PORTAL**

Once you obtain the above information, you will need to log in using your AASIS credentials to <https://ease.arkansas.gov>.

As soon as you log in, you will be prompted to change your temporary password. Your new password must contain 8 characters, with one uppercase, one lower case, one number and one special character. Password tips: avoid triples of anything together (aaa,111), avoid sequential pattern of three or more (abc, 123), avoid common words (love, months, password), avoid birth years (the four numbers will be rejected).

Once logged in you will see a series of tabs. Please take a few minutes to familiarize yourself with the new EASE portal. I hope you find this new system much easier to use for your payroll informational needs.

**W2 INFORMATION**

For calendar year 2024, you will receive two W2s. January – June information will be mailed to you by my office. July – December will be reported by DFA-Office of Personnel Management. While the Auditor’s office only sends physical W2s, the new EASE portal allows you the choice of having a physical W2 mailed to you or an electronic W2 made available to you through the EASE portal. You **must** opt in to either a paper or electronic option. You can do this by visiting the “W2 Enrollment” tab within the portal. Further instructions are below:

Under W2 Enrollment, click New Election For State of Arkansas. Then you will choose whether to receive a paper W2 or an online copy that can be found inside the EASE portal. You only have to complete this step once, unless you need to change your choice. (Note: Online W2s are typically ready a week or two before mailed copies.)

**FOR JUDGES – Circuit, District, Special and/or Recalled**

Meal payments for the above-listed judges will be included in a bi-weekly payroll check. It will be a lump sum payment for salary & meals for the corresponding pay period.

Even though your payroll is processed through AASIS, I will still be your payroll officer as the Auditor of State. All payroll changes **must** be communicated to our office for input into the AASIS system.

Again, thank you for your patience throughout this process. Should any questions arise, or changes need to be made, please do not hesitate to call one of my staff members listed below for prompt assistance:

NAME	POSITION	EMAIL	PHONE
Josh Myers	Human Resources/Benefits	Josh.Myers@auditor.ar.gov	501-371-2116
John Mann	Payroll Manager	John.Mann@auditor.ar.gov	501-292-8017
Kristina Duke	Asst Chief of Staff/Acct Mgr	Kristina.Duke@auditor.ar.gov	501-682-1023
Melissa Corrigan	Chief of Staff	Melissa.Corrigan@auditor.ar.gov	501-371-2110

Best regards,



Dennis Milligan  
Auditor of State