

How to Create a Base Schedule for Employees

Employees should discuss with their supervisors changes to their work schedule before creating a new one in HR links for approval.

1. From the Employee Self Service home page, select **Request Base Schedule** on the **Employee Time Requests** tile.

T	M 🚠 HRLinks					
	Employee Self Servio	ce 🔻				
		Employee Personal Info	Employee Timesheet	Life Events	Approvals	Employee Time Requests
		View/Update Personal Info		2. 7		Request Base Schedule Compressed Schedule
		View/Update Payroll Info		+ 4		Absence Requests
		Employment Verification	09/25/2022 - 10/08/2022			Additional Time Requests
			No Timesheet		0	
		HR Links Training & HR Support	Telework & Remote Work	Performance	View My HR Information	Open Season through Dec 12th
		*				×.
()						(HRE)
\heartsuit				05/04/0000		<u> </u>
				Next Due Date 05/31/2022		
		Help Desk Home	Company Directory	Benefits Summary	Print SF-50	Employee Reports
				• 🕂		\odot
				Enrollment Ends 12/12/2022		

2. Select the **Request New Schedule** on the Base Schedule homepage. This homepage displays your current approved or pending schedule. Note: To view a history of your base schedules

click this icon:

Self Service	Ва	se Schedule		ଜ
Management and Program An iull Time - 80.00 Standard Ho			Approved by	on 01/13/2022 03:48 F
Schedule ID 0001	707200004			
s	art Date 01/16/2022	Schedule Type	Variable Week (80)	
Schedul	80 / 80	Task Group	GSA GM&A Taskgroup	
Base Schedule				
An employee who sele	ts this schedule is a full-time employee. The employee may vary the number of hou is long as it adds up to 80 hours for the pay period (without overtime) subject to the	s worked on a given workday. Each day ca organization's policy and union agreemen	in be slightly longer or shorter than 8 h ts.	ours. Each week can be longer or
An employee who sele shorter than 40 hours,	is long as it adds up to 80 hours for the pay period (without overtime) subject to the dule will enforce the following timesheet validations upon submission: seriod: 80 hours	s worked on a given workday. Each day co organization's policy and union agreemen • Compensatory time allowed: Ye • Hours of holiday pay: 8 hours	ts.	ours. Each week can be longer or
An employee who sele shorter than 40 hours, (i) A variable week sch • Hours per pay	is long as it adds up to 80 hours for the pay period (without overtime) subject to the dule will enforce the following timesheet validations upon submission: seriod: 80 hours	organization's policy and union agreemen o Compensatory time allowed: Yee	ts.	ours. Each week can be longer or
An employee who sele shorter than 40 hours, (i) A variable week sch o Hours per pay o Credit hours a	is long as it adds up to 80 hours for the pay period (without overtime) subject to the dule will enforce the following timesheet validations upon submission: are dod: 80 hours owed: Yes	organization's policy and union agreemen o Compensatory time allowed: Yee	ts.	ours. Each week can be longer or
An employee who sele shorter than 40 hours, A variable week sch o Hours per pay o Credit hours a Sunday	is long as it adds up to 80 hours for the pay period (without overtime) subject to the dule will enforce the following timesheet validations upon submission: eriod: 80 hours owed: Yes Hours Time Reporting Code Add	organization's policy and union agreemen • Compensatory time allowed: Ye • Hours of holiday pay: 8 hours	5	
An employee who sele shorter than 40 hours, A variable week sch o Hours per pay o Credit hours a Sunday	Is long as it adds up to 80 hours for the pay period (without overtime) subject to the dule will enforce the following timesheet validations upon submission: aeriod: 80 hours owed: Yes Hours Time Reporting Code Add 9.0 001-Regular Time 09	organization's policy and union agreemen • Compensatory time allowed: Ye • Hours of holiday pay: 8 hours tional TRC	5	

- 3. On the Request New Schedule pop up window, enter the:
 - a. Start Date (Select the date you'd like to start your new schedule. Contact your Time Administrator if you need to create a new base schedule with a start date in a prior pay period.)
 - b. Schedule Reason (Reason you are making a base schedule change)
 - c. Schedule Type (Choose a work schedule type for this base schedule. Check out the <u>Pay and Leave</u> page on Insite covering Work Schedules and determine which one is right for you.)
 - *d.* **Copy Prior Schedule** (Select 'Yes' If you want to create your new schedule by copying over the hours, time reporting codes, and labor hours from your previous work schedule)
- 4. Select Ok.



			Schedule Type	variable week
	Cancel		OK GM&A Ta	
The e	Select a new Start Date schedule change.	request for a	ightly lon	
pay po lidatio	Start Date	05/07/2023 🗸	1	
	Schedule Reason	Personal Convenience 🗸		
	Schedule Type	MaxiFlex (80) 🗸		
	Copy Prior Schedule	Yes		
			-	
		Additional TRC		Lab

5. Your new, 'requested' base schedule will now display on the Base Schedule homepage. You can confirm your Start Date and Schedule Type on the page. The 'rules' of your requested base schedule are displayed. If you copied your previous schedule to your new one, you can Clear All Hours to input new Hours into your schedule.

elf Service					Base Schedule				
Lanagement and F ull Time - 80.00 S									New S
		05/07/2023				*Schedule Typ		~	
	Scheduled Hours				80 / 80	Task Grou	 GSA GM&A Taskgroup 	D	
• H	ct to the organization Flex 80 schedule will er ours per pay period: 80 redit hours allowed: Ye	force the following	g timesheet validations upon su	Ibmission:		satory time allowed: Ye holiday pay allowed: 8			
• H	Flex 80 schedule will er ours per pay period: 80	force the following		Ibmission:					Clear All Hour
• H	Flex 80 schedule will er ours per pay period: 80	force the following		ibmission:					Clear All Hour
• H • C	Flex 80 schedule will er ours per pay period: 80 redit hours allowed: Ye	force the following		ibmission:					Clear All Hour
• H • C	Flex 80 schedule will er ours per pay period: 80 redit hours allowed: Ye	force the following hours s				holiday pay allowed: 8		Tas	Clear All Hou
• H • C 1 Sunday • 2 Monday	Flex 80 schedule will er ours per pay period: 80 redit hours allowed: Ye	force the following hours s	g timesheet validations upon su		• Hours of	holiday pay allowed: 8	hours	Tas Q	
• H • C 1 Sunday • 2 Monday	Tex 80 schedule will er ours per pay period: 80 redit hours allowed: Ye	force the following hours s Hours 9.0	g timesheet validations upon su	~	Hours of	holiday pay allowed: 8	hours	Q	sk Code



6. On the Base Schedule page, you can change your schedule by directly using:

Timesheet Item/ Icon	Purpose					
Θ	Switch to Day Off					
Ð	Switch to Work Day					
	Copy the Schedule day to other day(s) in the pay period					
+ -	Add or Delete a row on the schedule					
Hours	Enter the # of hours you are scheduled that day					
Time Reporting Codes	Enter TRC (typically 001 - Regular Time)					
Additional TRC	Enter Additional TRC (e.g., a <u>telework code</u>)					
Labor Code	Enter Labor Code (if applicable)					
Task Code	Enter Task Code (if applicable)					

1 Sunday					
2 Monday	Hours Time Reporting Code	Additional TRC	Labor Code	Task Code	
	8.0 001-Regular Time	V 093 - Telework-Full-Time	~	٩	۹ 🕂 🗕
3 Tuesday	Hours Time Reporting Code	Additional TRC	Labor Code	Task Code	
	8.0 001-Regular Time	♥ 093 - Telework-Full-Time	~	۹	۹ 🕂 🗕
4 Wednesday	Hours Time Reporting Code	Additional TRC	Labor Code	Task Code	
	8.0 001-Regular Time	✓ 093 - Telework-Full-Time	~	٩	۹ + –

 Not all organizations are required to include labor and task codes in their schedules.
 However, if you are a Public Building Service (PBS) employee, you are required to include HR Links Employee Time & Leave: Create a Base Schedule | 4



labor and task codes in your base schedule and can change existing codes or add new ones by entering the numeric portion of the code into designated fields on the schedule. If you do not have the numeric codes you need, you can select the **magnifying glass icon** next to each field to **search** for them.

1 Sunday											
Ð											
2 Monday	Hours	Time Reporting Code		Additional TRC		Labor Code		Task Code			
	9.0	001-Regular Time	~	093 - Telework-Full-Time	~		Q		Q	+	-
3 Tuesday	Hours	Time Reporting Code		Additional TRC		Labor Code		Task Code			
	9.0	001-Regular Time	~	093 - Telework-Full-Time	~		۵		٩	+	-
4 Wednesday	Hours	Time Reporting Code		Additional TRC		Labor Code		Task Code			
	9.0	001-Regular Time	~	093 - Telework-Full-Time	~		Q		Q	+	-
5 Thursday	Hours	Time Reporting Code		Additional TRC		Labor Code		Task Code			
ē 🖯	9.0	001-Regular Time	~	093 - Telework-Full-Time	~		۹		۹	+	-
6 Friday	Hours	Time Reporting Code		Additional TRC		Labor Code		Task Code			
	8.0	001-Regular Time	~	093 - Telework-Full-Time	~		۹		٩	+	-

8. The **Look Up Labor Code** screen will appear with a list of codes to choose from, and you can narrow your search by entering criteria such as the first few digits or letters of the code or description. Your <u>Labor Administrator</u> can assist you with any questions you have regarding labor codes.

EL		Lookup
Search for: L	abor Code	
➡ Search Cri	iteria	Show Operators
	Taskgroup	GSAGM&A
	Labor Code (begins with)	06
	Long Description (begins with)	
	Description (begins with)	
		SEARCH CLEAR
- Search Re	sults	
		3 rows
Labor Code <	Characteristic Contracteristic Contracteri	Description ≎
06 <mark>-</mark> 01-001	Manage Federal Information Se	ervices to Citizens [06-01-001] Manage Federal Information Ser
06-02-001	Manage Intergovernmental Con	mmunications [06-02-001] Manage Intergovernmental Commu
06-02-002	Manage FOIA Requests [06-02-	002] Manage FOIA Requests [06-02-00



1 Sunday					
Ð					
2 Monday	Hours Time Reporting Code	Additional TRC	Labor Code	Task Code	
	9.0 001-Regular Time	✓ 093 - Telework-Full-Time	✓ [b6-01-001]	۹	۹ 🕂 –
3 Tuesday	Hours Time Reporting Code	Additional TRC	Labor Code	Task Code	
⊡ ⊖	9.0 001-Regular Time	✓ 093 - Telework-Full-Time	~	٩	۹ 🕂 –

9. Once a Labor Code is selected, you can enter or search for a Task Code using the method described above.

CANCEL	CANCEL Lookup										
Se	arch for: Ta	sk Code									
	- Search Crite	eria							Sho	w Operators	
		\mathbf{Q}	Taskgroup	GSAGM&A					one		
			Task Code (begins with) Description	192							
			(begins with)	SEARCH	CLEAR						
	- Search Rest	ılts									
										1 row	
	Task Code \diamondsuit				Description \diamondsuit						
	192				PBS						
Sunday											
Ð										2	
Monday		Hours	Time Reporting Code		Additional TRC		Labor Code		Task Code		
ē e	•	9.0	001-Regular Time	~	093 - Telework-Full-Time	~	06-01-001	٩	1 92	۹ +	
Tuesday		Hours	Time Reporting Code		Additional TRC		Labor Code		Task Code		
È C	>	9.0	001-Regular Time	~	093 - Telework-Full-Time	~		۹		۹ 🕇	

10. Additional rows can be added to capture multiple Labor and Task Codes for a single day by clicking the **plus sign** (+) on the far right-hand side of any row (day) in question. To remove an added row, simply select the minus (-) sign.



1 Sunday ⊕ 5							
2 Monday Hours		Time Reporting Code	A	Additional TRC	Labor Code	Task Code	
	9.0	001-Regular Time	~	093 - Telework-Full-Time 🗸	06-01-001 Q	192	a 🕂 –
	0.0		~	~	۵		a + -
3 Tuesday	Hours	Time Reporting Code	A	Additional TRC	Labor Code	Task Code	
Ē ⊖	9.0	001-Regular Time	~	093 - Telework-Full-Time 🗸	٩		۹ 🕂 🗕

11. Once you have made all desired changes to the base schedule, check to make sure **Total Hours** equal the total hours allowable for your base schedule.

	Start Date	05/07/2023				*Schedule	Type MaxiFlex (80)	~			
s	Scheduled Hours				80 / 80	Task (iroup GSA GM&A Tas	skgroup			
Base Schedule											
		hedule is a full-time en s policy and union agre		eir 80-hours in f	fewer than 10 work o	lays. The employee may var	the number of hours	s worked on a g	iven workday or t	the number of hours each	
 Hours p 	A MaxiFlex 80 schedule will enforce the following timesheet validations upon submission:										
										Clear All Hours 음*	
1 Sunday											
Ð											
2 Monday		Hours Time F	Reporting Code	A	dditional TRC		Labor Code		Task Code		
		9.0 001-	Regular Time	~	093 - Telework-Full-Ti	me 🗸	06-01-001	٩	192	۹ 🕂 🗕	
		0.0		~		~		۹		۹ + -	

12. Next, select the **Submit** button at the top right of the base schedule page to save your changes, then select **OK** to submit your request. (Note: You can also select Cancel Request if you would like to cancel this schedule request)



										New Sch
ement and Program Analyst ne - 80.00 Standard Hours									🛞 Cancel F	Request
Generalie 10 00017072	50007									
Start D	te 05/07/2023				*Schedule T	ype MaxiFlex (80)	~			
Scheduled Ho	irs			80 / 80	Task Gr	DUP GSA GM&A Task	kgroup			
Base Schedule										
										hours oach
An employee who selects th week subject to the organiza			rk their 80-hours in	n fewer than 10 work day	s. The employee may vary t	he number of hours	worked on a giver	i workday or tr	e number of	nours each
week subject to the organiza	tion's policy and union I enforce the following : 80 hours			0	s. The employee may vary t Compensatory time allowed Hours of holiday pay allowed	Yes	worked on a giver	i workday or tr	e number of l	
week subject to the organiza A MaxiFlex 80 schedule w • Hours per pay period	tion's policy and union I enforce the following : 80 hours	agreements.		0	Compensatory time allowed:	Yes	worked on a giver	i workday or tr		All Hours
week subject to the organiza A MaxiFlex 80 schedule w • Hours per pay period	tion's policy and union I enforce the following : 80 hours	agreements.		0	Compensatory time allowed:	Yes	worked on a giver	workday or th		
week subject to the organiza A MaxiFlex 80 schedule w • Hours per pay perior • Credit hours allowed	tion's policy and union I enforce the following : 80 hours	agreements.		0	Compensatory time allowed:	Yes	worked on a giver	workday or th		
week subject to the organize A MaxiFlex 80 schedule w O Hours per pay perior Credit hours allowed Sunday	tion's policy and union Il enforce the following : 80 hours : Yes	agreements.	submission:	0	Compensatory time allowed Hours of holiday pay allowed	Yes		ik Code		
 week subject to the organize A MaxiFlex 80 schedule w Hours per pay period Credit hours allowed 1 Sunday	tion's policy and union Il enforce the following : 80 hours : Yes	a agreements.	submission:	° •	Compensatory time allowed Hours of holiday pay allowed	. Yes 1: 8 hours	Tas			

13. The schedule you requested now appears on the Base Schedule page with a *Pending Approval* by Supervisor.

You have successfully submitted your base schedule for approval.

		Base Schedule		ል
Management and Program Analyst Full Time - 80.00 Standard Hours				Pending Approval by Supervisor
Schedule ID 00017072	00006			▲ →
Start D	ate 05/07/2023	Schedule	Type MaxiFlex (80)	
Scheduled Hor	ırs	80 / 80 Task G	roup GSA GM&A Taskgroup	
Base Schedule				
	s schedule is a full-time employee who may work th tion's policy and union agreements.	eir 80-hours in fewer than 10 work days. The employee may vary	the number of hours worked on a giver	n workday or the number of hours each
A MaxiFlex 80 schedule will • Hours per pay period • Credit hours allowed	II enforce the following timesheet validations upon subm I: 80 hours : Yes	 Compensatory time allowes Hours of holiday pay allowe 	d:Yes dd:8 hours	
1 Sunday				
2 Monday	Hours Time Reporting Code	Additional TRC	Labor Code	Task Code
	9.0 001-Regular Time	093 - Telework-Full-Time	06-01-001	192
	0.0			

14. If you need to withdraw a base schedule that is pending approval, select the Withdraw button on the top right of the page. This will cause a pop up window to appear to confirm your withdrawal request. If you would like to withdraw your request select **Ok.** Your base schedule homepage will revert back to your last approved schedule.



