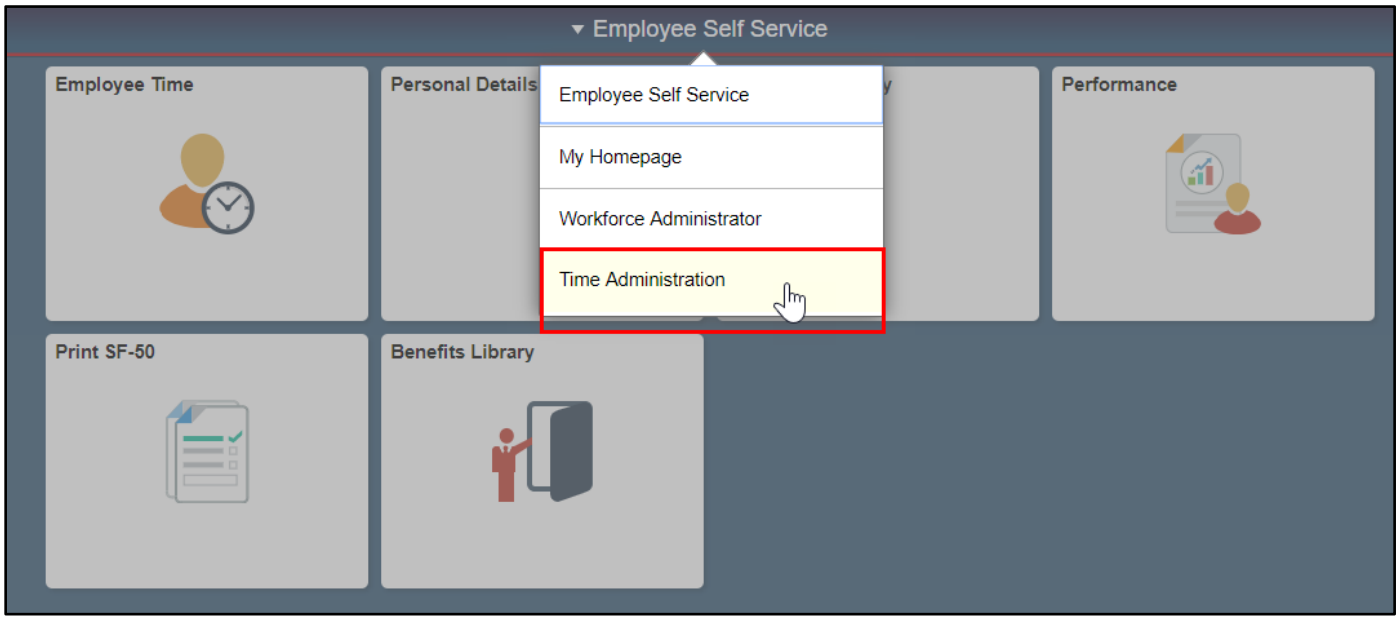
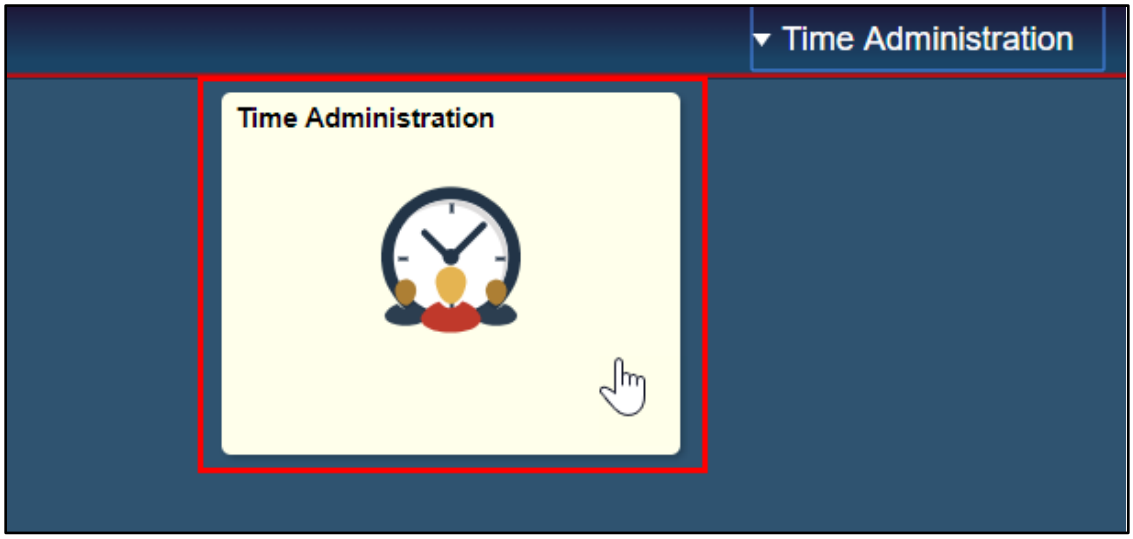
Create Base Schedules (Timekeeper)

Changes to an employee's normal work schedule should be approved prior to the change occurring. Unanticipated changes should be approved as soon as possible.

1. From the **Employee Self Service** home page, select the drop-down at the top of the screen, and choose **Time Administration**.
    a. *Follow these instructions to add the Time Administration page/tile to your homepage.*

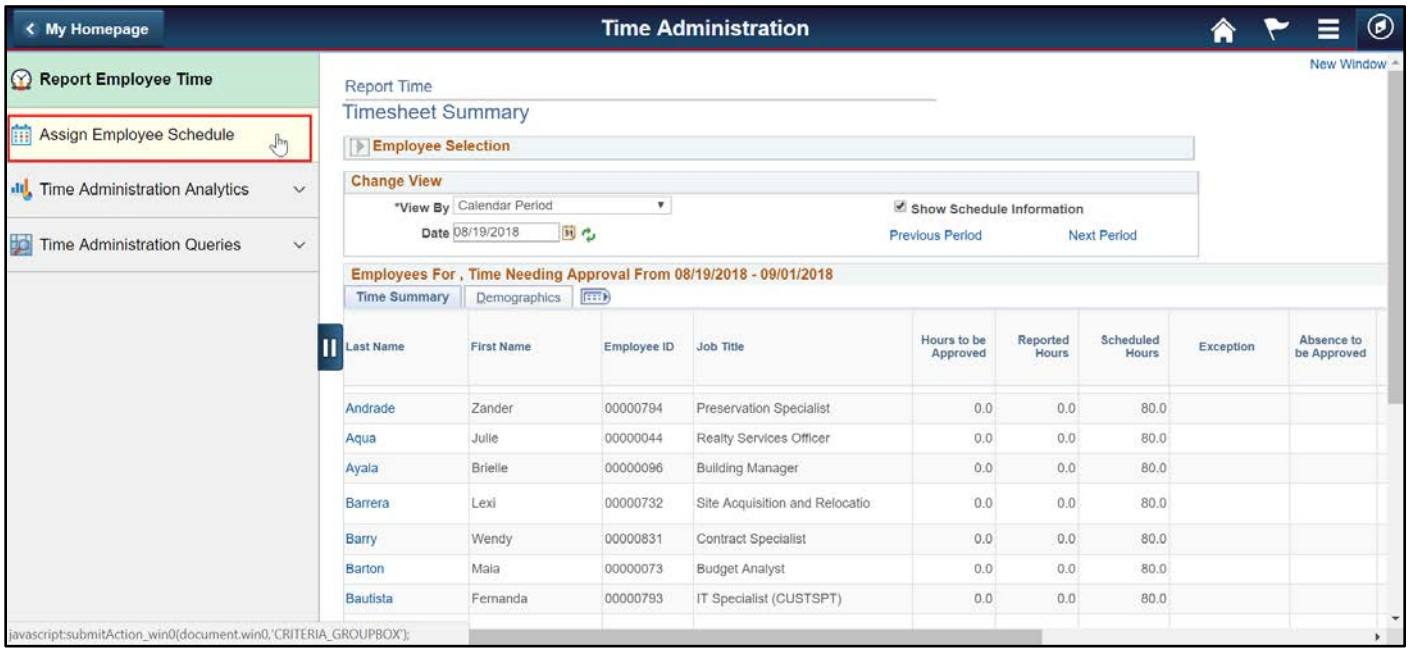


2. Select the **Time Administration** tile.

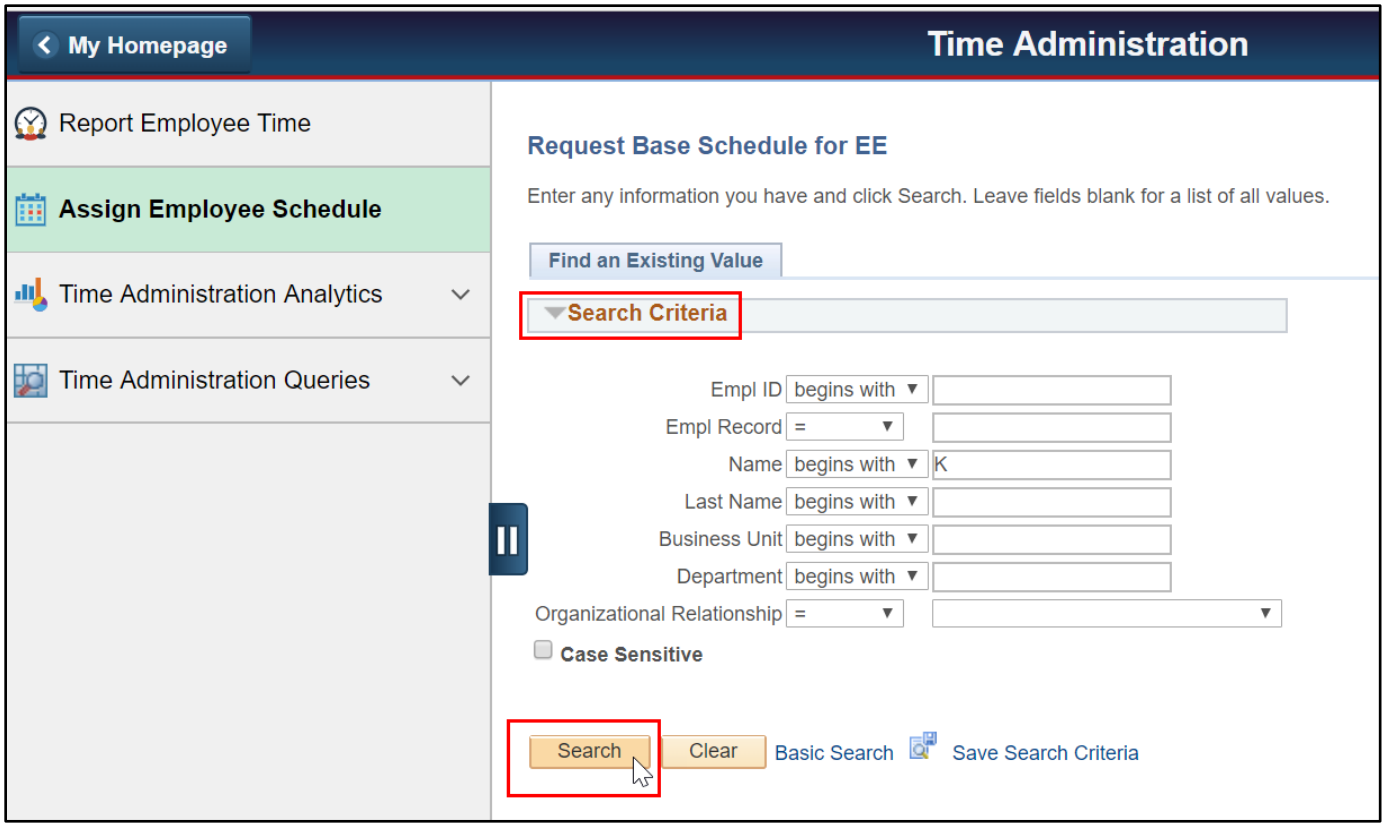


    a. *It might take a moment for the Time Administration page to load.*

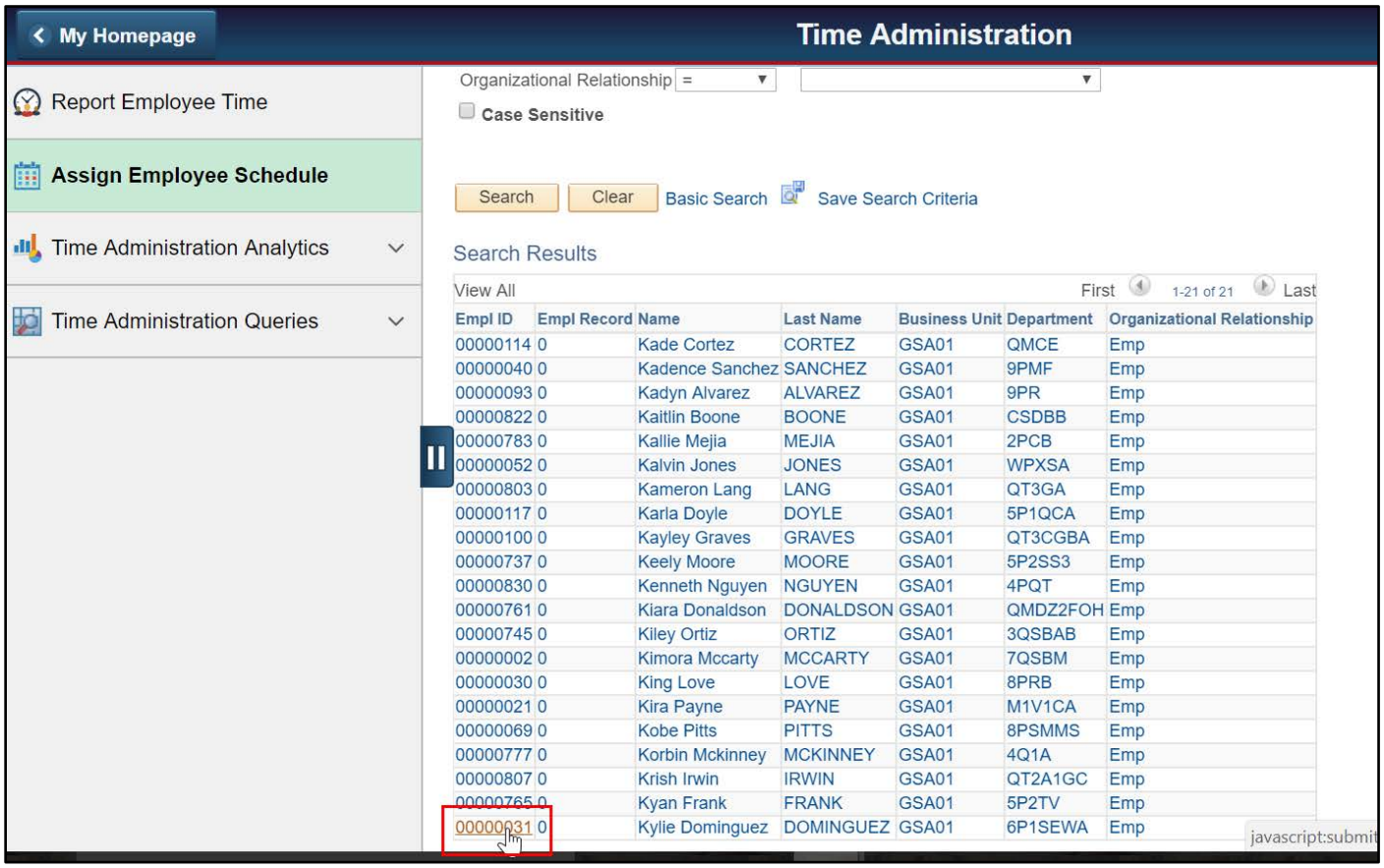
3. Select the **Assign Employee Schedule** tab.



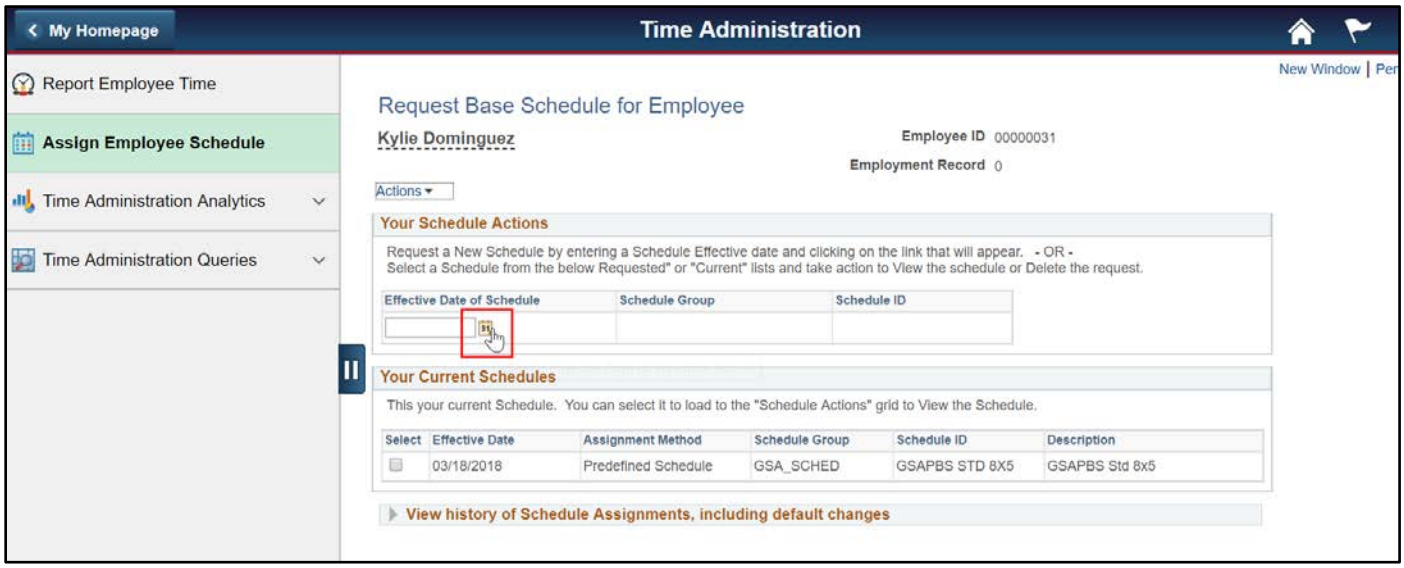
4. Enter **Search Criteria**, and select the **Search** button.
   a. *If you do not enter search criteria and simply click Search, all employees will appear in the Search Results section.*



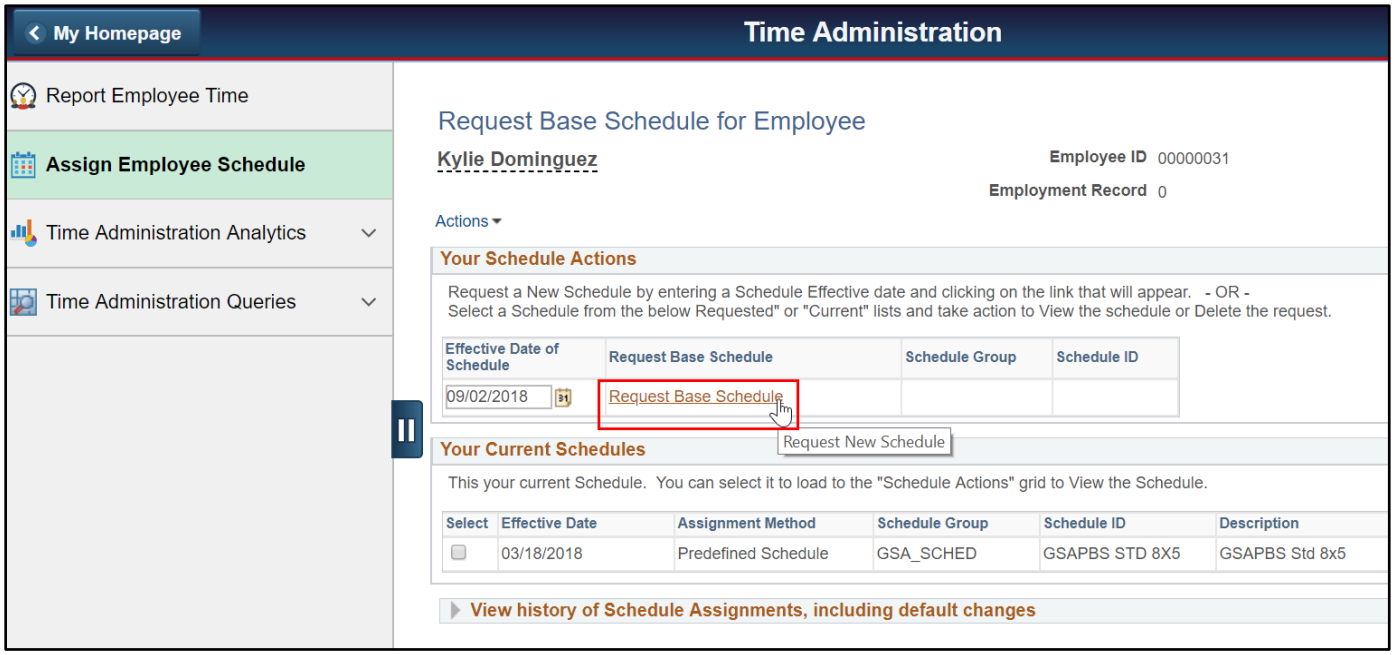
5. Select the employee for whom you want to create a base schedule.



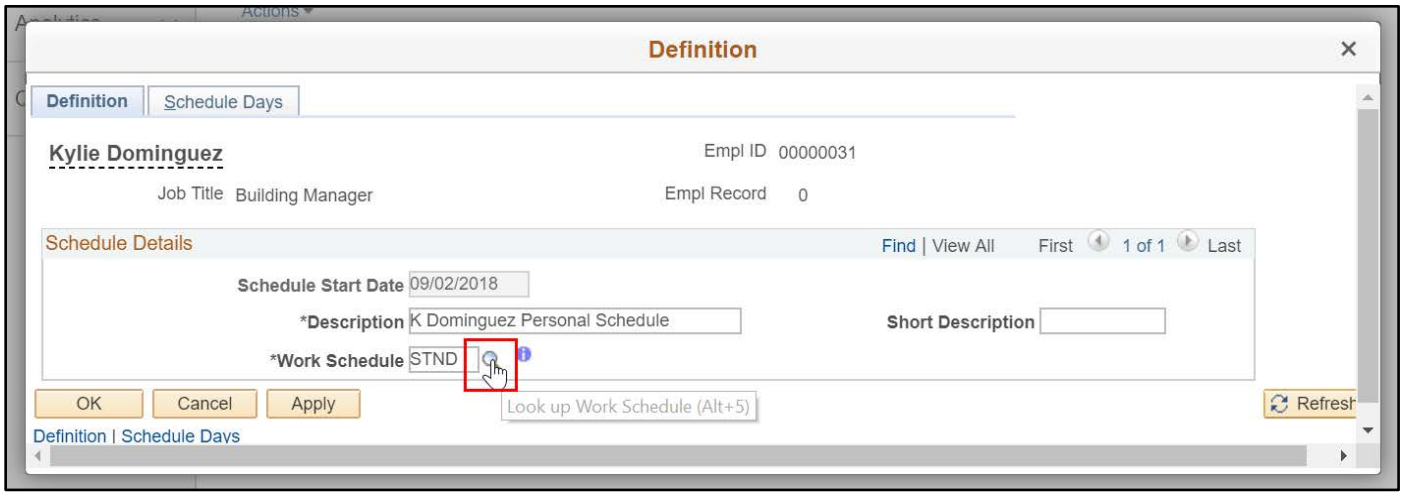
6. Select the **calendar** icon in the Effective Date of Schedule field.



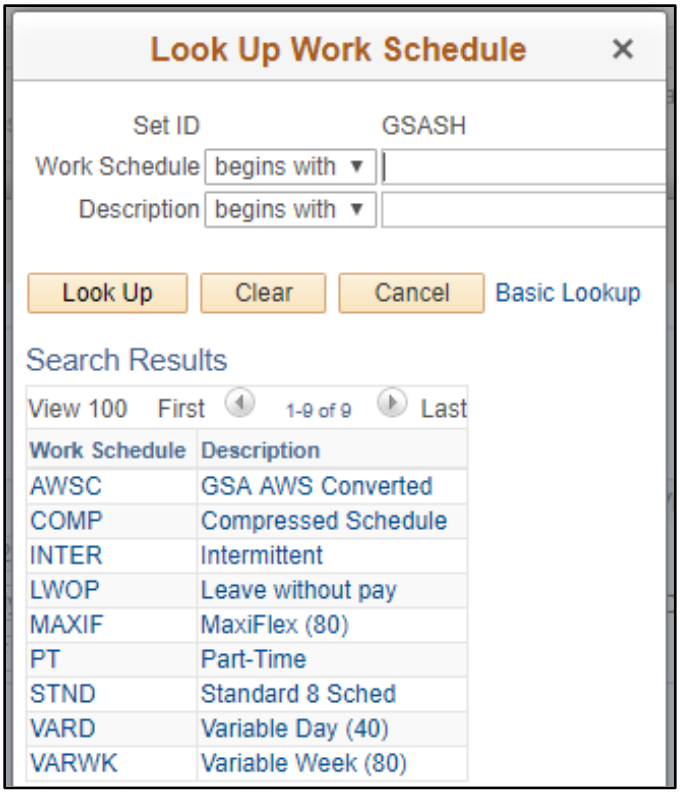
7. Choose a date from the calendar. As a reminder, **only Time Administrators** can create a base schedule with a date in the past.
    a. *When you enter the Effective Date, the system automatically changes the date to a Pay Period start date.*
8. Select the **Request Base Schedule** link that appears.



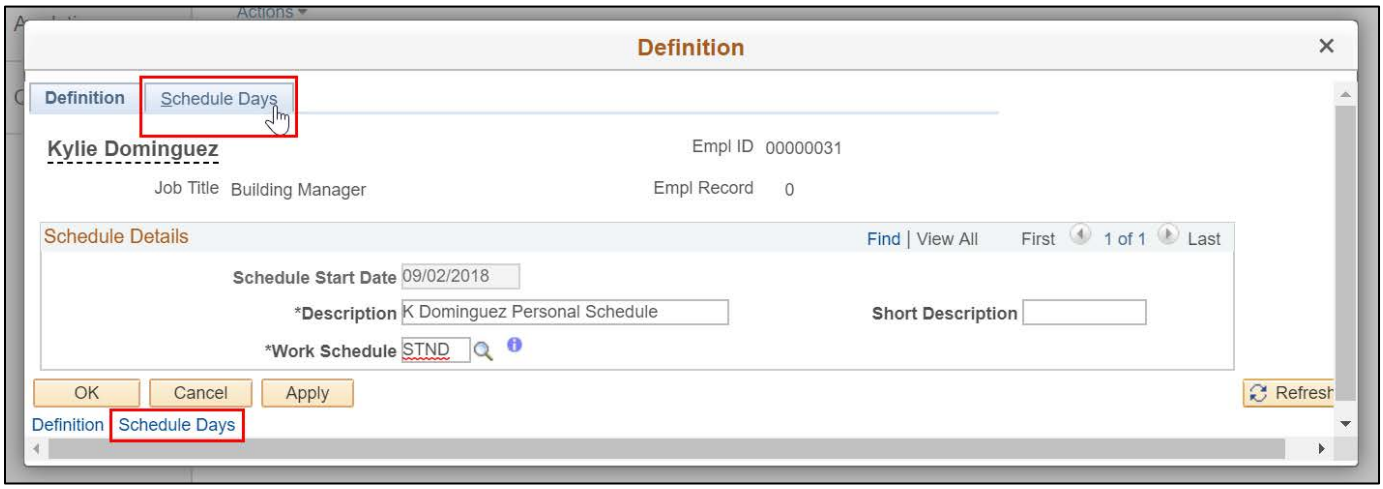
9. The Schedule Definition page will appear. Select the **Work Schedule** magnifying glass icon in the Schedule Details section.



11. A pop-up window will open with a list of possible work schedules. Select the appropriate **Work Schedule**. Check out [this document]() to find out more about HR Links Work Schedules and which one is right for your employee.



12. Once you choose the appropriate work schedule, select **Schedule Days** (via the Schedule Days tab or Schedule Days hyperlink).



13. A window will appear, where you can adjust the schedule by indicating the scheduled working hours for each day, which days are "Off Days," the time reporting code (ex: 001 – Regular Time), the additional time reporting code (ex: 092 - Telework-Long-Term) and the labor and task code, if applicable.
    a. *Not all organizations need to include labor and task codes. However, if you are a part of Public Building Services (PBS), you are required to include labor and task codes on your timesheet.*

Example of a Compressed Schedule (5/4/9)

Shift Details — Personalize | Find | First 1-14 o

Select	Day of Period	Off Day	Sched Hrs	Time Reporting Code	Additional TRC	Labor Code	Task Code
	(01) Week 1 - Sunday	☑	0.00				
	(02) Week 1 - Monday		8.00	001-Regular Time	092		
	(03) Week 1 - Tuesday		9.00	001-Regular Time	092		
	(04) Week 1 - Wednesday		9.00	001-Regular Time			
	(05) Week 1 - Thursday		9.00	001-Regular Time	092		
	(06) Week 1 - Friday		9.00	001-Regular Time	092		
	(07) Week 1 - Saturday	☑	0.00				
	(08) Week 2 - Sunday	☑	0.00				
	(09) Week 2 - Monday		9.00	001-Regular Time			
	(10) Week 2 - Tuesday		9.00	001-Regular Time	092		
	(11) Week 2 - Wednesday		9.00	001-Regular Time			
	(12) Week 2 - Thursday		9.00	001-Regular Time	092		
	(13) Week 2 - Friday	☑	0.00				
	(14) Week 2 - Saturday	☑	0.00				

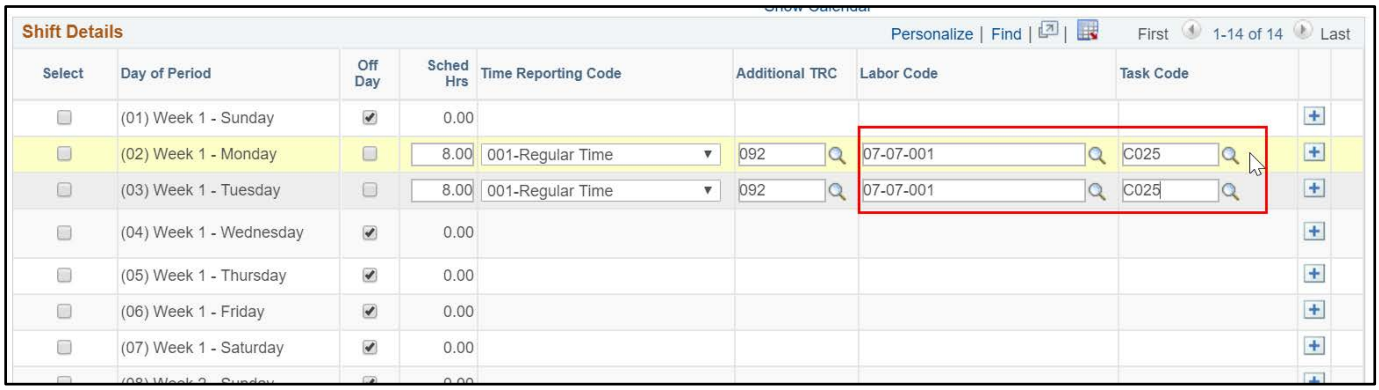
Example of a Leave Without Pay (LWOP) Schedule

Shift Details — Personalize | Find |

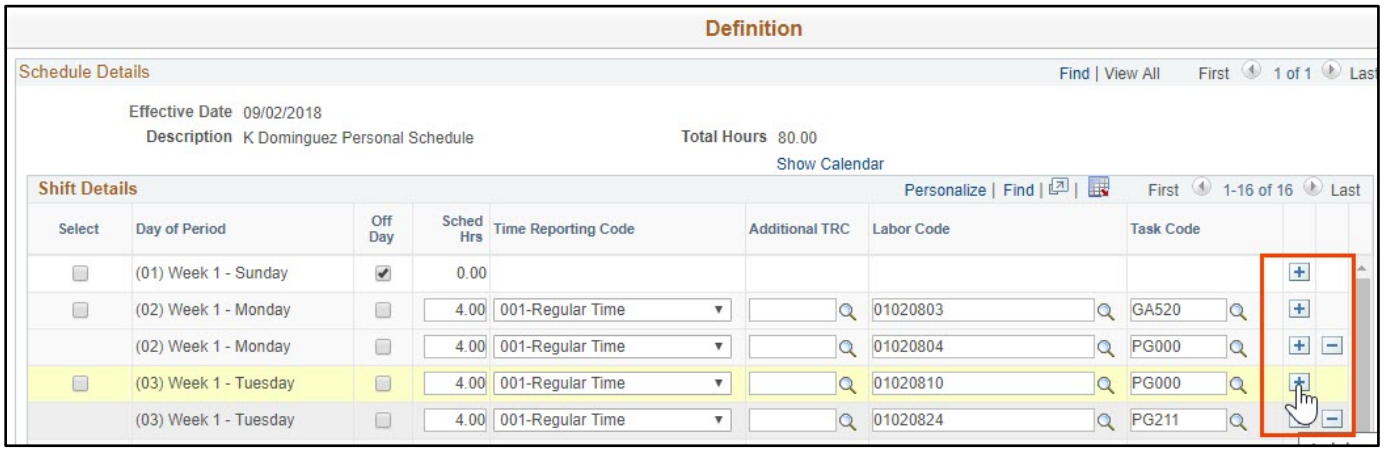
Select	Day of Period	Off Day	Sched Hrs	Time Reporting Code	Additional TRC	Labor Code
	(01) Week 1 - Sunday	☑	0.00			
	(02) Week 1 - Monday		0.00	001-Regular Time		
	(03) Week 1 - Tuesday		0.00	001-Regular Time		
	(04) Week 1 - Wednesday		0.00	001-Regular Time		
	(05) Week 1 - Thursday		0.00	001-Regular Time		
	(06) Week 1 - Friday		0.00	001-Regular Time		
	(07) Week 1 - Saturday	☑	0.00			
	(08) Week 2 - Sunday	☑	0.00			
	(09) Week 2 - Monday		0.00	001-Regular Time		
	(10) Week 2 - Tuesday		0.00	001-Regular Time		
	(11) Week 2 - Wednesday		0.00	001-Regular Time		
	(12) Week 2 - Thursday		0.00	001-Regular Time		
	(13) Week 2 - Friday		0.00	001-Regular Time		
	(14) Week 2 - Saturday	☑	0.00			

Working with Shift Details

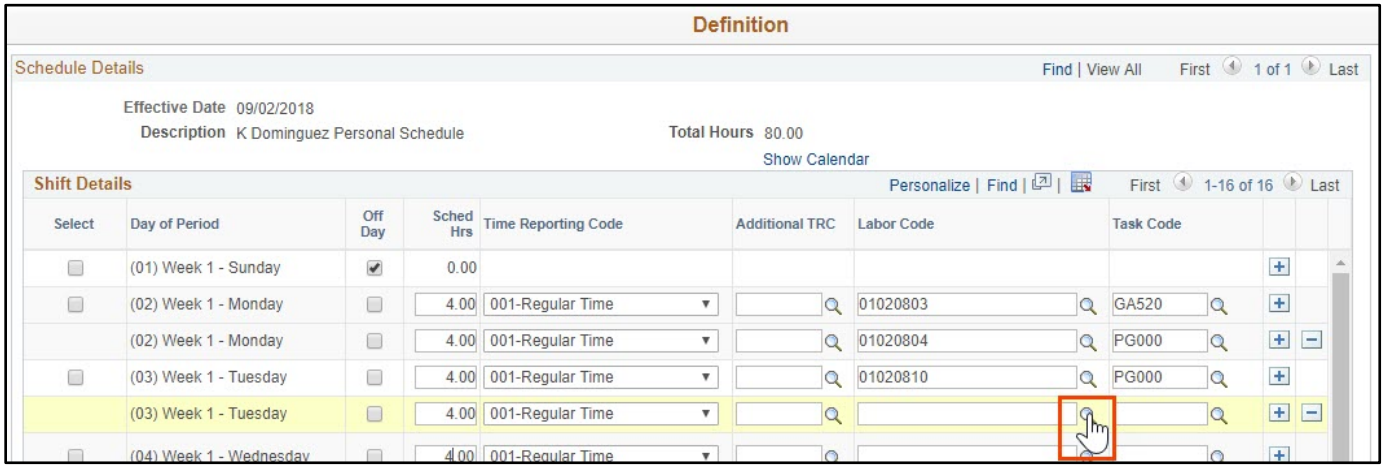
Example of a Part-Time Schedule with Labor and Task Codes



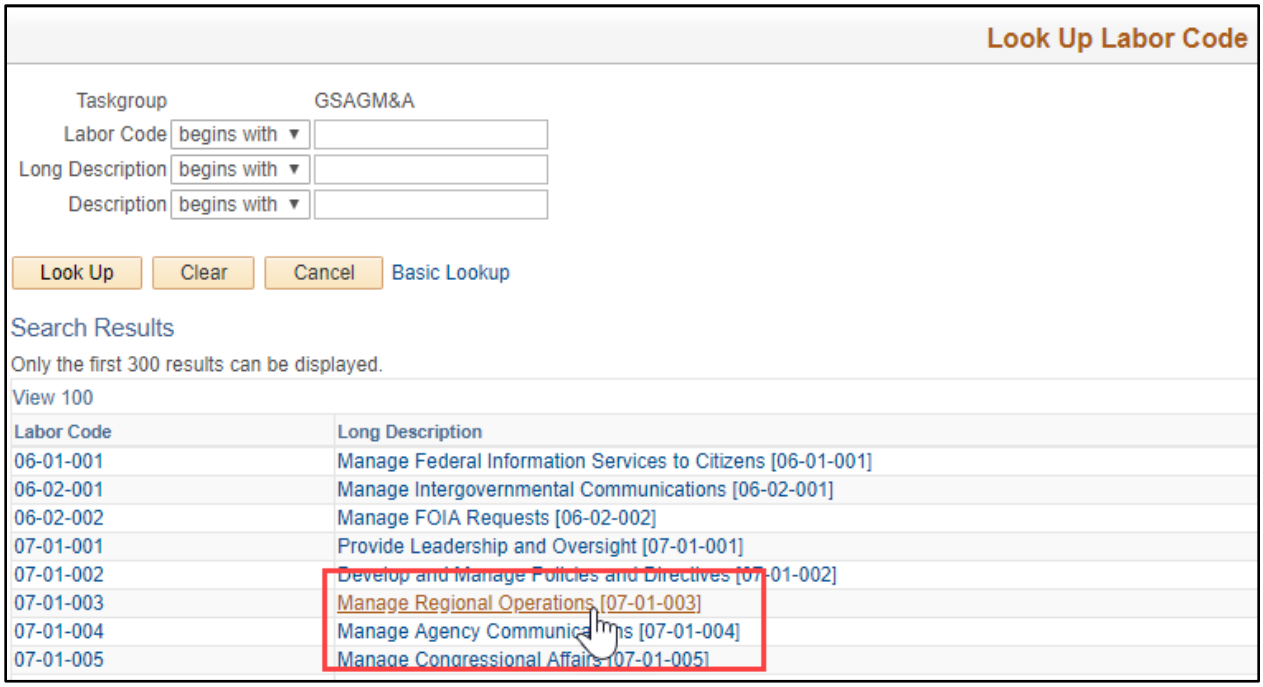
b. *Additional rows can be added for Labor/Task Codes by clicking the* ***plus sign (+)*** *on the far right side of the row.*



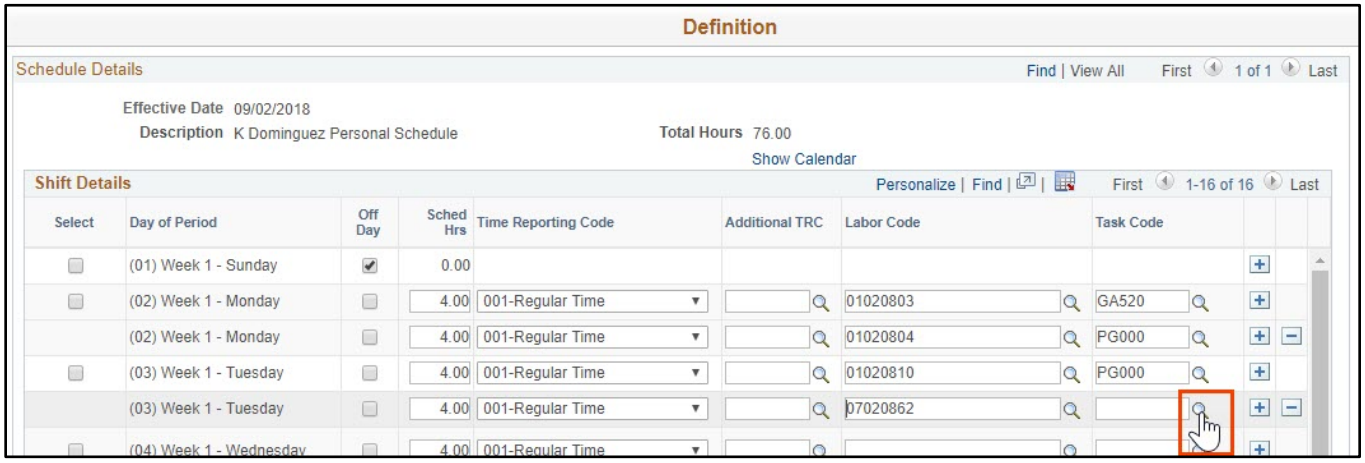
c. *To add a Labor Code, select the magnifying glass to the right of the field.*



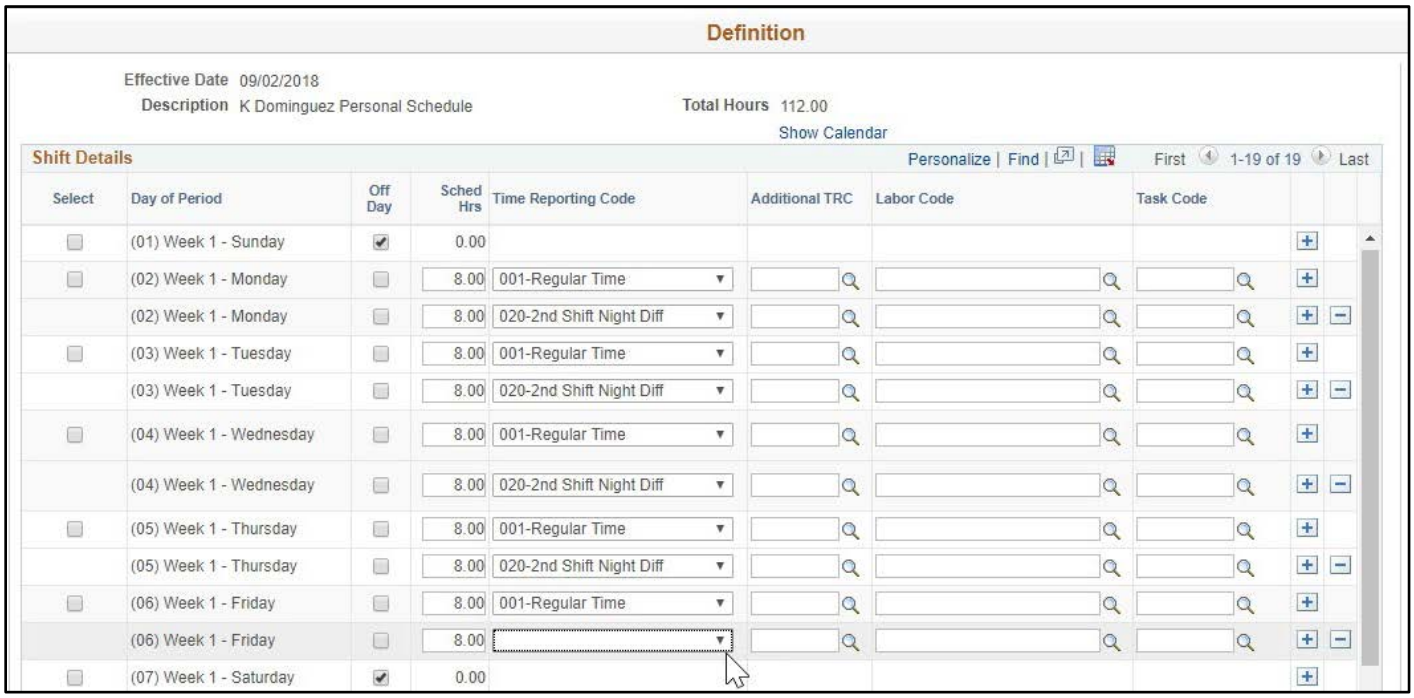
d. *The **Look Up Labor Code** screen will appear with a list of labor codes from which you can choose. [Contact your Labor Administrator](#) if you do not see the labor code you need listed.*



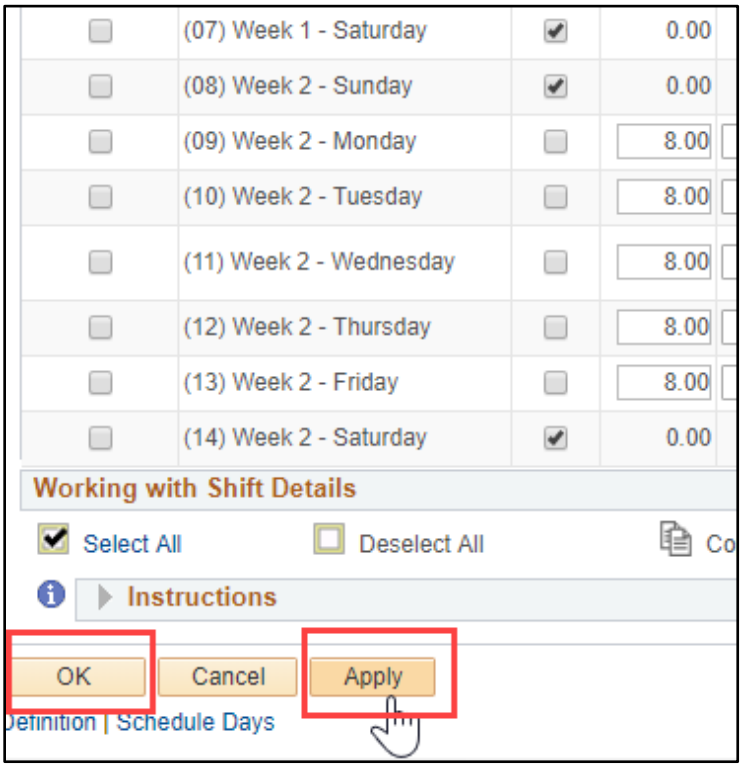
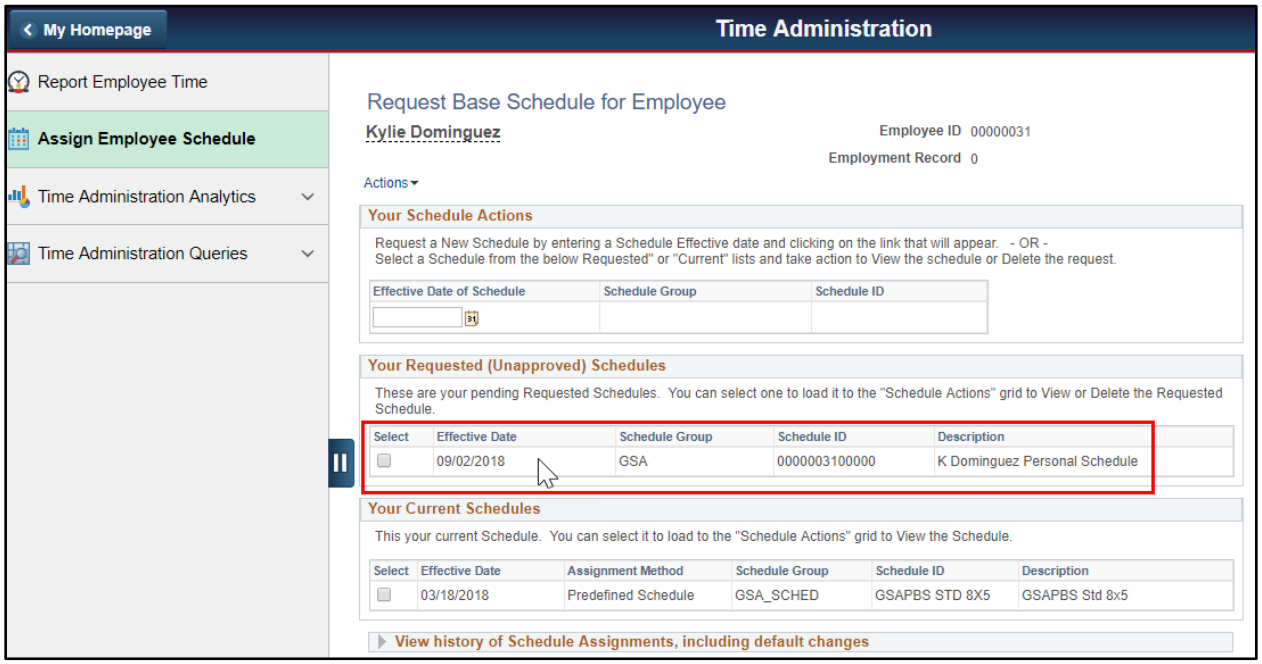
e. *Once the Labor Code is selected, you can select a Task Code by completing the same steps.*



Example of adding 2nd Shift Night Differential



15. Once you have made the appropriate changes to the schedule, select **Apply** and then **OK** at the bottom of the screen.



16. The requested schedule will be listed under **Your Requested (Unapproved) Schedules** section.