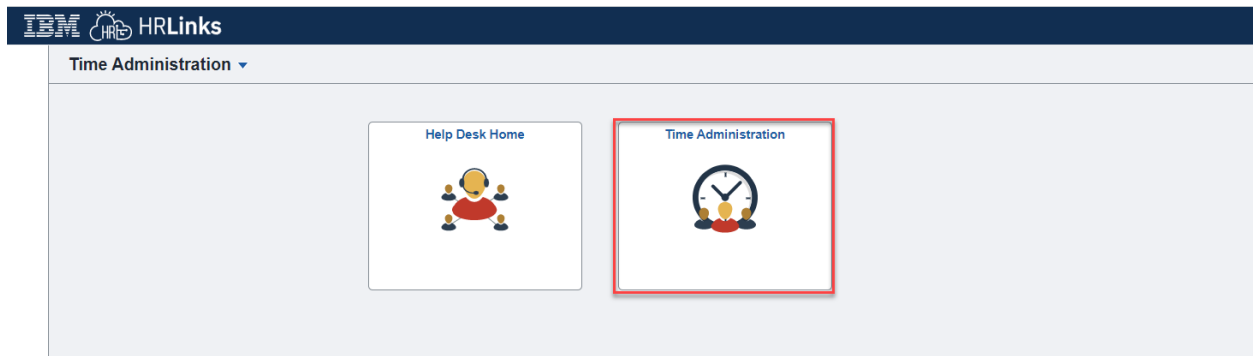


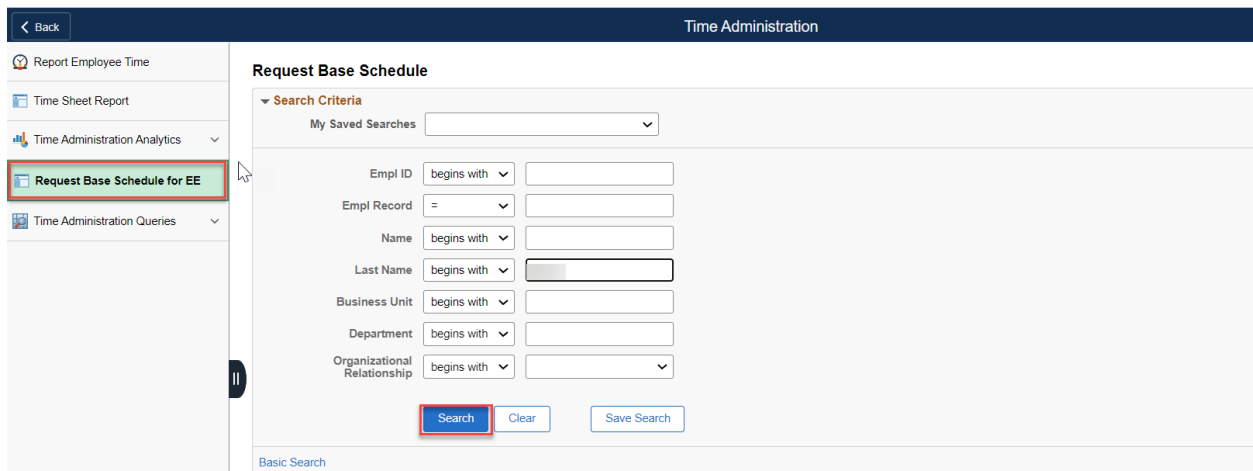


Create Base Schedules (Timekeeper)

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.



2. Choose the **Request Base Schedule for EE** tab from the left menu.
 - a. Enter **Search Criteria** for the employee whose base schedule you are creating. *(If you do not enter search criteria and simply click Search, all of your employees will appear in the Search Results section.)*
 - b. Select **Search**.



6. If more than one employee populates in results, select the > icon on the far right of the employee list to open the base schedule. (If only one employee populates the results, their base schedule will automatically open.)



7. The employee's current base schedule will open up. Select **Request Base Schedule**. Note:

To view a history of the employee's base schedules click this icon:



8. On the Request New Schedule pop up window, enter the:

- Start Date** (Select the date you'd like to start the new schedule. Contact your **Time Administrator** if you need to create a new base schedule with a start date in a prior pay period.)
- Schedule Reason** (Reason you are making a base schedule change)
- Schedule Type** (Choose a work schedule type for this base schedule. Check out the [Pay and Leave](#) page on Insite covering Work Schedules and determine which one is right for you.)
- Copy Prior Schedule** (Select 'Yes' If you want to create the new schedule by copying over the hours, time reporting codes, and labor hours from the previous work schedule)



9. Select **Ok**.

The 'Request New Schedule' dialog box is shown. It has a title bar with 'Cancel' and 'OK' buttons. The main text says 'Select a new Start Date and Schedule Type to initiate a request for a schedule change.' Below this are four fields: 'Start Date' with a dropdown menu showing '05/07/2023', 'Schedule Reason' with a dropdown menu showing 'Personal Convenience', 'Schedule Type' with a dropdown menu showing 'MaxiFlex (80)', and 'Copy Prior Schedule' with a toggle switch set to 'Yes'. A red box highlights the 'Start Date', 'Schedule Reason', 'Schedule Type', and 'Copy Prior Schedule' fields.

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

The 'Base Schedule' page is shown. It has a header with 'Time Administration' and a 'New Schedule' button. Below the header is a 'Schedule ID' field with the value '0001204700013'. The 'Start Date' is '05/07/2023' and the 'Schedule Type' is 'MaxiFlex (80)'. The 'Task Group' is 'GSA GMSA Taskgroup'. Below this is a 'Base Schedule' section with a red box highlighting the 'Rules' section. The 'Rules' section contains the following text: 'An employee who selects this schedule is a full-time employee who may work their 80-hours in fewer than 10 work days. The employee may vary the number of hours worked on a given workday or the number of hours each week subject to the organizations policy and union agreements.' Below this text are four bullet points: 'Hours per pay period: 80 hours', 'Credit hours allowed: Yes', 'Compensatory time allowed: Yes', and 'Hours of holiday pay allowed: 8 hours'. A 'Clear All Hours' button is located at the bottom right of the 'Rules' section. Below the 'Rules' section is a table with columns for 'Day', 'Hours', 'Time Reporting Code', 'Additional TRC', 'Labor Code', and 'Task Code'. The table shows data for Sunday through Friday.

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



Timesheet Item/ Icon	Purpose
	Switch to Day Off
	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 telework code)
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	093 - Telework-Full-Time		
3 Tuesday	Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code
	8.0	001-Regular Time	093 - Telework-Full-Time		
4 Wednesday	Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code
	8.0	001-Regular Time	093 - Telework-Full-Time		



12. Not all organizations are required to include labor and task codes in their schedules. However, if the employee is a Public Building Services (PBS) employee, you are required to include labor and task codes in their 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					
2 Monday	Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code
	9.0	001-Regular Time	093 - Telework-Full-Time		
3 Tuesday	Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code
	9.0	001-Regular Time	093 - Telework-Full-Time		
4 Wednesday	Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code
	9.0	001-Regular Time	093 - Telework-Full-Time		
5 Thursday	Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code
	9.0	001-Regular Time	093 - Telework-Full-Time		
6 Friday	Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code
	8.0	001-Regular Time	093 - Telework-Full-Time		

13. 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 [Labor Administrator](#) can assist you with any questions you have regarding labor codes.



CANCEL

Lookup

Search for: Labor Code

▼ Search Criteria

Show Operators

Taskgroup

GSAGM&A

Labor Code

(begins with)

06

Long Description

(begins with)

Description

(begins with)

SEARCH

CLEAR

▼ Search Results

3 rows

Labor Code	Long Description	Description
06-01-001	Manage Federal Information Services to Citizens [06-01-001]	Manage Federal Information Ser
06-02-001	Manage Intergovernmental Communications [06-02-001]	Manage Intergovernmental Commu
06-02-002	Manage FOIA Requests [06-02-002]	Manage FOIA Requests [06-02-00

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

3 Tuesday

Hours

Time Reporting Code

Additional TRC

Labor Code

Task Code

9.0

001-Regular Time

093 - Telework-Full-Time

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

CANCEL

Lookup

Search for: Task Code

▼ Search Criteria

Show Operators

Taskgroup

GSAGM&A

Task Code

(begins with)

192

Description

(begins with)

SEARCH

CLEAR

▼ Search Results

1 row

Task Code	Description
192	PBS



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
3	Tuesday	Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code
		9.0	001-Regular Time	093 - Telework-Full-Time		

15. 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					
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				
3	Tuesday	Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code
		9.0	001-Regular Time	093 - Telework-Full-Time		

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

Start Date 05/07/2023

*Schedule Type MaxiFlex (80)

Task Group GSA GM&A Taskgroup

Scheduled Hours

80 / 80

Base Schedule

An employee who selects this schedule is a full-time employee who may work their 80-hours in fewer than 10 work days. The employee may vary the number of hours worked on a given workday or the number of hours each week subject to the organization's policy and union agreements.

MaxiFlex 80 schedule will enforce the following timesheet validations upon submission:

- Hours per pay period: 80 hours
- Credit hours allowed: Yes
- Compensatory time allowed: Yes
- Hours of holiday pay allowed: 8 hours

Clear All 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				

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



Management and Program Analyst
Full Time - 80.00 Standard Hours

Cancel Request Submit

Schedule ID: 00017020007

Start Date: 05/07/2023
Schedulad Hours: 80 / 80
*Schedule Type: MaxiFlex (80)
Task Group: GSA GM&A Taskgroup

Base Schedule

An employee who selects this schedule is a full-time employee who may work their 80-hours in fewer than 10 work days. The employee may vary the number of hours worked on a given workday or the number of hours each week subject to the organization's policy and union agreements.

A MaxiFlex 80 schedule will enforce the following timesheet validations upon submission:

- Hours per pay period: 80 hours
- Credit hours allowed: Yes
- Compensatory time allowed: Yes
- Hours of holiday pay allowed: 8 hours

Clear All 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				

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

You have successfully submitted a base schedule for approval.

Time Administration

Management & Program Analyst
Full Time - 80.00 Standard Hours

Pending Approval by Supervisor
Approve Deny Withdraw

Schedule ID: 0001204700013

Start Date: 05/07/2023
Schedulad Hours: 80 / 80
Schedule Type: MaxiFlex (80)
Task Group: GSA GM&A Taskgroup

Base Schedule

An employee who selects this schedule is a full-time employee who may work their 80-hours in fewer than 10 work days. The employee may vary the number of hours worked on a given workday or the number of hours each week subject to the organization's policy and union agreements.

A MaxiFlex 80 schedule will enforce the following timesheet validations upon submission:

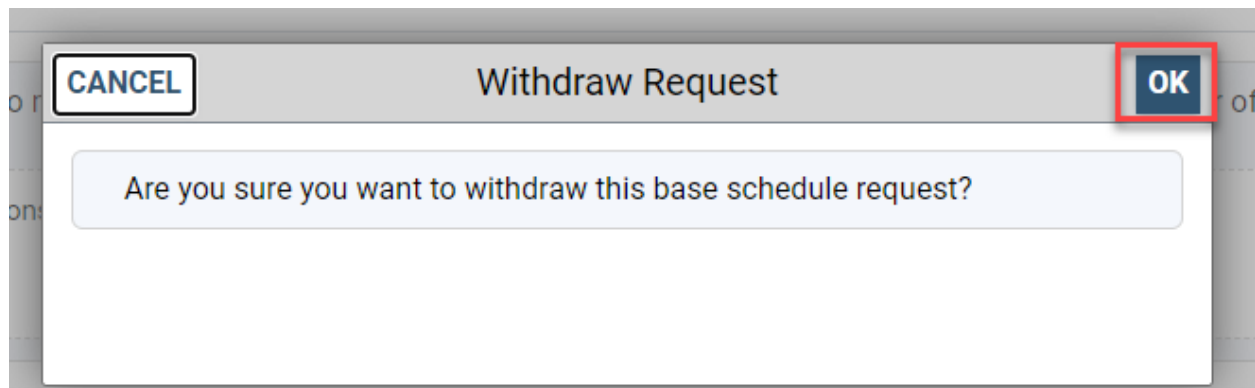
- Hours per pay period: 80 hours
- Credit hours allowed: Yes
- Compensatory time allowed: Yes
- Hours of holiday pay allowed: 8 hours

1 Sunday

2 Monday

Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code
8.0	001-Regular Time	093 - Telework-Full-Time	06-01-001	192
0.0				

19. 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**. The base schedule homepage will revert back to the employee's last approved schedule.



Questions?

Check out our [Time and Leave](#) page on Insite.

If you still have questions, contact the following:

- **Issues with Single Sign On (SSO):** GSA IT Service Desk at 866-450-5250 or ITServiceDesk@gsa.gov
- **Time and Attendance:** [Timekeeper or Time Administrator](#)
- **Timekeeping Help Desk:** timekeeping.help-desk@gsa.gov
- **Benefits:** [Benefits and Retirement Center](#)
- **Performance Management:** the [HR Performance Team](#)
- **Need a new labor code in HR Links:** Contact your [Regional Labor Admin](#)
- **All other HR Questions contact your servicing HR Office:**
 - [PBS HR Service Center](#)
 - [FAS HR Service Center](#)
 - [Staff Office HR Service Center](#)
 - [Executive Resources HR Service Center](#)