



Create & Approve Base Schedules (Supervisors)

Create a Base Schedule for an Employee (as Supervisor)

Changes to your 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 **Manager Self Service** home page, click on the **Assign Employee Schedule** tile.



2. The page will display your team on the Schedules tab. Select the > icon under the View column to create a base schedule for your selected employee.



Manager Self Service Schedules

Supervisory HR Innovation and

Approvals

Summary Position Compensation Leave Balances Schedules

Name / Title	Approval	Today's Status	Current Schedule	Scheduled Days	View
Human Resources Specialist (In			0001851900003 MaxiFlex (80)	S M T W T F S S M T W T F S	
Human Resources Specialist (In			0001877900002 Compressed Schedule	S M T W T F S S M T W T F S	
Management and Program Analyst			0001707200004 Variable Week (80)	S M T W T F S S M T W T F S	
Special Assistant			0000896200001 Compressed Schedule	S M T W T F S S M T W T F S	

3. Select the **Request New Schedule** to create a base schedule for your employee. This homepage displays your employee's current approved base schedule. Note: To view a history of the employee's base schedules click this icon:

Schedules Base Schedule

Approved by on 04/25/2023 01:55 PM

Human Resources Specialist
Full Time - 80.00 Standard Hours

Request New Schedule

Schedule ID 0000361000003

Start Date 04/23/2023

Schedule Type Standard 8 Sched

Scheduled Hours 80 / 80

Task Group GSA GM&A Taskgroup

Base Schedule

An employee who selects this schedule is full time and scheduled to work 5 work days each workweek. The work schedule has fixed start and stop times, agreed to with the supervisor and subject to the organization's policy and union agreements.

A Standard schedule will enforce the following timesheet validations upon submission:

- Hours per week: 40 hours
- Hours each work day: 8 hours
- Compensatory time allowed: Yes
- Hours of holiday pay allowed: 8 hours
- Hours per pay period: 40 hours
- Days worked per pay period: 10 days
- Credit hours allowed: No

1 Sunday					
2 Monday	Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code
	8.0	001-Regular Time	093 - Telework-Full-Time		

4. On the Request New Schedule pop up window, enter the:
 - a. **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.)
 - 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 [Pay and Leave](#) 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 the new schedule by copying over the hours, time reporting codes, and labor hours from the previous work schedule)

5. Select **Ok**.

A screenshot of a 'Request New Schedule' dialog box. The dialog has a title bar with 'Cancel' and 'OK' buttons. The main content area contains a message: '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 radio button labeled 'Yes'. A red rectangular box highlights the 'Start Date', 'Schedule Reason', 'Schedule Type', and 'Copy Prior Schedule' fields. The 'OK' button in the title bar is also highlighted with a red box.

6. 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.



Employee Self Service Base Schedule

Management and Program Analyst
Full Time - 80.00 Standard Hours

[New Schedule](#) [Cancel Request](#) [Submit](#)

Schedule ID: 0001/07/200007

Start Date: 05/07/2023 *Schedule Type: MaxiFlex (80)

Scheduled Hours: 80 / 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](#)

Day	Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code
1 Sunday					
2 Monday	9.0	001-Regular Time	093 - Telework-Full-Time		
3 Tuesday	9.0	001-Regular Time	093 - Telework-Full-Time		

7. 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		

8. Not all organizations are required to include labor and task codes in their schedules. However, if your employee is a Public Building Service (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		

9. 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

10. 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

Taskgroup

GSAGM&A

Task Code

(begins with)

192

Description

(begins with)

SEARCH

CLEAR

Show Operators

▼ 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

11. 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

12. 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

Scheduled Hours

*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.

① 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				

13. Next, select the **Submit** button at the top right of the page to submit and approve your employee's base schedule.

Management and Program Analyst
Full Time - 80.00 Standard Hours

New Schedule

Cancel Request Submit

Schedule ID: 060707200007

Start Date 05/07/2023

Scheduled Hours

*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.

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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				

14. You'll see your approval in the top right hand corner of the page.

Schedules

Base Schedule

Human Resources Specialist (In Full Time - 80.00 Standard Hours)

Approved by on 05/03/2023 11:33 AM

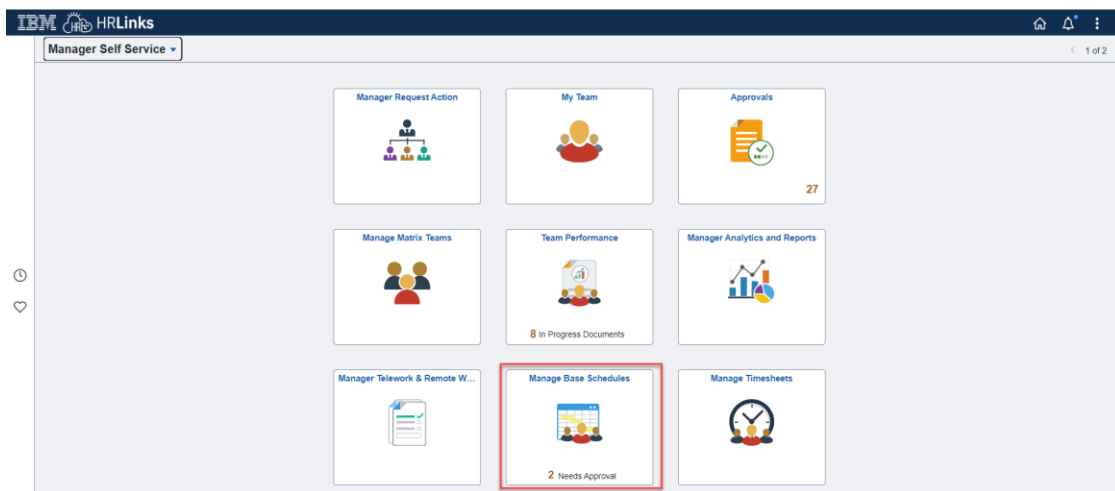
Request New Schedule





Approve a Base Schedule for an Employee

In this scenario, you are approving a base schedule that an employee has created and submitted for your review and approval.

1. From the **Manager Self Service** home page, click on the **Manage Base Schedules** tile.



2. Select the employee whose base schedule you are approving. Base schedules that need approval will have this  icon under the Approval column. Select the > icon under the View column to open the base schedule needing approval for your selected employee.

Name / Title	Approval	Today's Status	Current Schedule	Scheduled Days	View
Human Resources Specialist (In			0001851900003 MaxiFlex (80)	S M T W T F S S M T W T F S	>
Human Resources Specialist (In			0001877900002 Compressed Schedule	S M T W T F S S M T W T F S	>
Management and Program Analyst			0001707200004 Variable Week (80)	S M T W T F S S M T W T F S	>
Special Assistant			0000896200001 Compressed Schedule	S M T W T F S S M T W T F S	>
Management & Program Analyst			0001204700010 Compressed Schedule	S M T W T F S S M T W T F S	>



- The pending base schedule will open for approval. Review the base schedule and select **Approve** on the top right corner of the page. (Note: select **Deny** to disapprove the employee's pending base schedule).

Management and Program Analyst
Full Time - 80.00 Standard Hours

Pending Approval by Supervisor

Approve Deny

Schedule ID 0001707200008

Start Date 05/07/2023

Scheduled Hours 80 / 80

*Schedule Type MaxiFlex (80)

Task Group GSA GM&A Taskgroup

Base Schedule

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Clear All Hours

Day	Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code
1 Sunday					
2 Monday	9.0	001-Regular Time	093 - Telework-Full-Time	06-01-001	192
	0.0				

- You have successfully approved your employee's base work schedule.** You'll see your approval in the top right hand corner of the page.

Human Resources Specialist (In Full Time - 80.00 Standard Hours)

Approved by [redacted] on 05/03/2023 11:33 AM

Request New 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](#)