Create a Base Schedule (Employees)

Changes to your 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 Request Base Schedule on the Employee Time Requests tile.
2. Select the **calendar** icon in the **Effective Date of Schedule** field.

3. Choose a date from the calendar for which you want the new base schedule to be used.
As a reminder, **only Time Administrators** can create a new base schedule with a date in the past.
   
a. When you select an **Effective Date**, the system automatically changes the date to the **Pay Period** start date.

![Calendar Icon]

**Request Base Schedule**

**Employee Name**

**Actions**

**Your Schedule Actions**

Request a New Schedule by entering a Schedule Effective date and clicking on the link that will appear. OR Select a Schedule from the below Requested or Current lists and take action to View the schedule or Delete the request.

<table>
<thead>
<tr>
<th>Effective Date of Schedule</th>
<th>Schedule Group</th>
<th>Schedule ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Your Current Schedule**

This your current base schedule.

Select | Effective Date | Schedule Group | Schedule ID | Description |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>November 2020</td>
<td>GSA_SCHED</td>
<td>00013086000000</td>
<td>Personal Schedule</td>
</tr>
</tbody>
</table>

![Current Date]

Schedule Start must be beginning of Pay Period (2020,12)

The Schedule Start date must fall on the first day of a Pay Period. Your entered Schedule Eff Date has been changed to Nov-08-2020.

![OK Button]
4. Select the **Request Base Schedule** hyperlink that appears.

![Request Base Schedule](image)

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

![Definition](image)
6. 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 determine which one is right for you.

7. Once you choose the appropriate work schedule, select **Schedule Days** (via the Schedule Days tab or Schedule Days hyperlink).
8. A window will appear, where you can change your schedule by choosing the scheduled hours for each work day, which days are “Off Days,” the time reporting code (ex: 001 - Regular Time) and additional time reporting code (ex: 092 - Telework-Long-Term) for each day, and the labor and task codes if applicable.

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

![Compressed Schedule Table]

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*Create Base Schedules (Employees) | 5*
### b. Example of a Variable Week (VARWK) Schedule

<table>
<thead>
<tr>
<th>Select</th>
<th>Day of Period</th>
<th>Off Day</th>
<th>Sched Hrs</th>
<th>Time Reporting Code</th>
<th>Additional TRC</th>
<th>Labor Code</th>
<th>Task Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>(01) Week 1 - Sunday</td>
<td>☑</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>(02) Week 1 - Monday</td>
<td>☑</td>
<td>10.00</td>
<td>001-Regular Time</td>
<td>☑</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>(03) Week 1 - Tuesday</td>
<td>☑</td>
<td>10.00</td>
<td>001-Regular Time</td>
<td>☑</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>(04) Week 1 - Wednesday</td>
<td>☑</td>
<td>10.00</td>
<td>001-Regular Time</td>
<td>☑</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>(05) Week 1 - Thursday</td>
<td>☑</td>
<td>10.00</td>
<td>001-Regular Time</td>
<td>☑</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>(06) Week 1 - Friday</td>
<td>☑</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>(07) Week 1 - Saturday</td>
<td>☑</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>(08) Week 2 - Sunday</td>
<td>☑</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>(09) Week 2 - Monday</td>
<td>☑</td>
<td>5.00</td>
<td>001-Regular Time</td>
<td>☑</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>(10) Week 2 - Tuesday</td>
<td>☑</td>
<td>8.00</td>
<td>001-Regular Time</td>
<td>☑</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>(11) Week 2 - Wednesday</td>
<td>☑</td>
<td>10.00</td>
<td>001-Regular Time</td>
<td>☑</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>(12) Week 2 - Thursday</td>
<td>☑</td>
<td>8.00</td>
<td>001-Regular Time</td>
<td>☑</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>(13) Week 2 - Friday</td>
<td>☑</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>(14) Week 2 - Saturday</td>
<td>☑</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9. Not all organizations are required to include labor and task codes in their schedules. However, if you are a Public Building Services (PBS) employee, you are required to include 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.

10. 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.
11. Once a Labor Code is selected, you can enter or search for a Task Code using the method described above.

12. 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.
13. 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.

![Schedule Details](image1)

14. Next, select the **Apply** button at the bottom of the screen to save your changes, then select **OK** to submit your request.

![Shift Details](image2)
15. The schedule you requested now appears in the **Your Requested (Unapproved) Schedules** section of the Request Base Schedule screen.

*You have successfully submitted your base schedule for approval.*
16. If you need to delete a base schedule that is pending approval, select the **checkbox** to the left of it. This will cause it to appear in the “Your Schedule Actions” section where you can choose **Delete** to cancel it, or select the **View/Edit Selected Schedule** hyperlink to make changes and resubmit it.
Questions?

Check out our complete library of job aids, videos, and training courses! You can search based on your role (employee, supervisor, timekeeper) or by topic (time and leave, telework, benefits, performance).

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:** your Timekeeper or Time Administrator
- **Benefits:** the 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