

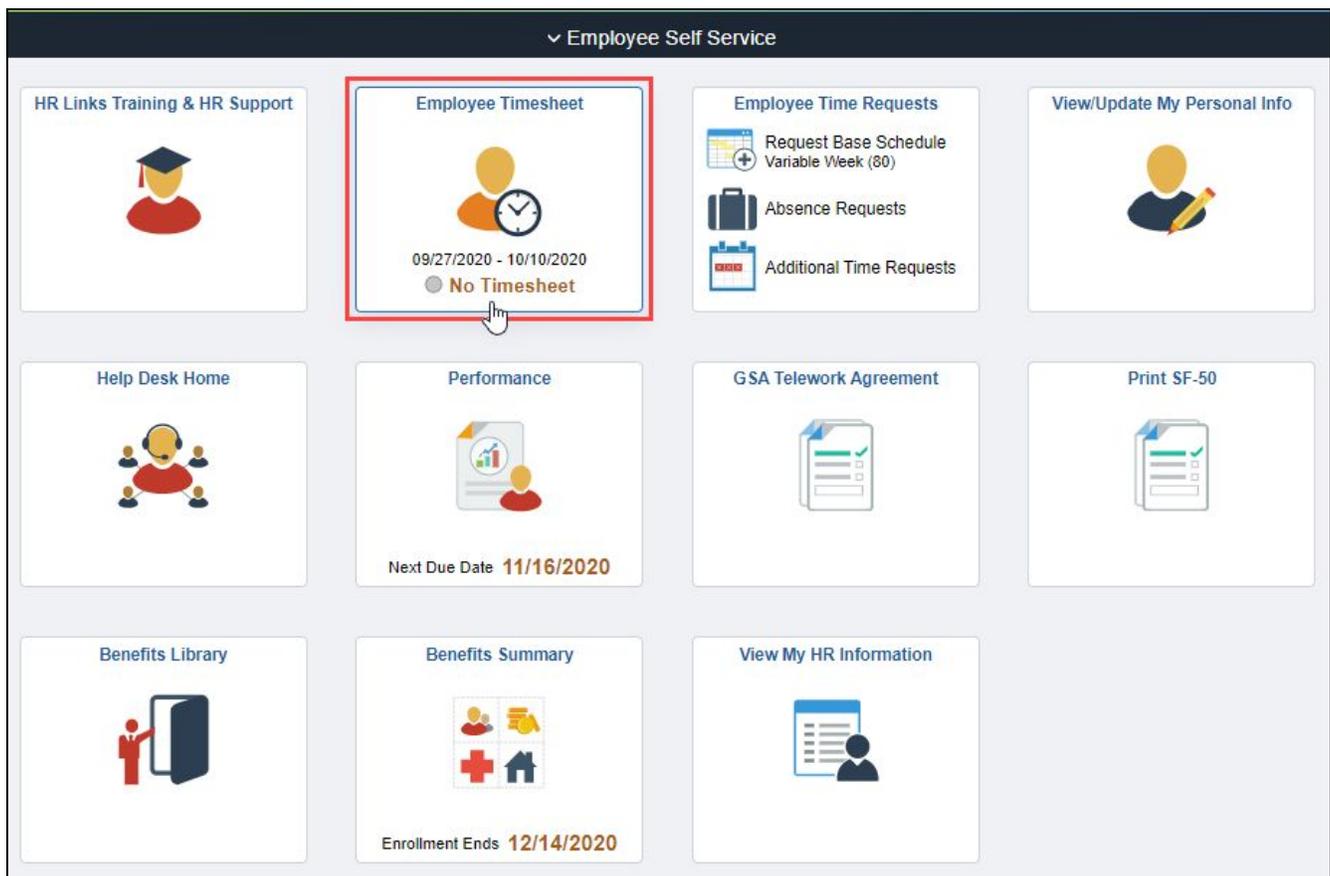


Create a Timesheet with Labor Codes (Employees)

Follow this job aid to learn how to create a timesheet with labor codes in HR Links.

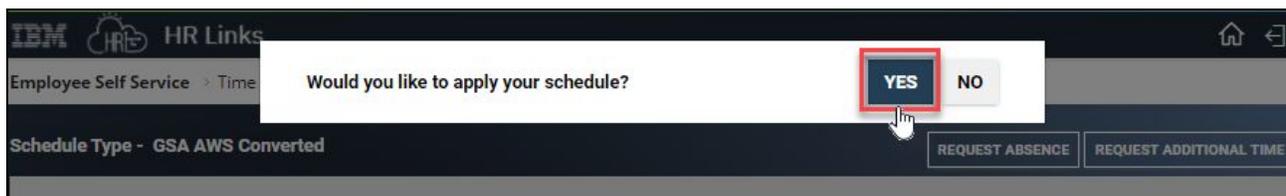
Employee timesheet created from the Timesheet Tile

1. Select the **Timesheet** tile on the Employee Self Service homepage.



Note: The status information on the tile may take a few seconds to appear.

If you receive a pop-up message asking you to apply your base schedule, select **Yes**.





- The **Time screen** will appear, displaying the current pay period with your base schedule applied. Use the **breadcrumbs in the upper left corner** of the screen to navigate back to the Employee Self Service or home screen.

You will now see an information panel at the top of the Timesheet screen:

- the **Pay Period** field will show the first day of the current pay period;
- the **Timesheet Status** will initially read **"No Timesheet"**;
- and the **Payroll Status** will be **"Not Sent"**.

Any absence or overtime requests that have already been submitted and approved will also be reflected. The status will change to **"Needs Submission"** once you have begun making changes to the timesheet.

The screenshot shows the 'Employee Self Service > Time' interface. At the top, it indicates 'Schedule Type - Variable Week (80)' and provides buttons for 'REQUEST ABSENCE' and 'REQUEST ADDITIONAL TIME'. The 'Employee Name' and 'ID #' fields are visible, along with a 'View Details' link. The 'PAY PERIOD' is set to '09/27/2020', with 'PREV' and 'NEXT' navigation buttons. A summary section shows 'Time Reporting Code Total Hours' (44.0 Regular: 092-Telework Routine, 36.0 Regular) and 'Labor Code Total Hours' (80.0 ZR000901). The 'Total/Scheduled' is 80.0/80.0. The status is 'Timesheet Status: No Timesheet' and 'Payroll status: Not Sent', with a 'SUBMIT' button. The main area is a grid of days from Sun 9/27 to Sat 10/10, showing '9 hr Regular' for most days and '8 hr Regular' for Sat 10/10. Each day has a '+' icon for adding time.



- Next, review the hours displayed on the timesheet and make any necessary changes or updates. The **Time Reporting Code Total Hours** table provides a breakdown of your timesheet hours by Time Reporting Code (TRC), and the **Labor Code Total Hours** table provides a breakdown by Labor Code.

The following steps show how to update the Time Reporting and Labor Code hours using the **Edit** links in the information panel below. More detailed guidance on editing Time Reporting and Labor codes can be found in the “Edit Timesheet Labor Codes” job aid.

To edit one or more of the Time Reporting Codes reflected in the **Time Reporting Code Total Hours** table *without changing the overall hourly breakdown*, click the **Edit** hyperlink in the upper right corner of the section.

The screenshot shows the 'Employee Self Service > Time' interface. At the top, it displays 'Schedule Type - Variable Week (80)' and buttons for 'REQUEST ABSENCE' and 'REQUEST ADDITIONAL TIME'. Below this, the 'Employee Name ID #' and 'PAY PERIOD' (09/27/2020) are shown. The main content area is divided into two sections: 'Time Reporting Code Total Hours' and 'Labor Code Total Hours'. The 'Time Reporting Code Total Hours' section shows a table with 44.0 hours for 'Regular : 092-Telework Routine' and 36.0 hours for 'Regular'. An 'Edit' link is highlighted with a red box. The 'Labor Code Total Hours' section shows 80.0 hours for 'ZR000901'. To the right, there are status indicators: 'Total/Scheduled: 80.0/80.0', 'Timesheet Status: No Timesheet', and 'Payroll status: Not Sent'. A 'SUBMIT' button is located at the bottom right. At the bottom of the page, a calendar grid shows dates from Monday 9/28 to Friday 10/9.

- In the Bulk Edit dialog box that appears, you can update any of the **Time Reporting Codes (TRCs)** on your timesheet by clicking the **down arrow** next to the code(s) you want to change and selecting a replacement from the dropdown menu.

The screenshot shows the 'Bulk Edit' dialog box. The title is 'Bulk Edit' and the subtitle is 'Review and change the Time Reporting Code and/or Additional TRC distribution for this time period'. The dialog has two main sections: 'TIME REPORTING CODE' and 'ADDITIONAL TRC'. In the 'TIME REPORTING CODE' section, there are two rows. The first row shows '44 hr' and '001-Regular Time'. The second row shows '36 hr' and '001-Regular Time'. A red box highlights the dropdown arrow next to '001-Regular Time' in the second row. A dropdown menu is open, showing a list of TRC options: '001-Regular Time', '002-Holiday Observed', '005-Actual Stand By Hours', '006-Actual AUO Hours Worked', '007-FLSA Hours Worked', '009-Make Up Hours before OT', '010-Regular Scheduled OT', '011-Holiday Worked', '012-Sunday Premium', '013-Comp Time Earned', and '014-Irregular Scheduled OT'. The '013-Comp Time Earned' option is highlighted with a red box. In the 'ADDITIONAL TRC' section, there is a search box containing '092-Telework-Routine'. At the bottom right, there are 'CANCEL' and 'NEXT' buttons. A calendar grid is visible in the background, showing dates from Monday 10/5 to Tuesday 10/6.



- In this example, an **Additional Time Reporting Code (TRC)**, 090-Telework - Emergency, will be added for 36 hours, or 4 regular work days. (Note that you cannot change the Quantity of hours using this approach, only the TRC and Additional TRC codes.)

Enter the numeric code or code description into the search field and select **Next**.

PAY PERIOD SEPTEMBER 27 - OCTOBER 10 2020

Bulk Edit

Review and change the Time Reporting Code and/or Additional TRC distribution for this time period

QUANTITY	TIME REPORTING CODE	ADDITIONAL TRC
44 hr	001-Regular Time	092-Telework-Routine
36 hr	001-Regular Time	090

CANCEL NEXT

- A new dialog box will appear summarizing the change you are about to make; select **Submit** to complete the process.

PAY PERIOD SEPTEMBER 27 - OCTOBER 10 2020

Bulk Edit

Review and submit the changes for this time period

⚠ CURRENT	QUANTITY	TIME REPORTING CODE	ADDITIONAL TRC
	36 hr	001-Regular Time	

✅ UPDATED	QUANTITY	TIME REPORTING CODE	ADDITIONAL TRC
	36 hr	001-Regular Time	090

CANCEL PREVIOUS SUBMIT



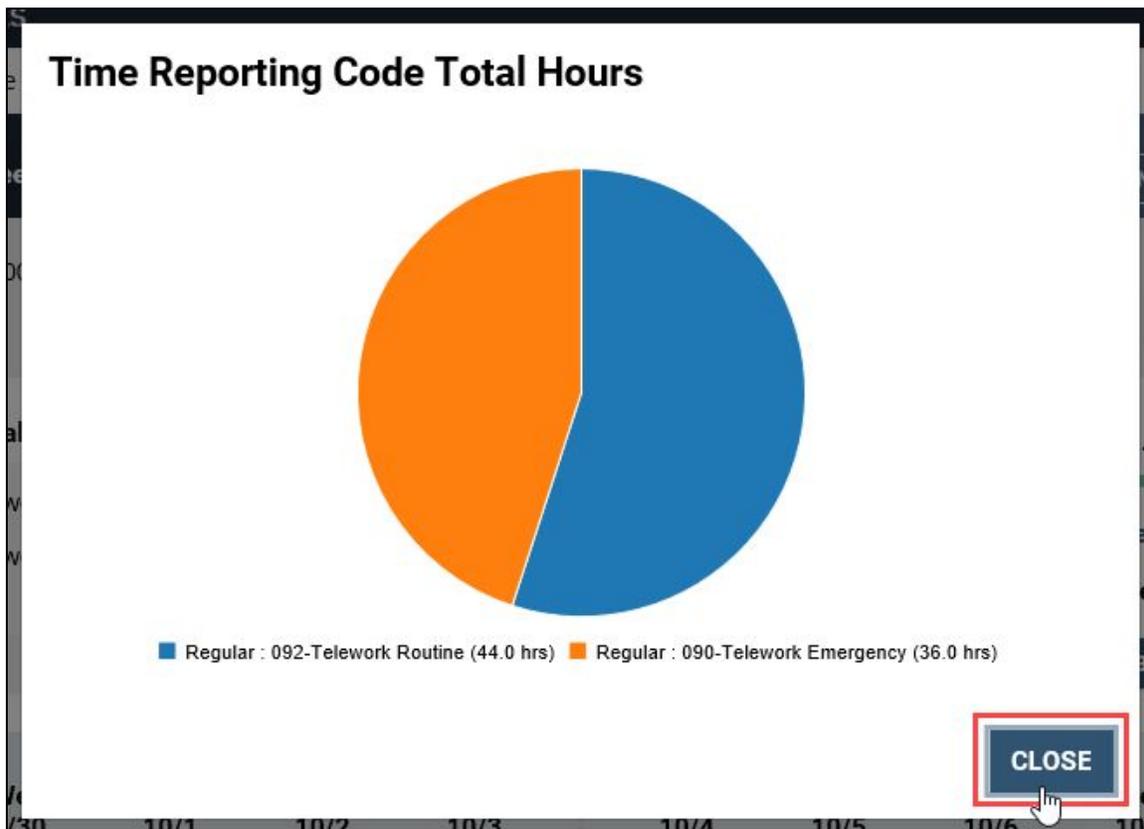
- The code you added now appears in the Time Reporting Code Total Hours section of your timesheet. If desired, select the **View Chart** button in the lower right-hand corner to access a pie chart showing the Time Reporting Code breakdown for the current pay period.

Schedule Type - Variable Week (80) REQUEST ABSENCE REQUEST ADDITIONAL TIME

Employee Name ID # PAY PERIOD
View Details > 09/27/2020 ← PREV NEXT →

Time Reporting Code Total Hours	Edit	Labor Code Total Hours	Edit	Total/Scheduled: 80.0/80.0
44.0 Regular : 092-Telework Routine		A 80.0 ZR000901		Timesheet Status: Needs Submission
36.0 Regular : 090-Telework Emergency				Payroll status: Not Sent
View Chart		View Chart		SUBMIT

- Select the **Close** button to return to the timesheet screen.





- If you want to change the **Labor Codes** as they appear in the **Labor Code Total Hours** section (without changing the hourly breakdown), select the **Edit** hyperlink in the upper right hand corner.

Schedule Type - Variable Week (80) REQUEST ABSENCE REQUEST ADDITIONAL TIME

Employee Name ID # PAY PERIOD
View Details > 09/27/2020 ← PREV NEXT →

Time Reporting Code Total Hours	Edit	Labor Code Total Hours	Edit	Total/Scheduled: 80.0/80.0
44.0 Regular : 092-Telework Routine		A 80.0 ZR000901		<div style="width: 100%; height: 10px; background-color: green;"></div>
36.0 Regular : 090-Telework Emergency				Timesheet Status: Needs Submission
View Chart		View Chart		Payroll status: Not Sent
				SUBMIT

- A dialog box will appear: you can update the Labor Codes by selecting the **search icon**  next to the code (or codes) you want to change and choosing a replacement code from the search results.

PAY PERIOD SEPTEMBER 27 - OCTOBER 10 2020

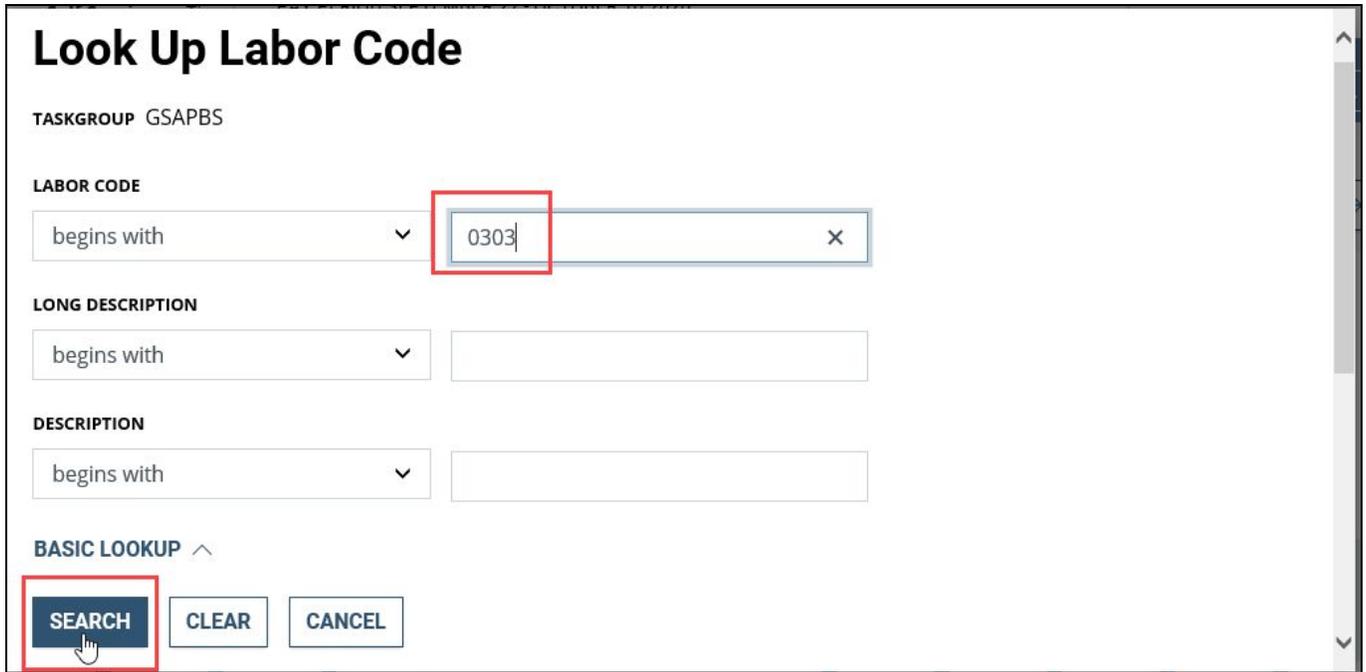
Bulk Edit

Review and change the Labor code distribution for this time period

QUANTITY	LABOR CODE	TASK CODE
80 hr	ZR000901 	PG901 

[CANCEL](#) [NEXT](#)

11. In the **Look Up Labor Code** dialog box, enter the first few digits or letters of the code you are searching for, then select **Search**.



Look Up Labor Code

TASKGROUP GSAPBS

LABOR CODE

begins with

LONG DESCRIPTION

begins with

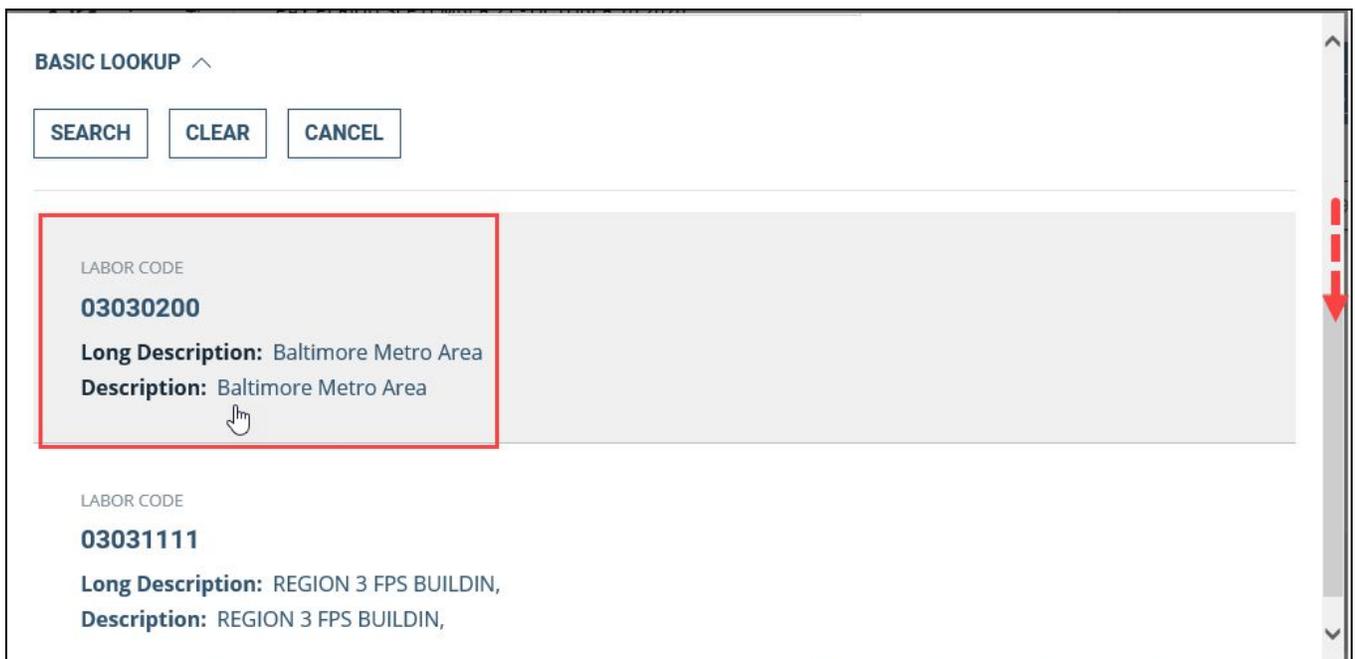
DESCRIPTION

begins with

BASIC LOOKUP ^

SEARCH **CLEAR** **CANCEL**

12. Scroll down to the code you are searching for in the list below and select it.



BASIC LOOKUP ^

SEARCH **CLEAR** **CANCEL**

LABOR CODE
0303200
Long Description: Baltimore Metro Area
Description: Baltimore Metro Area

LABOR CODE
03031111
Long Description: REGION 3 FPS BUILDIN,
Description: REGION 3 FPS BUILDIN,

13. In the next dialog box that appears, the **Labor Code** you entered has now replaced the original one. If desired, you can also change the **Task Code** by following the steps above. Then select **Next**.

PAY PERIOD SEPTEMBER 27 - OCTOBER 10 2020

Bulk Edit

Review and change the Labor code distribution for this time period

QUANTITY	LABOR CODE	TASK CODE
80 hr	03030200	PG901

CANCEL NEXT

14. A final box provides a summary of your change/s. Select **Submit** to complete the process.

PAY PERIOD SEPTEMBER 27 - OCTOBER 10 2020

Bulk Edit

Review and submit the changes for this time period

STATUS	QUANTITY	LABOR CODE	TASK CODE
⚠ CURRENT	80 hr	ZR000901	PG901
✅ UPDATED	80 hr	03030200	PG901

CANCEL PREVIOUS SUBMIT



15. The **new code** now appears in the Labor Code Total Hours summary.

Employee Self Service > Time

Schedule Type - Variable Week (80) REQUEST ABSENCE REQUEST ADDITIONAL TIME

Employee Name ID # PAY PERIOD
View Details > Employee Name ID # 09/27/2020 ← PREV NEXT →

Time Reporting Code Total Hours	Edit	Labor Code Total Hours	Edit	Total/Scheduled:
44.0 Regular : 092-Telework Routine		A 80.0 03030200		80.0/80.0
36.0 Regular : 090-Telework Emergency				
View Chart		View Chart		View Chart

Timesheet Status: **Needs Submission**
Payroll status: **Not Sent**
SUBMIT

16. Alternatively, if you need to change the Labor and/or Time Reporting Codes for a specific day of the pay period, **select the day you would like to update** in the reported hours section of the timesheet. (Note that the left side of each day shows the hours allocated to each Labor Code by color.)

Schedule Type - Variable Week (80) REQUEST ABSENCE REQUEST ADDITIONAL TIME

Employee Name ID # PAY PERIOD
View Details > Employee Name ID # 09/27/2020 ← PREV NEXT →

Time Reporting Code Total Hours	Edit	Labor Code Total Hours	Edit	Total/Scheduled:
44.0 Regular : 092-Telework Routine		A 80.0 03030200		80.0/80.0
36.0 Regular : 090-Telework Emergency				
View Chart		View Chart		View Chart

Timesheet Status: **Needs Submission**
Payroll status: **Not Sent**
SUBMIT

Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3	Sun 10/4	Mon 10/5	Tue 10/6	Wed 10/7	Thu 10/8	Fri 10/9
9 hr Regular 092	9 hr Regular 090	9 hr Regular 090	9 hr Regular 092	+	+	+	9 hr Regular 092	9 hr Regular 090	9 hr Regular 090	9 hr Regular 092	8 hr Regular 092
A	A	A	A				A	A	A	A	A
+	+	+	+				+	+	+	+	+



17. A dialog box will appear displaying a breakdown of reported hours by Labor and Task Code for the day in question. Here you can edit and/or add Labor and Time Reporting Codes using the search icons , as well as change the number of hours allocated to each. You can also update the **Time Reporting** and **Additional TRC** codes before selecting **Save**.

For more information on updating Labor Codes, please refer to the “Edit Timesheet Labor Codes” job aid.

TIME ENTRY

Thu 10/8

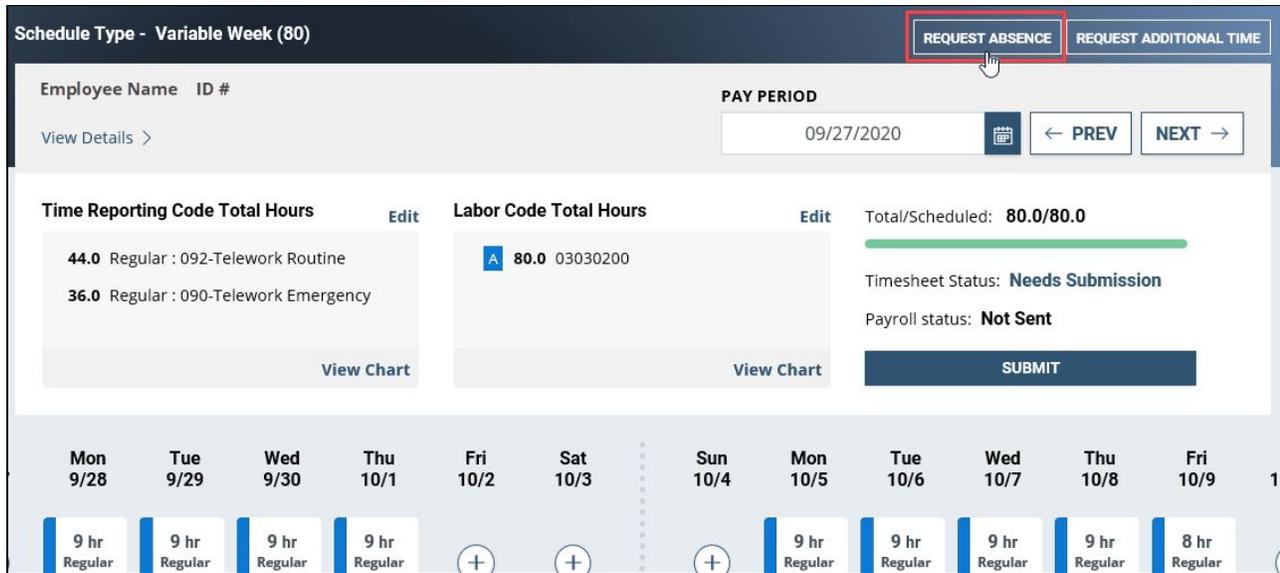
TIME REPORTING CODE *		ADDITIONAL TRC	
001-Regular Time 		092-Telework-Routine 	

QUANTITY	LABOR CODE	TASK CODE
9.0	03030200 	PG901 
	ZR000901 	PG901 

ADD ANOTHER LABOR CODE

DELETE TIME **CANCEL** **SAVE** 

18. If you will *not* be submitting any absence requests for this pay period and the total number of hours you reported equals the total number of hours in your base schedule (as indicated by the green bar that appears under **Total/Scheduled** hours below). you may *skip to step 28b*.
19. To submit an Absence request from the timesheet, select the **Request Absence** button in the upper right-hand corner of the screen.



Schedule Type - Variable Week (80)

REQUEST ABSENCE **REQUEST ADDITIONAL TIME**

Employee Name ID # **PAY PERIOD**
 View Details > 09/27/2020 ← PREV NEXT →

Time Reporting Code Total Hours **Labor Code Total Hours** Total/Scheduled: **80.0/80.0**

44.0 Regular : 092-Telework Routine A 80.0 03030200
 36.0 Regular : 090-Telework Emergency

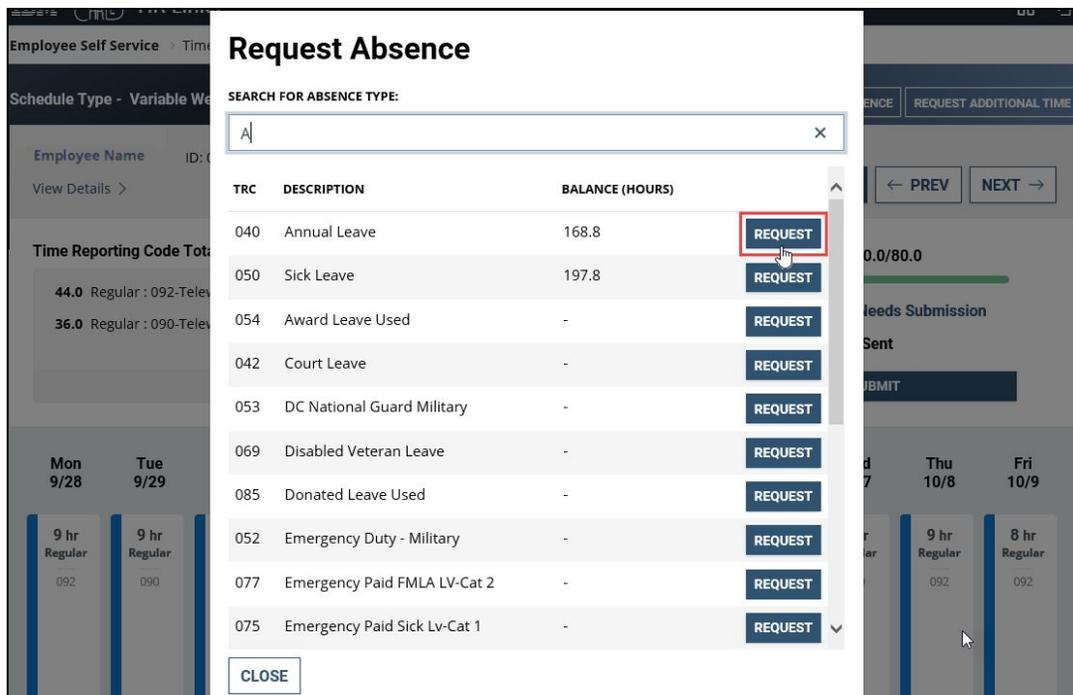
Timesheet Status: **Needs Submission**
 Payroll status: **Not Sent**

SUBMIT

Mon 9/28 Tue 9/29 Wed 9/30 Thu 10/1 Fri 10/2 Sat 10/3 Sun 10/4 Mon 10/5 Tue 10/6 Wed 10/7 Thu 10/8 Fri 10/9

9 hr Regular 9 hr Regular 9 hr Regular 9 hr Regular (+) (+) (+) 9 hr Regular 9 hr Regular 9 hr Regular 9 hr Regular 8 hr Regular

20. In the dialog box that appears, find the Absence Type you want to request by typing all or part of the description into the **Search for Absence Type** field or by using the scroll-down bar on the right to find and select it. Then select the **Request** button next to your choice.



Request Absence

SEARCH FOR ABSENCE TYPE:

A

TRC	DESCRIPTION	BALANCE (HOURS)	
040	Annual Leave	168.8	REQUEST
050	Sick Leave	197.8	REQUEST
054	Award Leave Used	-	REQUEST
042	Court Leave	-	REQUEST
053	DC National Guard Military	-	REQUEST
069	Disabled Veteran Leave	-	REQUEST
085	Donated Leave Used	-	REQUEST
052	Emergency Duty - Military	-	REQUEST
077	Emergency Paid FMLA LV-Cat 2	-	REQUEST
075	Emergency Paid Sick Lv-Cat 1	-	REQUEST

CLOSE

21. A new dialog box will appear displaying the Absence Type you selected. Use the calendar icons  to enter the **Start and End Dates** for the absence you are requesting.

ABSENCE TYPE *

Annual Leave ▼

START DATE * **END DATE**

10/08/2020  10/08/2020 

FULL DAYS **PARTIAL DAYS**

Requested Hours	Comments/History
October	Thu 8
Scheduled	9
Holiday	0
Requested	9

« **October 2020** »

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Total Requested Hours: 9.0

Current Annual Leave Balance: 168.8

The current balance does not reflect requests that have been processed after 09/26/2020.



22. After choosing the Start and End dates, the absence page defaults to **Full Days**.
- a. If you are requesting **Full Days** of absence, the page will automatically calculate the **Total Requested Hours**. You can select the **Comments/History** hyperlink and type comments into the text box that appears, as shown in the second box below. Once completed, select **Submit**.

ABSENCE TYPE *

Annual Leave

START DATE * 10/08/2020 **END DATE** 10/08/2020

FULL DAYS PARTIAL DAYS

Requested Hours **Comments/History**

October	Thu 8
Scheduled	9
Holiday	0
Requested	9

Total Requested Hours: 9.0
Current Annual Leave Balance: 168.8
The current balance does not reflect requests that have been processed after 09/26/2020.

BACK SUBMIT

ABSENCE TYPE *

Annual Leave

START DATE * 10/08/2020 **END DATE** 10/08/2020

FULL DAYS PARTIAL DAYS

Requested Hours **Comments/History**

COMMENTS

I



- b. If you are requesting less than full days of absence, select **Partial Days**. You will have two options:
- you can select the first radio button: “All days are partial,” and request the same number of hours for all days in the period, or
 - select the second radio button: “First day & Last day”, as shown in the example below, and enter the number of hours of absence you are requesting for the first and last days of the period. The number of hours does not have to be the same for both days, and all other days in the period will be counted as full days of absence. **Please note:** the value **0** is not allowed for these days.

As before, select the Comments/History hyperlink to add comments if desired, then select **Submit**.

ABSENCE TYPE *

Annual Leave

START DATE * 10/08/2020 **END DATE** 10/09/2020

FULL DAYS **PARTIAL DAYS**

All days are partial hr

First day (October 8) hr
& Last day (October 9) hr

Requested Hours [Comments/History](#)

October	Thu 8	Fri 9
Scheduled	9	8
Holiday	0	0
Requested	4	2

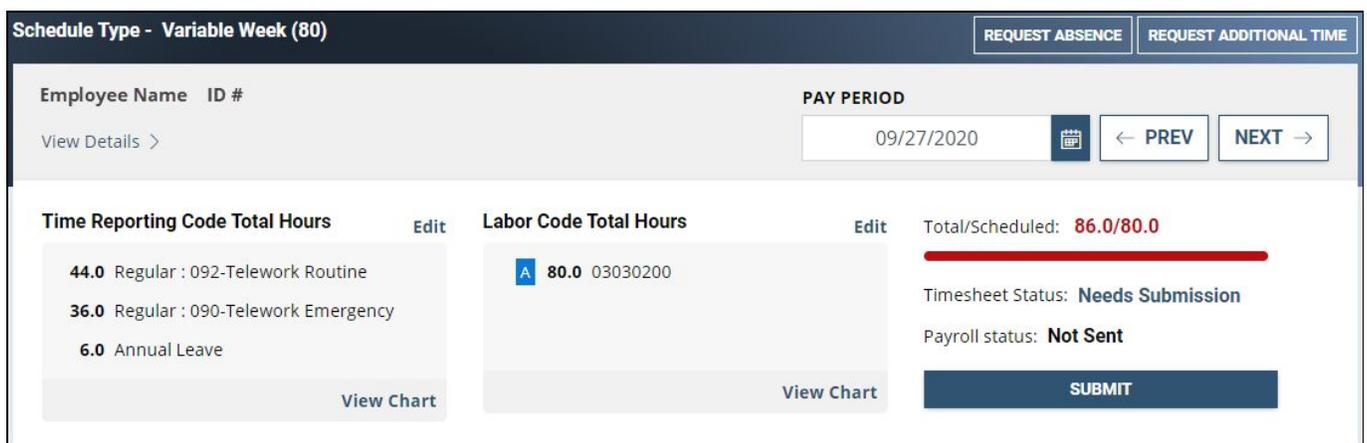
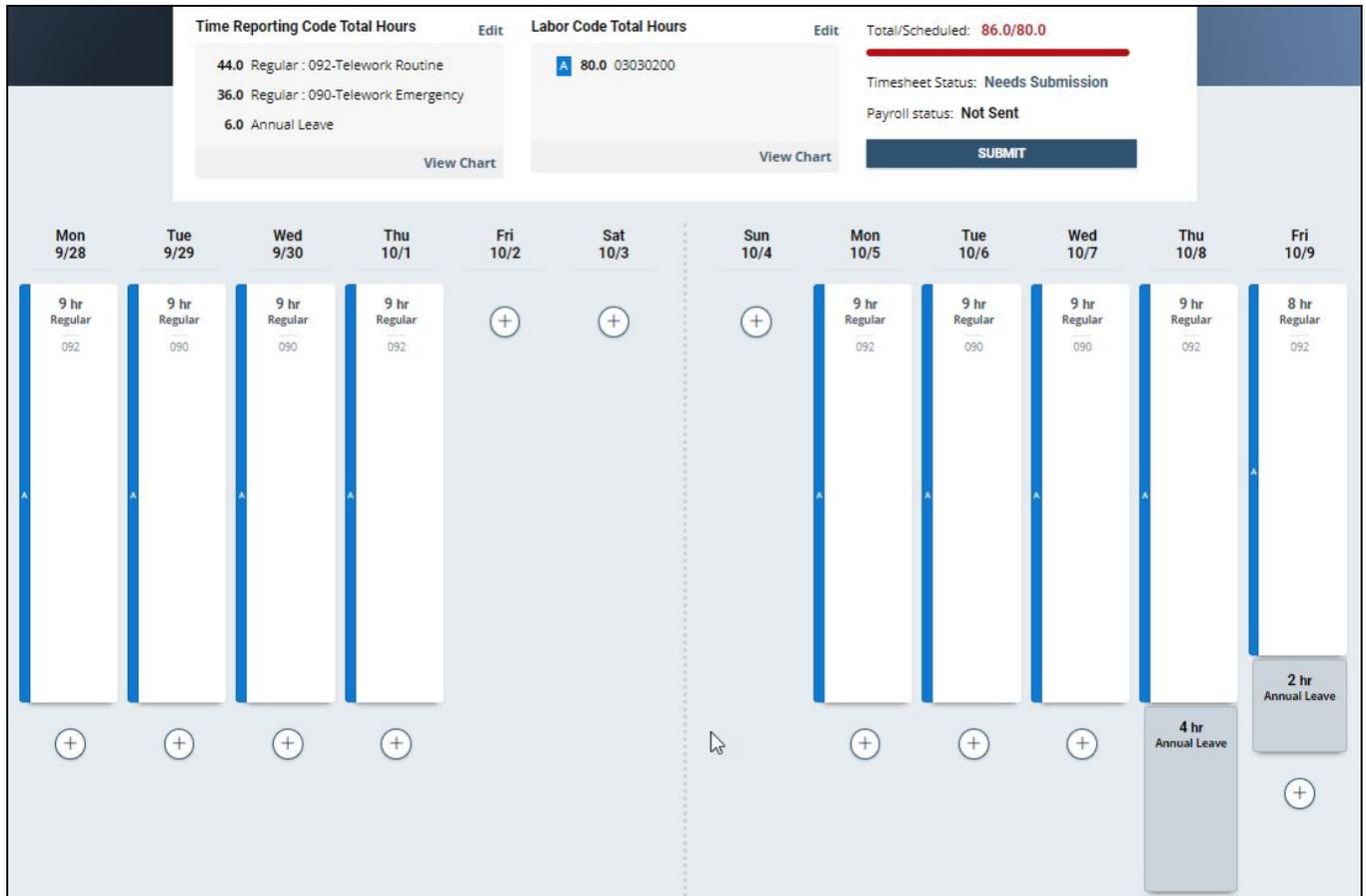
Total Requested Hours: 6.0
Current Annual Leave Balance: 168.8
The current balance does not reflect requests that have been processed after 09/26/2020.

BACK **SUBMIT**



23. Once you have completed one or more absence requests, you will need to adjust your timesheet so that the total hours you are reporting do not exceed the total scheduled hours for the pay period.

In this example, adding two leave requests has increased total reported hours to 86.0, which exceeds the allowable total of 80.0 scheduled hours. This has triggered a **High exception** as indicated by the **red bar**. This exception must be resolved before the timesheet can be submitted and approved.





24. To adjust the hours on your timesheet, **select the time block for each day you want to change.**

In this example, the **Regular hours** for Thursday, 10/8, must be reduced to offset the 4.0 hours of **Annual Leave** that were just submitted for that day.

Time Reporting Code Total Hours Edit **Labor Code Total Hours** Edit

44.0 Regular : 092-Telework Routine
36.0 Regular : 090-Telework Emergency
6.0 Annual Leave

80.0 03030200

Total/Scheduled: **86.0/80.0**
Timesheet Status: **Needs Submission**
Payroll status: **Not Sent**

View Chart View Chart **SUBMIT**

Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3	Sun 10/4	Mon 10/5	Tue 10/6	Wed 10/7	Thu 10/8	Fri 10/9
9 hr Regular 092	9 hr Regular 090	9 hr Regular 090	9 hr Regular 092	+	+	+	9 hr Regular 092	9 hr Regular 090	9 hr Regular 090	9 hr Regular 092 4 hr Annual Leave	8 hr Regular 092 2 hr Annual Leave
+	+	+	+				+	+	+		+



25. A dialog box will appear; you can make the adjustment by changing the **Quantity field** to 5.0, then select **Save**.

TIME ENTRY
Thu 10/8

TIME REPORTING CODE* ADDITIONAL TRC

QUANTITY	LABOR CODE	TASK CODE
<input type="text" value="5.0"/>	<input type="text" value="03030200"/>	<input type="text" value="PG901"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

26. Repeat steps 24 and 25 above to adjust the hours for the other day (10/9) for which Annual Leave was requested.

Time Reporting Code Total Hours Labor Code Total Hours

40.0 Regular : 092-Telework Routine
36.0 Regular : 090-Telework Emergency
6.0 Annual Leave

76.0 03030200

Total/Scheduled: **82.0/80.0**
Timesheet Status: **Needs Submission**
Payroll status: **Not Sent**

Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3	Sun 10/4	Mon 10/5	Tue 10/6	Wed 10/7	Thu 10/8	Fri 10/9
9 hr Regular 092	9 hr Regular 090	9 hr Regular 090	9 hr Regular 092	+	+	+	9 hr Regular 092	9 hr Regular 090	9 hr Regular 090	5 hr Regular 092 4 hr Annual Leave	8 hr Regular 092 2 hr Annual Leave

27. In this example, Regular Time hours for 10/9 will be reduced from 8.0 to 6.0 to offset the 2.0 hours of Annual Leave requested for that day. Enter the updated number of hours into the **Quantity** field and select **Save**.

TIME ENTRY
Fri 10/9

TIME REPORTING CODE * 001-Regular Time

ADDITIONAL TRC 092-Telework-Routine

QUANTITY	LABOR CODE	TASK CODE
6.0	03030200	PG901

ADD ANOTHER LABOR CODE

DELETE TIME CANCEL SAVE

Please note: the red **Delete Time** button will remove *all of the hours* that appear in the Quantity field from your timesheet, which we will not be doing in this example since only partial days of leave were requested.

TIME ENTRY
Wed 10/7

TIME REPORTING CODE * 001-Regular Time

ADDITIONAL TRC 090-Telework-Emergency

QUANTITY	LABOR CODE	TASK CODE
9.0	03030200	PG901

ADD ANOTHER LABOR CODE

DELETE TIME CANCEL SAVE



- 28. a. The High exception has been resolved because **Total Reported hours now equal Total Scheduled hours**, as indicated by the **green bar**.
- b. The **Timesheet Status is Needs Submission**; this will change to **Needs Approval** once it is submitted and awaiting approval by your manager. To do this, select **Submit**.

Employee Name ID # **PAY PERIOD**
09/27/2020

[View Details >](#) ← PREV NEXT →

Time Reporting Code	Total Hours	Labor Code	Total Hours
38.0 Regular : 092-Telework Routine		A 74.0 03030200	
36.0 Regular : 090-Telework Emergency			
6.0 Annual Leave			

Total/Scheduled: 80.0/80.0
Timesheet Status: Needs Submission
Payroll status: Not Sent
SUBMIT

Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3	Sun 10/4	Mon 10/5	Tue 10/6	Wed 10/7	Thu 10/8	Fri 10/9
9 hr Regular (092)	9 hr Regular (090)	9 hr Regular (090)	9 hr Regular (092)	+	+	+	9 hr Regular (092)	9 hr Regular (090)	9 hr Regular (090)	5 hr Regular (092) + 4 hr Annual Leave	6 hr Regular (092) + 2 hr Annual Leave



29. You will be asked to attest to the accuracy of the timesheet you are submitting; after reviewing the summary of reported hours, select **Yes, Submit** to complete the process (or select Cancel if you believe further changes are needed).

Attestation of Time

6.0 Absence
74.0 Base

80.0 Worked Hours

I certify that this timesheet submission is true and accurate for all hours worked during the pay period reflected here.

30. You will receive a confirmation message letting you know your timesheet has been submitted successfully.



31. The **Timesheet Status** is now **Needs Approval** and is awaiting review and approval by your manager.

Time Reporting Code Total Hours Edit	Labor Code Total Hours Edit	Total/Scheduled: 80.0/80.0
38.0 Regular : 092-Telework Routine 36.0 Regular : 090-Telework Emergency 6.0 Annual Leave View Chart	A 74.0 03030200 View Chart	Timesheet Status: Needs Approval Payroll status: Not Sent <input type="button" value="SUBMIT"/>

32. Once approved, the status will change to **Approved** and the **Payroll Status** will also change once the timesheet has been submitted for processing.

Time Reporting Code Total Hours Edit	Labor Code Total Hours Edit	Total/Scheduled: 80.0/80.0
38.0 Regular : 092-Telework Routine 36.0 Regular : 090-Telework Emergency 6.0 Annual Leave View Chart	A 74.0 03030200 View Chart	Timesheet Status: Approved Payroll status: Accepted by Payroll <input type="button" value="SUBMIT"/>



Questions?

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- **Issues with Single Sign On (SSO):** GSA IT Service Desk at 866-450-5250 or ITServiceDesk@gsa.gov
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