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.

   ![Employee Self Service](image)

   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.
2. 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.
3. 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.

4. 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.
5. 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**.

6. A new dialog box will appear summarizing the change you are about to make; select **Submit** to complete the process.
7. 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.

8. Select the **Close** button to return to the timesheet screen.
9. 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.

10. 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.
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](image)

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

![Code List](image)
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**.

14. A final box provides a summary of your change/s. Select **Submit** to complete the process.
15. The **new code** now appears in the Labor Code Total Hours summary.

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.)
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.

<table>
<thead>
<tr>
<th>TIME ENTRY</th>
<th>Thu 10/8</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIME REPORTING CODE *</td>
<td>ADDITIONAL TRC</td>
</tr>
<tr>
<td>001-Regular Time</td>
<td>092-Telework-Routine</td>
</tr>
<tr>
<td>QUANTITY</td>
<td>LABOR CODE</td>
</tr>
<tr>
<td>9.0</td>
<td>03030200</td>
</tr>
<tr>
<td></td>
<td>ZR00901</td>
</tr>
</tbody>
</table>

[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.

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.
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.
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**.
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 Request Form](image-url)
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.
25. A dialog box will appear; you can make the adjustment by changing the **Quantity field** to 5.0, then select **Save**.

![Image of a dialog box with time entry fields](image1.png)

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

![Image of a timesheet with labor codes](image2.png)
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**.

**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.
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**.
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](image)

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

![Timesheet submitted successfully](image)

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

![Timesheet Status](image)

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

![Payroll Status](image)
Questions?

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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