

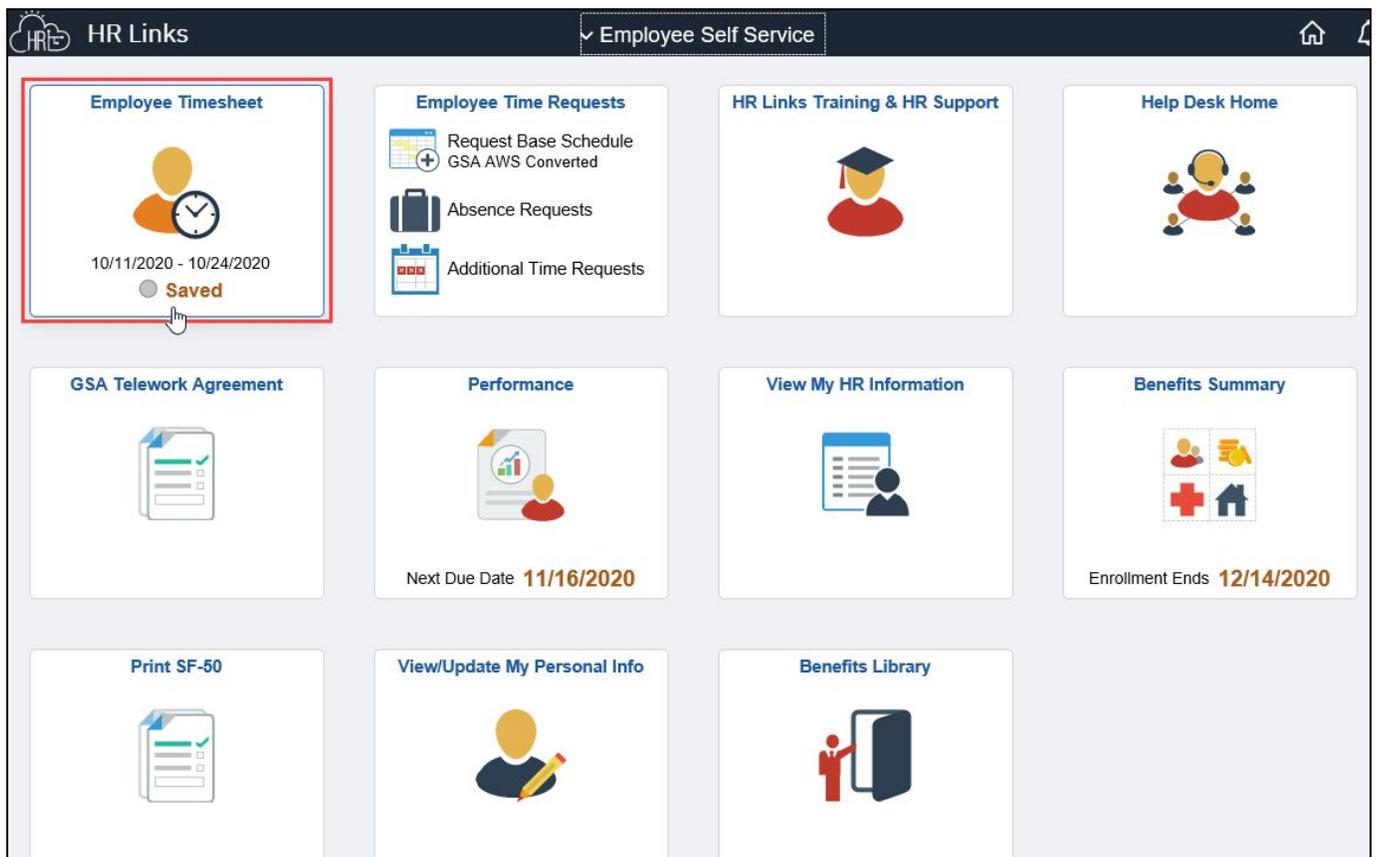


Edit the Labor Codes on a Timehseet (PBS Employees)

Follow this job aid to learn how to edit timesheet Labor Codes in HR Links.

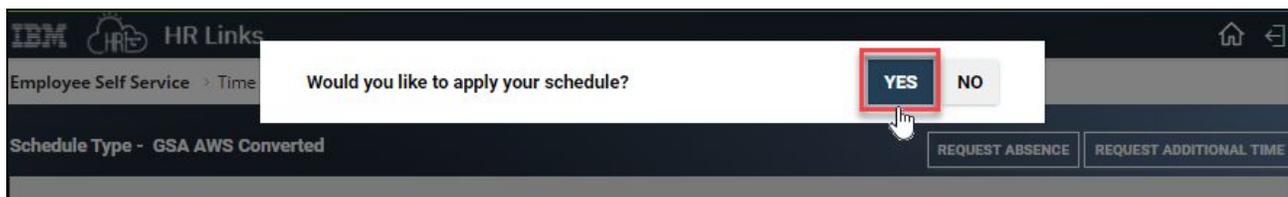
Labor Codes updated in an Employee timesheet

1. Select the **Employee Timesheet tile** on the Employee Self Service home page.



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**.





3. There are two ways to edit the Labor Code hours on your timesheet.

First, to change the codes *without changing the overall hourly breakdown* reflected in the **Labor Code Total Hours** summary for the pay period, click the **Edit** hyperlink in the upper right-hand corner of the section.

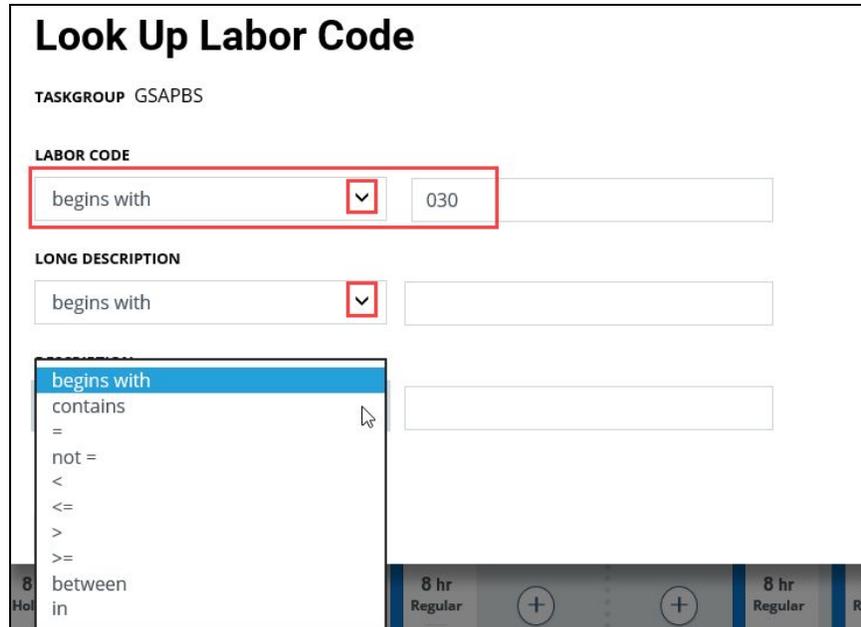
The screenshot shows the HRLINKS timesheet interface. At the top, there's a header with 'Employee Name', 'ID #', and 'PAY PERIOD' (10/11/2020). Below this, there are two summary sections: 'Time Reporting Code Total Hours' and 'Labor Code Total Hours'. The 'Labor Code Total Hours' section is highlighted with a red box and contains a table with three rows: A (40.0, 03020816), B (20.0, 03020803), and C (20.0, 03030200). An 'Edit' button is highlighted with a red box in the upper right corner of this section. Below the summary sections, there's a 'SUBMIT' button and a weekly breakdown of hours for each day from Mon 10/12 to Fri 10/23.

4. The **Bulk Edit** dialog box will appear containing your Labor and Task codes along with the hourly breakdown reflected in your base schedule.

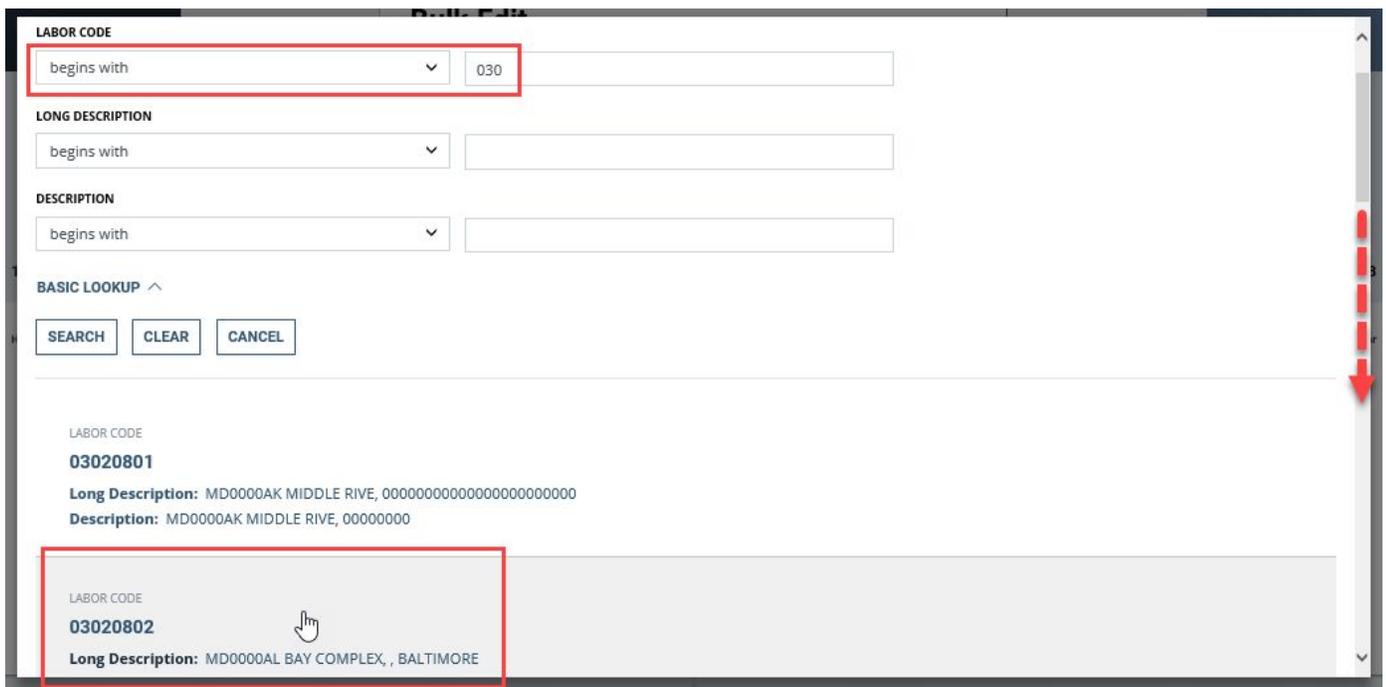
You can edit these by removing a current code and typing in a replacement, or you can **select the search icon** next to the code you want to change to search for a replacement. *Remember that you cannot change the hourly breakdown nor edit codes for a specific workday using this approach.*

The screenshot shows the 'Bulk Edit' dialog box. At the top, it says 'PAY PERIOD OCTOBER 11 - OCTOBER 24 2020'. Below this, there's a title 'Bulk Edit' and a subtitle 'Review and change the Labor code distribution for this time period'. The main content is a table with three columns: 'QUANTITY', 'LABOR CODE', and 'TASK CODE'. There are three rows of data: 40 hr with Labor Code 03020816 and Task Code PG161; 20 hr with Labor Code 03020803 and Task Code PG131; and 20 hr with Labor Code 03030200 and Task Code PG131. A search icon (magnifying glass) is highlighted with a red box next to the Labor Code 03020816. At the bottom, there are 'CANCEL' and 'NEXT' buttons.

- The Look Up Labor Code dialog box that appears next provides multiple ways to search for the code you need. **Use the down arrows to choose parameters** for searching by code number or description.



- Your search results will be automatically added below; **use the scroll bar on the far right-hand side to navigate to the desired code and select it.**





- The **code you selected** has now replaced the original code (03020816) in the Bulk Edit dialog box; select **Next**.

PAY PERIOD OCTOBER 11 - OCTOBER 24 2020

Bulk Edit

Review and change the Labor code distribution for this time period

QUANTITY	LABOR CODE	TASK CODE
40 hr	03020802	PG161
20 hr	03020803	PG131
20 hr	03030200	PG131

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

PAY PERIOD OCTOBER 11 - OCTOBER 24 2020

Bulk Edit

Review and submit the changes for this time period

CURRENT	LABOR CODE	TASK CODE
⚠ QUANTITY 40 hr	03020816	PG161

UPDATED	LABOR CODE	TASK CODE
✅ QUANTITY 40 hr	03020802	PG161



- The **new code** has replaced the previous one in the “Labor Code Total Hours” summary. If desired, select the **View Chart** button in the lower right-hand corner to access a pie chart showing the Labor Code breakdown for the pay period.

Employee Name ID # PAY PERIOD 10/11/2020

View Details > ← PREV NEXT →

Time Reporting Code Total Hours	Edit	Labor Code Total Hours	Edit
56.0 Regular		A 40.0 03020802	
16.0 Regular : 092-Telework Routine		B 20.0 03020803	
8.0 Holiday		C 20.0 03030200	

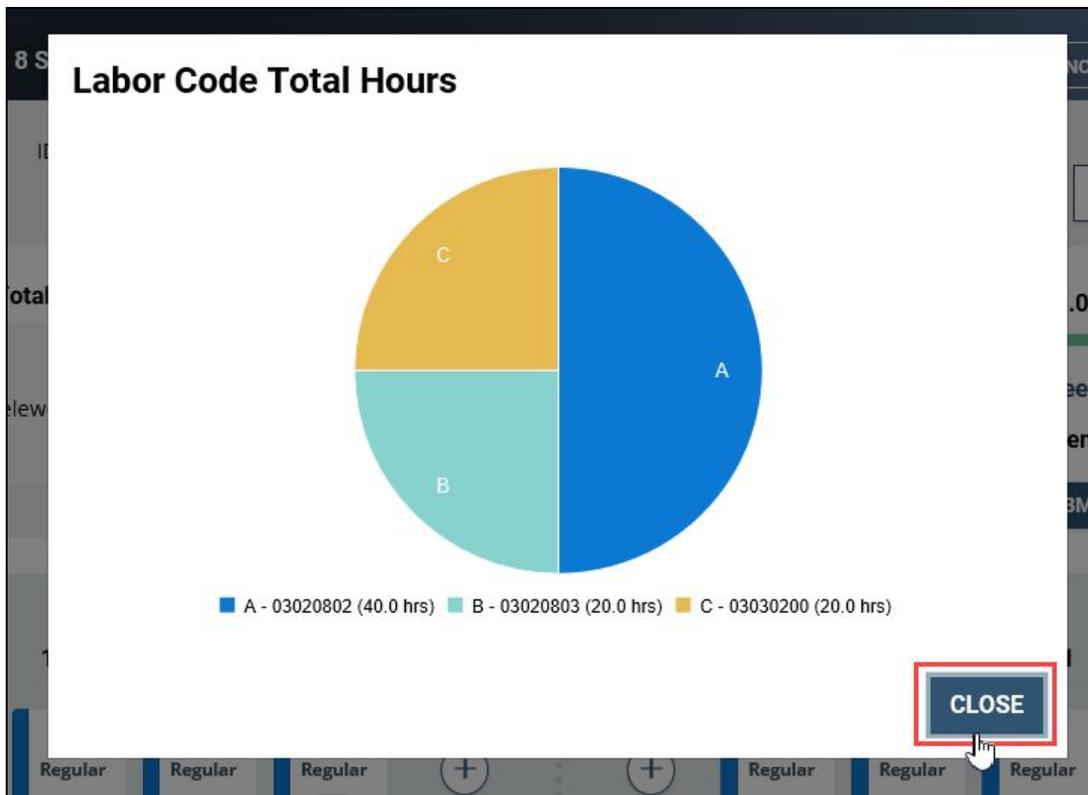
Total/Scheduled: 80.0/80.0

Timesheet Status: **Needs Submission**

Payroll status: **Not Sent**

View Chart View Chart SUBMIT

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





11. The second approach for editing labor codes is to **select a time block for a specific day in the reported time section**. In this example, Labor codes will be changed for 3 days of the pay period to capture non-routine work that was performed by an employee for a special project.

To start, **select the time block for the first day** you will be editing: Tuesday, 10/13.

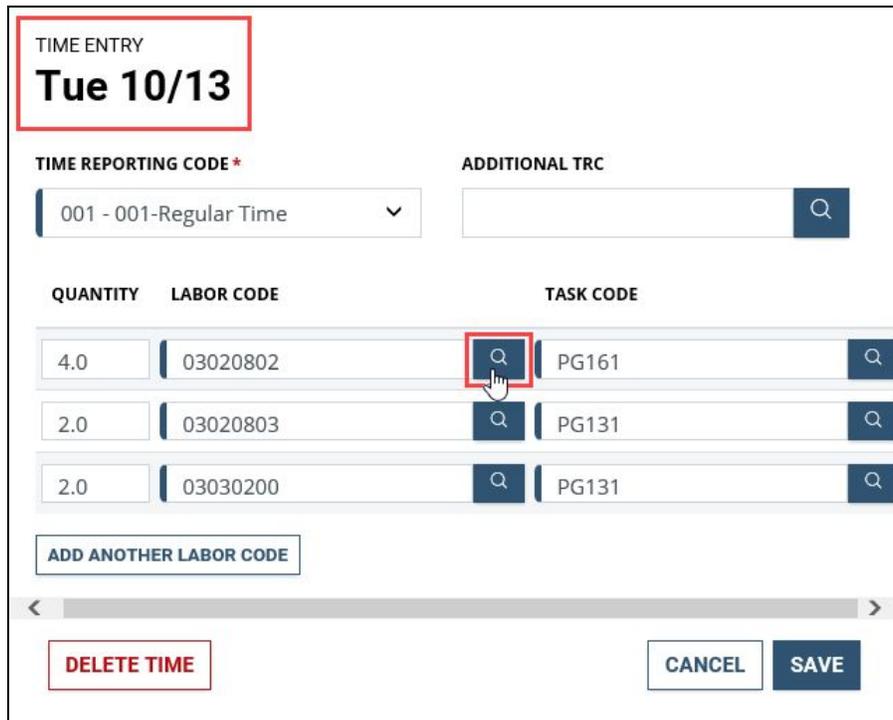
Employee Name ID # PAY PERIOD

View Details > 10/11/2020 PREV NEXT

Time Reporting Code Total Hours Edit	Labor Code Total Hours Edit	Total/Scheduled: 80.0/80.0
56.0 Regular	A 40.0 03020802	<div style="width: 100%; height: 5px; background-color: green;"></div>
16.0 Regular : 092-Telework Routine	B 20.0 03020803	Timesheet Status: Needs Submission
8.0 Holiday	C 20.0 03030200	Payroll status: Not Sent
View Chart	View Chart	SUBMIT

Mon 10/12	Tue 10/13	Wed 10/14	Thu 10/15	Fri 10/16	Sat 10/17	Sun 10/18	Mon 10/19	Tue 10/20	Wed 10/21	Thu 10/22	Fri 10/23
8 hr Holiday	8 hr Regular	8 hr Regular	8 hr Regular	8 hr Regular 092	+	+	8 hr Regular	8 hr Regular	8 hr Regular	8 hr Regular	8 hr Regular 092
A	A	A	A	A			A	A	A	A	A
B	B	B	B	B			B	B	B	B	B
C	C	C	C	C			C	C	C	C	C

12. A dialog box will appear with the date you chose displayed at the top. To update the Labor Codes for that day, you can replace one or more existing codes with a new code if you already have it, or you can **select the search icon**  next to the code you want to change to search for a replacement.



TIME ENTRY
Tue 10/13

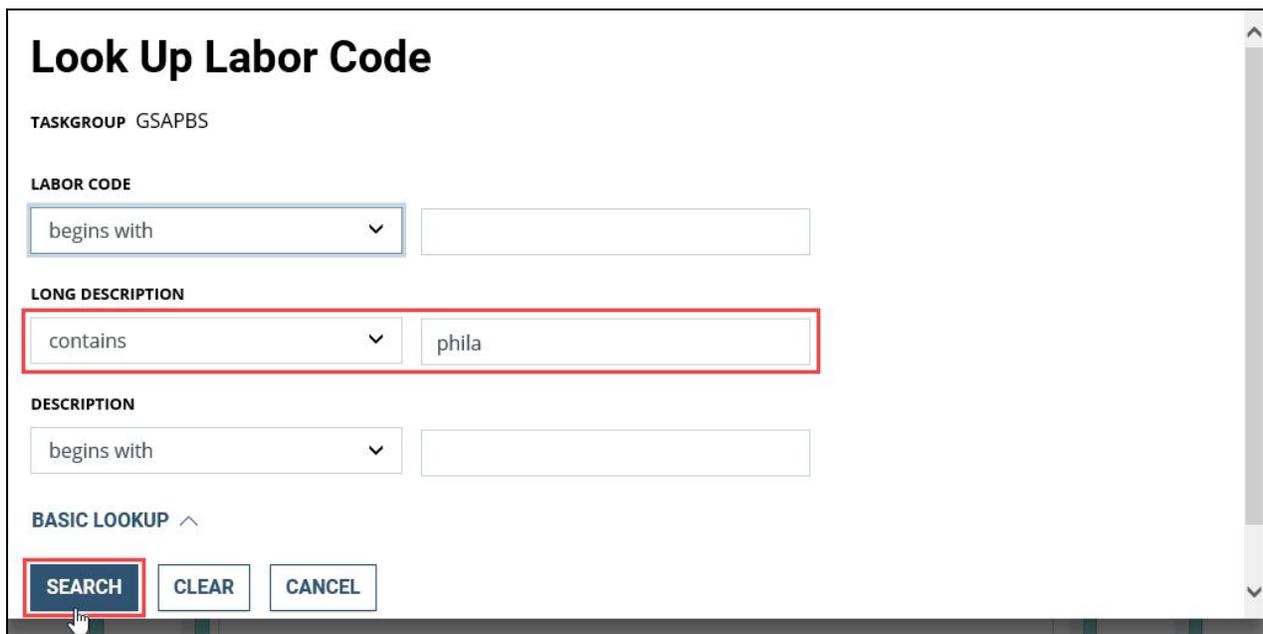
TIME REPORTING CODE * ADDITIONAL TRC

QUANTITY	LABOR CODE	TASK CODE
4.0	03020802	PG161
2.0	03020803	PG131
2.0	03030200	PG131

ADD ANOTHER LABOR CODE

DELETE TIME CANCEL SAVE

13. The **Look Up Labor Code** box appears, which enables you to enter parameters to search for codes numerically or by description. 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

LONG DESCRIPTION

DESCRIPTION

BASIC LOOKUP ^

SEARCH CLEAR CANCEL



14. Your search results will be added to the box below the search criteria; **use the scroll bar on the far right-hand side** to navigate down the list and **select the code you need**.

LONG DESCRIPTION
contains [phila]

DESCRIPTION
begins with []

BASIC LOOKUP ^

SEARCH CLEAR CANCEL

LABOR CODE
03020818
Long Description: EAST PHILADELPHIA F, IELD OFFICE
Description: EAST PHILADELPHIA F, IELD OFF

LABOR CODE
PA0893ZZ

15. The **Labor Code** you selected has now replaced the original one.

Choose the search icon next to each code you want to replace and repeat the steps above to search for additional codes. You can also select the **Add Another Labor Code** button to add more rows to the list.

TIME ENTRY
Tue 10/13

TIME REPORTING CODE * 001 - 001-Regular Time

ADDITIONAL TRC []

QUANTITY	LABOR CODE	TASK CODE
4.0	03020818	PG161
2.0	03020803	PG131
2.0	03030200	PG131

ADD ANOTHER LABOR CODE

DELETE TIME CANCEL SAVE



16. A Look Up box will be presented for each Labor Code to be added or replaced; enter criteria to narrow the search, 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

17. Scroll down to the desired code and select it from the search results.

begins with

LONG DESCRIPTION

begins with

DESCRIPTION

begins with

BASIC LOOKUP ^

SEARCH CLEAR CANCEL

LABOR CODE

PA0001ZZ

Long Description: BUSINESS DEVELOPMENT, DUMMY BUILDING

Description: BUSINESS DEVELOPMENT, DUMMY BU

LABOR CODE

PA0064ZZ

Long Description: FB & COURTHOUSE , 617 STATE STREET

Description: FB & COURTHOUSE , 617 STAT



18. A second code has now been replaced. Once all required codes have been added to the list, update the **Quantity fields** to reflect the number of hours allocated to each labor code so that total hours do not exceed the daily maximum for the day (8.0 in this example). Any row with the quantity field left blank will not be reflected in the final result.

The **Time Reporting Code** and **Additional TRC (Time Reporting Code)** can also be updated for the day selected as well as the **Task Codes** using the process described above. Once all required changes have been made, select **Save**.

TIME ENTRY
Tue 10/13

TIME REPORTING CODE * ADDITIONAL TRC

001 - 001-Regular Time [Search]

QUANTITY	LABOR CODE	TASK CODE
4.0	03020818	PG161
4.0	PA0064ZZ	PG131
	03030200	PG131

ADD ANOTHER LABOR CODE

DELETED TIME CANCEL **SAVE**

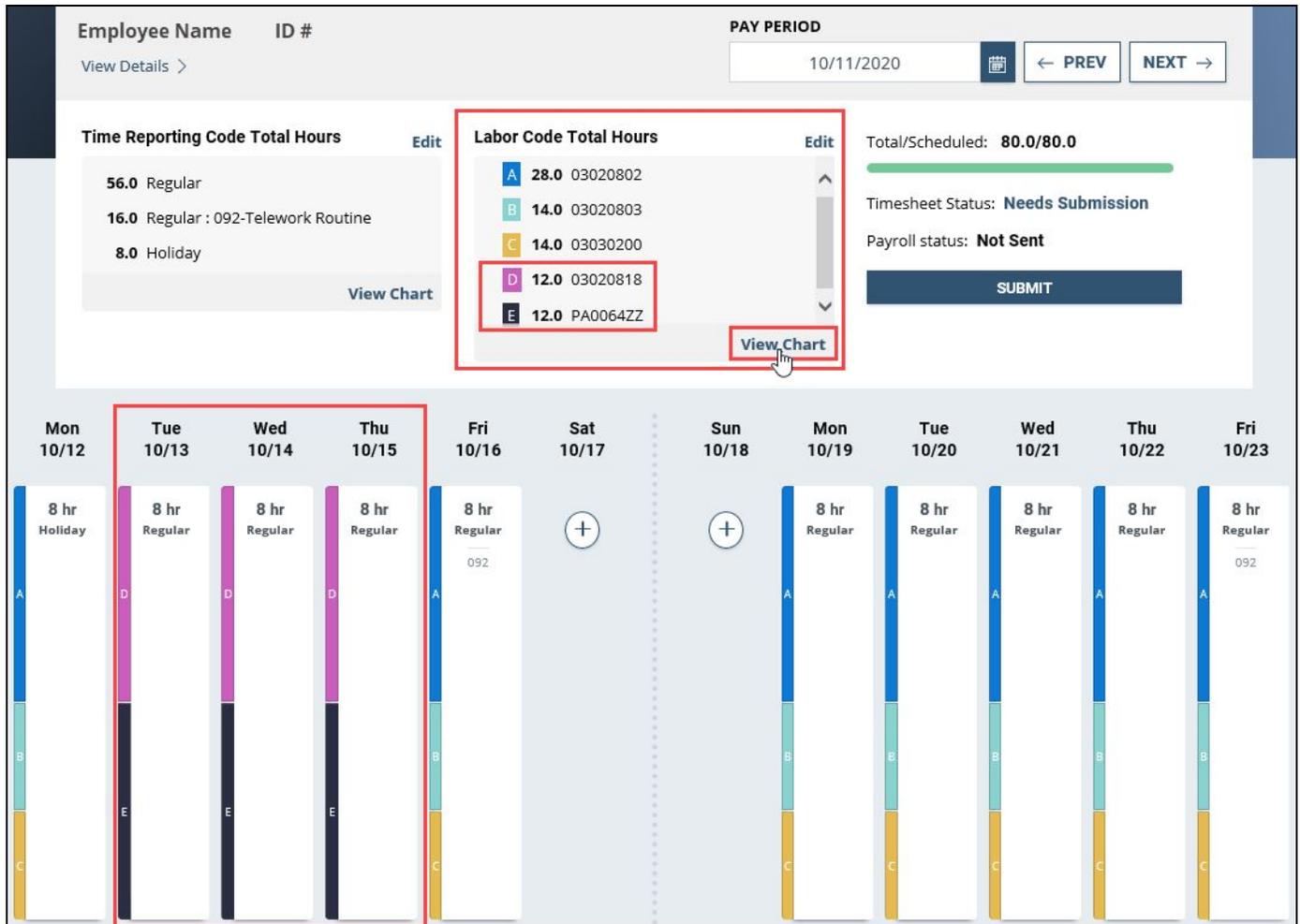
19. You will receive a confirmation message letting you know your changes have been captured successfully.



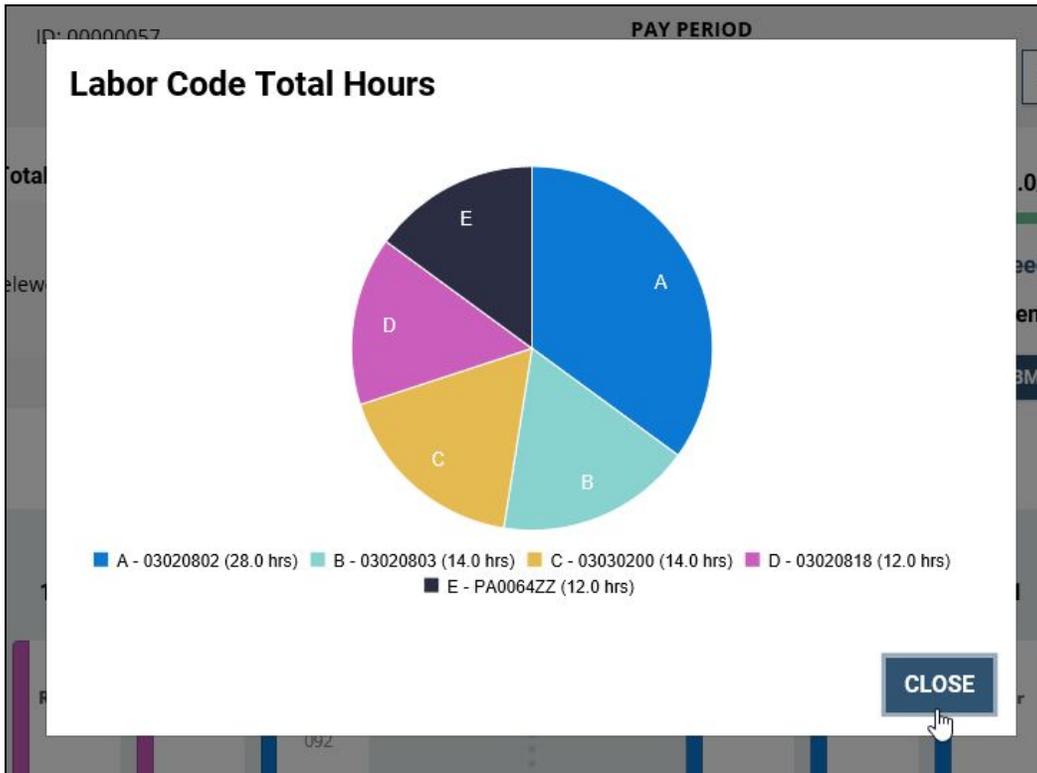


20. The Labor Codes have been updated for all three work days (10/13 through 10/15) using the steps described above. Since all three days were exactly the same, there was no need to search for the replacement codes when editing the second and third days.

The changes are now **reflected in the daily time blocks** and in the **Labor Code Total Hours** summary, and the hourly breakdown has been adjusted accordingly. Select the **View Chart** hyperlink to see the changes graphically.



21. Select **Close** to return to the timesheet and complete any other changes needed before submitting it for approval. See the “Create a Timesheet with Labor Codes” job aid for further information.





Questions?

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- **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](#)
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 - [FAS HR Service Center](#)
 - [Staff Office HR Service Center](#)
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