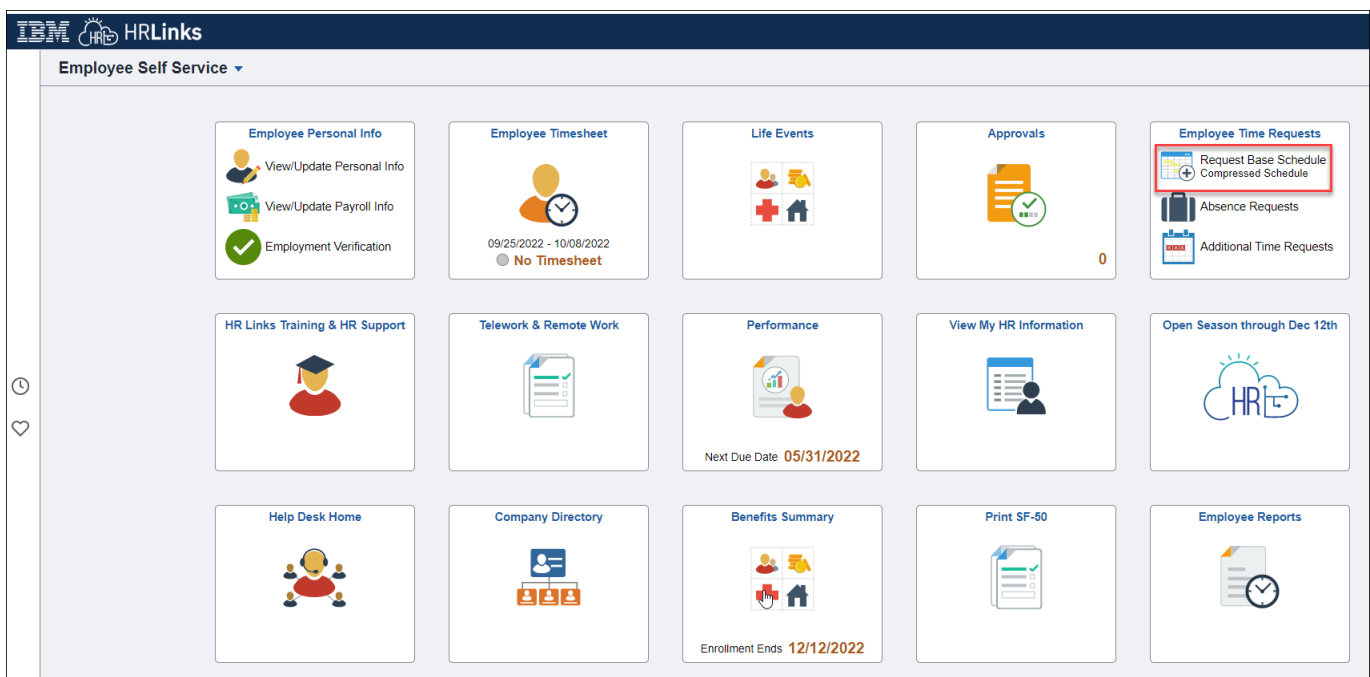




How to Create a Base Schedule for Employees

Employees should discuss with their supervisors changes to their work schedule before creating a new one in HR links for approval.

1. From the Employee Self Service home page, select **Request Base Schedule** on the **Employee Time Requests** tile.



2. Select the **Request New Schedule** on the Base Schedule homepage. This homepage displays your current approved or pending schedule. Note: To view a history of your base schedules

click this icon:





| 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 | | |

3. On the Request New Schedule pop up window, enter the:
 - a. **Start Date** (Select the date you'd like to start your 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 your new schedule by copying over the hours, time reporting codes, and labor hours from your previous work schedule)
4. Select **Ok**.

Request New Schedule

Select a new Start Date and Schedule Type to initiate a request for a schedule change.

Start Date 05/07/2023

Schedule Reason Personal Convenience

Schedule Type MaxiFlex (80)

Copy Prior Schedule Yes



5. Your new, 'requested' base schedule will now display on the Base Schedule homepage. You can confirm your Start Date and Schedule Type on the page. The 'rules' of your requested base schedule are displayed. If you copied your previous schedule to your new one, you can Clear All Hours to input new Hours into your schedule.

Employee Self Service | Base Schedule

Management and Program Analyst
Full Time - 80.00 Standard Hours

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

Schedule ID: 0001707200007

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.

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 | | |

6. On the Base Schedule page, you can change your schedule by directly using:

| Timesheet Item/ Icon | Purpose |
|----------------------|--------------------|
| | Switch to Day Off |
| | Switch to Work Day |



| Timesheet Item/ Icon | Purpose |
|---|---|
|  | 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 | | |

- Not all organizations are required to include labor and task codes in their schedules. However, if you are a Public Building Service (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.



| | | | | | |
|-------------|-------|---------------------|--------------------------|------------|-----------|
| 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 | | |

8. 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 | | |

9. 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

▼ 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 | | |

10. 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 | | |

11. 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 80 / 80

*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.

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 | | | | |

12. Next, select the **Submit** button at the top right of the base schedule page to save your changes, then select **OK** to submit your request. (Note: You can also select Cancel Request if you would like to cancel this schedule request)



Management and Program Analyst
Full Time - 80.00 Standard Hours

New Schedule

Cancel Request Submit

Schedule ID 0001707200006

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

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. The schedule you requested now appears on the Base Schedule page with a *Pending Approval by Supervisor*.

You have successfully submitted your base schedule for approval.

Employee Self Service

Base Schedule

Management and Program Analyst
Full Time - 80.00 Standard Hours

Pending Approval by Supervisor

Approve Deny Withdraw

Schedule ID 0001707200006

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:

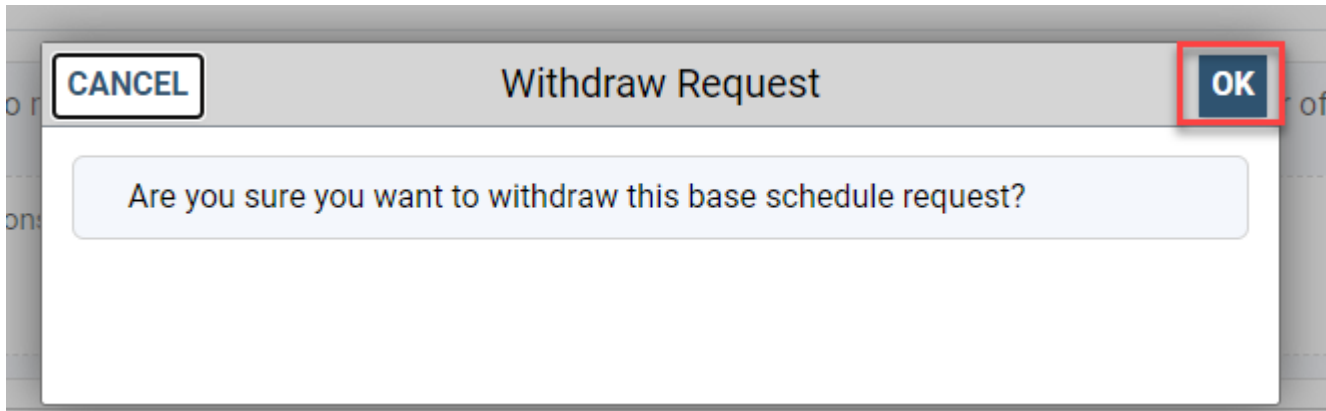
- Hours per pay period: 80 hours
- Credit hours allowed: Yes
- Compensatory time allowed: Yes
- Hours of holiday pay allowed: 8 hours

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. If you need to withdraw a base schedule that is pending approval, select the Withdraw button on the top right of the page. This will cause a pop up window to appear to confirm your withdrawal request. If you would like to withdraw your request select **Ok**. Your base schedule homepage will revert back to your last approved 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](#)