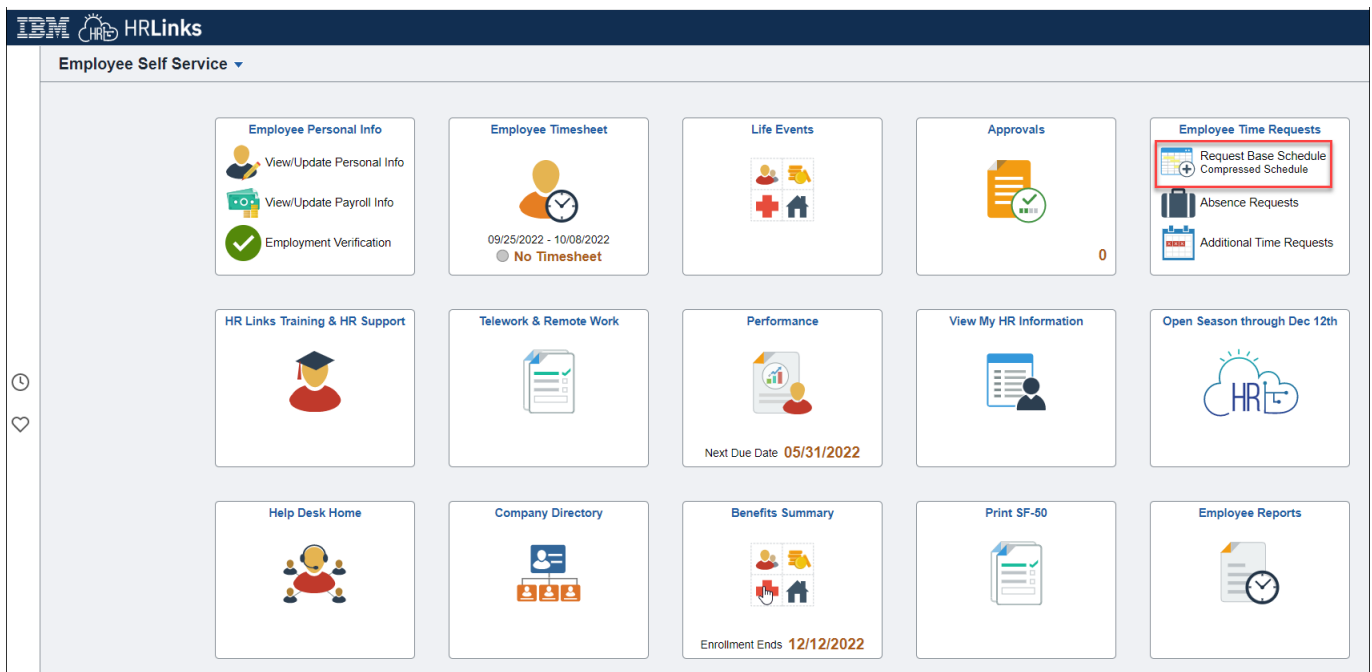




How to Create a Base Schedule for Employees

Changes to your normal work schedule should be approved by your supervisor 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.*



Favorites ▾ | Main Menu ▾ > Employee Self Service > Request Base Schedule

Request Base Schedule

Employee ID 00029069
Employment Record 0

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.

Effective Date of Schedule	Schedule Group	Schedule ID
<input type="text" value=""/>		

Your Current S

This is your cu

Select	Eff
<input type="checkbox"/>	05

Calendar

October 2022

S	M	T	W	T	F	S
						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					

Schedule Group	Schedule ID	Description	View
GSA_SCHED	0002906900000	E Wiederholt Personal Schedule	View

View history

default changes

Employment Record 0

ective date and clicking on the link that will appear. - OR -
urrent" lists and take action to View the schedule or Delete the request.

Schedule	Schedule Group	Schedule ID
dule		

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 Scheduled Eff Date has been changed to Oct-09-2022.

OK

ed to the "Schedule Actions" grid to View the Schedule.

d	Schedule Group	Schedule ID	Description	View

4. Select the **Request Base Schedule** hyperlink that appears.



Favorites ▾ Main Menu ▾ > Employee Self Service > Request Base Schedule

Request Base Schedule

Employee ID 00029069
Employment Record 0

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.

Effective Date of Schedule	Request Base Schedule	Schedule Group	Schedule ID
10/09/2022	Request Base Schedule		

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

Definition

Definition | Schedule Days

Job Title HR Specialist
Empl ID 00029069
Empl Record 0

Schedule Details

Schedule Start Date 10/09/2022

*Description Personal Schedule Short Description

*Work Schedule Validate < 10 days per pay period
Validate 80 hours per pay period
Validate business days map to base schedule business days

OK Cancel Apply Refresh

Definition | Schedule Days

- A pop-up window will open with a list of possible work schedules. Select the appropriate **Work Schedule**. Check out the [Pay and Leave](#) page on Insite covering Work Schedules and determine which one is right for you.



Look Up Work Schedule ×

Set ID GSASH

Work Schedule

Description

[Basic Lookup](#)

Search Results

View 100 1-10 of 10

Work Schedule	Description
COMP	Compressed Schedule
FLEXT	FlexiTour
GLDNG	Gliding
INTER	Intermittent
LWOP	Leave without pay
MAXIF	MaxiFlex (80)
PT	Part-Time
STND	Standard 8 Sched
VARD	Variable Day (40)
VARWK	Variable Week (80)



- Once you choose the appropriate work schedule, select **Schedule Days** (via the Schedule Days tab or Schedule Days hyperlink).

Definition x

Definition
Schedule Days

Empl ID 00029069
Empl Record 0

Job Title HR Specialist
1 of 1 View All

Schedule Start Date 10/09/2022
Search | < << >> >

***Description**

***Work Schedule** Validate < 10 days per pay period
Validate 80 hours per pay period
Validate business days map to base schedule business days

Short Description

OK
Cancel
Apply

Refresh

Definition | Schedule Days

- 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)

Definition x									
Select	Day of Period	Off Day	Sched Hrs	Time Reporting Code	Additional TRC	Labor Code	Task Code		
<input type="checkbox"/>	(01) Week 1 - Sunday	<input checked="" type="checkbox"/>	0.00						+
<input type="checkbox"/>	(02) Week 1 - Monday	<input type="checkbox"/>	9.00	001-Regular Time	092				+
<input type="checkbox"/>	(03) Week 1 - Tuesday	<input type="checkbox"/>	9.00	001-Regular Time	092				+
<input type="checkbox"/>	(04) Week 1 - Wednesday	<input type="checkbox"/>	9.00	001-Regular Time					+
<input type="checkbox"/>	(05) Week 1 - Thursday	<input type="checkbox"/>	9.00	001-Regular Time	092				+
<input type="checkbox"/>	(06) Week 1 - Friday	<input checked="" type="checkbox"/>	0.00						+
<input type="checkbox"/>	(07) Week 1 - Saturday	<input checked="" type="checkbox"/>	0.00						+
<input type="checkbox"/>	(08) Week 2 - Sunday	<input checked="" type="checkbox"/>	0.00						+
<input type="checkbox"/>	(09) Week 2 - Monday	<input type="checkbox"/>	9.00	001-Regular Time	092				+
<input type="checkbox"/>	(10) Week 2 - Tuesday	<input type="checkbox"/>	9.00	001-Regular Time	092				+
<input type="checkbox"/>	(11) Week 2 - Wednesday	<input type="checkbox"/>	9.00	001-Regular Time					+
<input type="checkbox"/>	(12) Week 2 - Thursday	<input type="checkbox"/>	9.00	001-Regular Time	092				+
<input type="checkbox"/>	(13) Week 2 - Friday	<input type="checkbox"/>	8.00	001-Regular Time	092				+
<input type="checkbox"/>	(14) Week 2 - Saturday	<input checked="" type="checkbox"/>	0.00						+



b. Example of a Variable Week (VARWK) Schedule

Select	Day of Period	Off Day	Shift Hrs	Time Reporting Code	Additional TRC	Labor Code	Task Code	
<input type="checkbox"/>	(01) Week 1 - Sunday	<input checked="" type="checkbox"/>	0.0					+
<input type="checkbox"/>	(02) Week 1 - Monday	<input type="checkbox"/>	9.0	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+
<input type="checkbox"/>	(03) Week 1 - Tuesday	<input type="checkbox"/>	9.0	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+
<input type="checkbox"/>	(04) Week 1 - Wednesday	<input type="checkbox"/>	9.0	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+
<input type="checkbox"/>	(05) Week 1 - Thursday	<input type="checkbox"/>	9.0	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+
<input type="checkbox"/>	(06) Week 1 - Friday	<input type="checkbox"/>	4.0	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+
<input type="checkbox"/>	(07) Week 1 - Saturday	<input checked="" type="checkbox"/>	0.0					+
<input type="checkbox"/>	(08) Week 2 - Sunday	<input checked="" type="checkbox"/>	0.0					+
<input type="checkbox"/>	(09) Week 2 - Monday	<input type="checkbox"/>	9.0	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+
<input type="checkbox"/>	(10) Week 2 - Tuesday	<input type="checkbox"/>	9.0	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+
<input type="checkbox"/>	(11) Week 2 - Wednesday	<input type="checkbox"/>	9.0	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+
<input type="checkbox"/>	(12) Week 2 - Thursday	<input type="checkbox"/>	9.0	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+
<input type="checkbox"/>	(13) Week 2 - Friday	<input type="checkbox"/>	4.0	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+
<input type="checkbox"/>	(14) Week 2 - Saturday	<input checked="" type="checkbox"/>	0.0					+

Working with Shift Details
 Select All Deselect All Copy Paste Clear Shifts

c. Example of a MaxiFlex Schedule (MAXIF)

Select	Day of Period	Off Day	Shift Hrs	Time Reporting Code	Additional TRC	Labor Code	Task Code	
<input type="checkbox"/>	(01) Week 1 - Sunday	<input checked="" type="checkbox"/>	0.0					+
<input type="checkbox"/>	(02) Week 1 - Monday	<input type="checkbox"/>	9.0	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+
<input type="checkbox"/>	(03) Week 1 - Tuesday	<input type="checkbox"/>	9.0	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+
<input type="checkbox"/>	(04) Week 1 - Wednesday	<input type="checkbox"/>	9.0	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+
<input type="checkbox"/>	(05) Week 1 - Thursday	<input type="checkbox"/>	9.0	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+
<input type="checkbox"/>	(06) Week 1 - Friday	<input type="checkbox"/>	8.0	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+
<input type="checkbox"/>	(07) Week 1 - Saturday	<input checked="" type="checkbox"/>	0.0					+
<input type="checkbox"/>	(08) Week 2 - Sunday	<input checked="" type="checkbox"/>	0.0					+
<input type="checkbox"/>	(09) Week 2 - Monday	<input type="checkbox"/>	9.0	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+
<input type="checkbox"/>	(10) Week 2 - Tuesday	<input type="checkbox"/>	9.0	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+
<input type="checkbox"/>	(11) Week 2 - Wednesday	<input type="checkbox"/>	9.0	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+
<input type="checkbox"/>	(12) Week 2 - Thursday	<input type="checkbox"/>	9.0	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+
<input type="checkbox"/>	(13) Week 2 - Friday	<input type="checkbox"/>	0.0		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+
<input type="checkbox"/>	(14) Week 2 - Saturday	<input checked="" type="checkbox"/>	0.0					+

Working with Shift Details
 Select All Deselect All Copy Paste Clear Shifts

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.

Definition								
Select	Day of Period	Off Day	Sched Hrs	Time Reporting Code	Additional TRC	Labor Code	Task Code	
<input type="checkbox"/>	(01) Week 1 - Sunday	<input checked="" type="checkbox"/>	0.00					+
<input type="checkbox"/>	(02) Week 1 - Monday	<input type="checkbox"/>	10.00	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+
<input type="checkbox"/>	(03) Week 1 - Tuesday	<input type="checkbox"/>	10.00	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+
<input type="checkbox"/>	(04) Week 1 - Wednesday	<input type="checkbox"/>	10.00	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+

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.

Look Up Labor Code

Taskgroup GSAGM&A

Labor Code begins with 06

Long Description begins with

Description begins with

Search Clear Cancel Basic Lookup

Search Results

View 100 1-3 of 3

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

Definition								
Select	Day of Period	Off Day	Sched Hrs	Time Reporting Code	Additional TRC	Labor Code	Task Code	
<input type="checkbox"/>	(01) Week 1 - Sunday	<input checked="" type="checkbox"/>	0.00					+
<input type="checkbox"/>	(02) Week 1 - Monday	<input type="checkbox"/>	10.00	001-Regular Time	<input type="text" value=""/>	06-01-001	<input type="text" value=""/>	+
<input type="checkbox"/>	(03) Week 1 - Tuesday	<input type="checkbox"/>	10.00	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+
<input type="checkbox"/>	(04) Week 1 - Wednesday	<input type="checkbox"/>	10.00	001-Regular Time	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	+

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



described above.

Look Up Task Code

Taskgroup: GSAGM&A

Task Code: begins with

Description: begins with

Search Results

View 100 1-1 of 1

Task Code	Description
192	PBS

Definition								
Select	Day of Period	Off Day	Sched Hrs	Time Reporting Code	Additional TRC	Labor Code	Task Code	
<input type="checkbox"/>	(01) Week 1 - Sunday	<input checked="" type="checkbox"/>	0.00					+
<input type="checkbox"/>	(02) Week 1 - Monday	<input type="checkbox"/>	10.00	001-Regular Time	<input type="text"/>	06-01-001	192	+
<input type="checkbox"/>	(03) Week 1 - Tuesday	<input type="checkbox"/>	10.00	001-Regular Time	<input type="text"/>			+
<input type="checkbox"/>	(04) Week 1 - Wednesday	<input type="checkbox"/>	10.00	001-Regular Time	<input type="text"/>			+

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.

Shift Details									
Select	Day of Period	Off Day	Sched Hrs	Time Reporting Code	Taskgroup	Additional TRC	Labor Code	Task Code	
<input type="checkbox"/>	(01) Week 1 - Sunday	<input checked="" type="checkbox"/>	0.00						+
<input type="checkbox"/>	(02) Week 1 - Monday	<input type="checkbox"/>	10.00	001-Regular Time		<input type="text"/>	06-01-001	192	+
<input type="checkbox"/>	(03) Week 1 - Tuesday	<input type="checkbox"/>	10.00	001-Regular Time		<input type="text"/>	06-01-001	192	+
<input type="checkbox"/>	(04) Week 1 - Wednesday	<input type="checkbox"/>	10.00	001-Regular Time		<input type="text"/>	06-01-001	192	+
<input type="checkbox"/>	(05) Week 1 - Thursday	<input type="checkbox"/>	10.00	001-Regular Time		<input type="text"/>	06-01-001	192	+
<input type="checkbox"/>	(05) Week 1 - Thursday	<input type="checkbox"/>	0.00		GSAGM&A	<input type="text"/>			+ -



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.

Definition

Definition | **Schedule Days**

Empl ID 00013088
Job Title Program Analyst Empl Record 0

Schedule Details

Effective Date 11/08/2020
Description Personal Schedule

Total Hours 80.00
Show Calendar

Shift Details

Select	Day of Period	Off Day	Sched Hrs	Time Reporting Code	Additional TRC	Labor Code	Task Code
<input type="checkbox"/>	(01) Week 1 - Sunday	<input checked="" type="checkbox"/>	0.00				

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

Definition

<input type="checkbox"/>	(08) Week 2 - Sunday	<input checked="" type="checkbox"/>	0.00				
<input type="checkbox"/>	(09) Week 2 - Monday	<input checked="" type="checkbox"/>	0.00				
<input type="checkbox"/>	(10) Week 2 - Tuesday	<input type="checkbox"/>	9.00	001-Regular Time	092		
<input type="checkbox"/>	(11) Week 2 - Wednesday	<input type="checkbox"/>	9.00	001-Regular Time			
<input type="checkbox"/>	(12) Week 2 - Thursday	<input type="checkbox"/>	9.00	001-Regular Time	092		
<input type="checkbox"/>	(13) Week 2 - Friday	<input type="checkbox"/>	8.00	001-Regular Time	092		
<input type="checkbox"/>	(14) Week 2 - Saturday	<input checked="" type="checkbox"/>	0.00				

Working with Shift Details

Select All Deselect All Copy Paste Clear Shifts

Apply **Cancel** **OK**

Definition | Schedule Days

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.



Request Base Schedule

Employee Name _____ Employee ID 00013066
Employment Record 0

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.

Effective Date of Schedule	Schedule Group	Schedule ID
<input type="text"/>		

Your Requested (Unapproved) Schedules

These are your pending Requested Schedules. You can select one to load it to the "Schedule Actions" grid to View or Delete the Requested Schedule.

Select	Effective Date	Schedule Group	Schedule ID	Description
<input type="checkbox"/>	11/08/2020	GSA	0001306600001	Personal Schedule

Your Current Schedules

This your current Schedule. You can select it to load to the "Schedule Actions" grid to View the Schedule.

Select	Effective Date	Assignment Method	Schedule Group	Schedule ID	Description
<input type="checkbox"/>	05/27/2018	Personal Schedule	GSA_SCHED	0001306600000	Personal Schedule

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.



Request Base Schedule

Employee Name

Employee ID 00013066

Employment Record 0

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.

Effective Date of Schedule	View/Edit Selected Schedule	Delete	Schedule Group	Schedule ID
11/08/2020	View/Edit Selected Schedule	Delete	GSA	0001306600001

Your Requested (Unapproved) Schedules

These are your pending Requested Schedules. You can select one to load it to the "Schedule Actions" grid to View or Delete the Requested Schedule.

Select	Effective Date	Schedule Group	Schedule ID	Description
<input checked="" type="checkbox"/>	11/08/2020	GSA	0001306600001	Personal Schedule

Your Current Schedules

This your current Schedule. You can select it to load to the "Schedule Actions" grid to View the Schedule.

Select	Effective Date	Assignment Method	Schedule Group	Schedule ID	Description
<input type="checkbox"/>	05/27/2018	Personal Schedule	GSA_SCHED	0001306600000	Personal 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](#)