



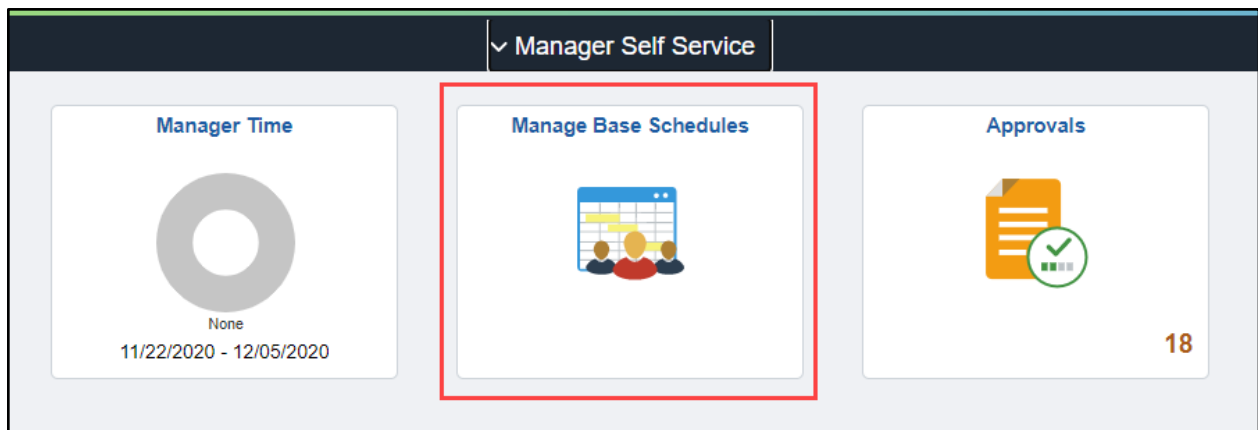
# Updating/Approving Employee's Base Schedule (Supervisor)

Follow this job aid to learn how to update and approve an Employee's Base Schedule in HR Links.

- [Updating Base Schedules](#)
- [Approving Base Schedules](#)

## Updating Base Schedules

1. Select the **Manage Base Schedule tile** from the Manager Self Service homepage.



*Note: when there is a change to an employee's base schedule, the tile will indicate that there are base schedules that require approval.*



2. Enter in the **search criteria** for the employee for which you are searching.  
*Note: If search criteria isn't entered, all direct reports will appear in the search results.*

The screenshot shows the HR Links interface. At the top, there is a navigation bar with 'IBM HR Links' and 'Manager Self Service > Assign Em'. Below this is a 'Find an Existing Value' button. The 'Search Criteria' section is expanded, showing four rows of search criteria, each with a dropdown menu and a text input field. A red rectangular box highlights these four rows. The criteria are: 'Empl ID' with a 'begins with' dropdown and an empty text box; 'Empl Record' with an '=' dropdown and a text box containing '0'; 'Name' with a 'begins with' dropdown and a text box containing 'Russell'; and 'Last Name' with a 'begins with' dropdown and a text box containing 'Erin'.

3. After entering the search criteria, select **Search**.  
*Note: If search criteria is not entered, all direct reports will appear in the search results.*

This screenshot shows the same HR Links search criteria form as above, but with a red rectangular box highlighting the 'Search' button at the bottom left. The 'Search' button is a blue button with white text. To its right is a 'Clear' button, and further right are links for 'Basic Search' and 'Save Search Criteria'.



4. Enter the **effective date of schedule** by clicking on the calendar icon and selecting the **date**.

**Assign Work Schedule**

Erin Russell Employee ID 00000071  
Employment Record 0

Actions ▾

**Actions for Employee's Schedule**

Create a New Schedule for the Employee by entering a Schedule date and clicking on the link that will appear. - OR - Select a Schedule from the below "Requested" or "Current" lists to take available actions (View, Delete, Approve, or Deny schedule).

Effective Date of Schedule	Assignment Method	Schedule Group	Schedule ID	Show Schedule
12/06/2020	<input type="text" value=""/>			Show Schedule

5. Select the **Assignment Method** from the drop-down menu. The Schedule Group and Schedule ID will automatically populate.

**Actions for Employee's Schedule**

Create a New Schedule for the Employee by entering a Schedule date and clicking on the link that will appear. - OR - Select a Schedule from the below "Requested" or "Current" lists to take available actions (View, Delete, Approve, or Deny schedule).

Effective Date of Schedule	Assignment Method	Schedule Group	Schedule ID	Create Schedule
12/06/2020	Create Persc ▾ Create Personal Schedule Select Predefined Schedule Use Default Schedule	GSA	0000007100000	Create Schedule

6. Select **Create Schedule**.

**Actions for Employee's Schedule**

Create a New Schedule for the Employee by entering a Schedule date and clicking on the link that will appear. - OR - Select a Schedule from the below "Requested" or "Current" lists to take available actions (View, Delete, Approve, or Deny)

Effective Date of Schedule	Assignment Method	Schedule Group	Schedule ID	Create Schedule
12/06/2020	Create Persc ▾	GSA	0000007100000	Create Schedule

7. Select the **Work Schedule magnifying glass icon**.

Definition x

**Erin Russell**

Job Title Portfolio Analyst

Empl ID 00000071

Empl Record 0

Schedule Details
Q | << < 1 of 1 > >> | View All

Schedule Start Date

\*Description  Short Description

\*Work Schedule

Definition | Schedule Days

8. A pop-up window will open. Select the correct **Work Schedule**. Check out [this document](#) to find out more about HR Links Work Schedules and determine which one is right for you.

Look Up Work Schedule x

Set ID

Work Schedule begins with

Description begins with

Basic Lookup

Search Results

View 100 << < 1-8 of 8 > >>

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



9. Select the **Schedule Days** tab.

x
**Definition**

Definition
Schedule Days

**Erin Russell**

Job Title Portfolio Analyst

Empl ID 00000071

Empl Record 0

**Schedule Details** Q | < | > | 1 of 1 | View All

Schedule Start Date

\*Description  Short Description

\*Work Schedule  Q ?

OK
Cancel
Apply

Refresh

Definition | [Schedule Days](#)

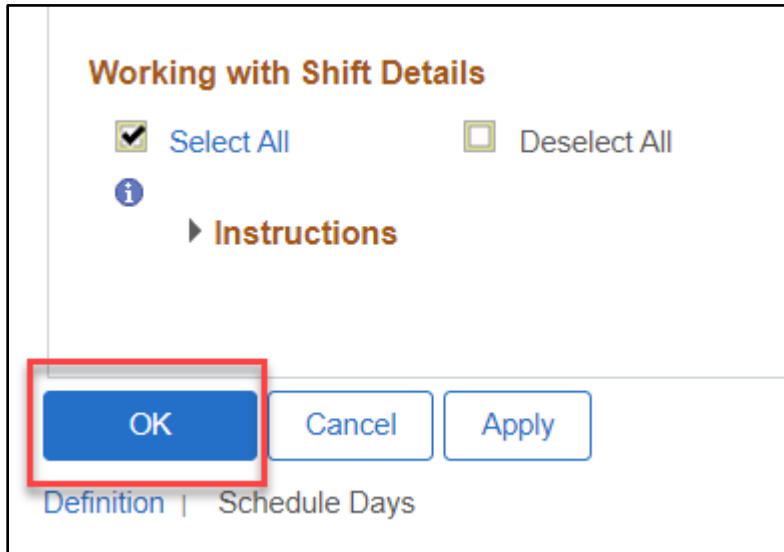
10. Adjust the schedule appropriately.

**Shift Details** 1-14 of 14

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"/>	8.00	001 - 001-Regular Time	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	+
<input type="checkbox"/>	(03) Week 1 - Tuesday	<input type="checkbox"/>	8.00	001 - 001-Regular Time	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	+
<input type="checkbox"/>	(04) Week 1 - Wednesday	<input type="checkbox"/>	8.00	001 - 001-Regular Time	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	+
<input type="checkbox"/>	(05) Week 1 - Thursday	<input type="checkbox"/>	8.00	001 - 001-Regular Time	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	+
<input type="checkbox"/>	(06) Week 1 - Friday	<input type="checkbox"/>	8.00	001 - 001-Regular Time	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	+
<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"/>	8.00	001 - 001-Regular Time	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	+
<input type="checkbox"/>	(10) Week 2 - Tuesday	<input type="checkbox"/>	8.00	001 - 001-Regular Time	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	+
<input type="checkbox"/>	(11) Week 2 - Wednesday	<input type="checkbox"/>	8.00	001 - 001-Regular Time	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	+
<input type="checkbox"/>	(12) Week 2 - Thursday	<input type="checkbox"/>	8.00	001 - 001-Regular Time	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	+
<input type="checkbox"/>	(13) Week 2 - Friday	<input type="checkbox"/>	8.00	001 - 001-Regular Time	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	+

ment:win0\_DERIVED\_SCHD\_SCH\_SHOW\_8TN\$07

11. Select **OK**.



12. The schedule will now appear under **Employee's Current Schedules**. Select the drop-down arrow to view the history of Schedule Assignments.

**Employee's Current Schedules**

This your Employee's 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"/>	12/06/2020	Personal Schedule	GSA	0000007100000	E Russell Personal Schedule	—

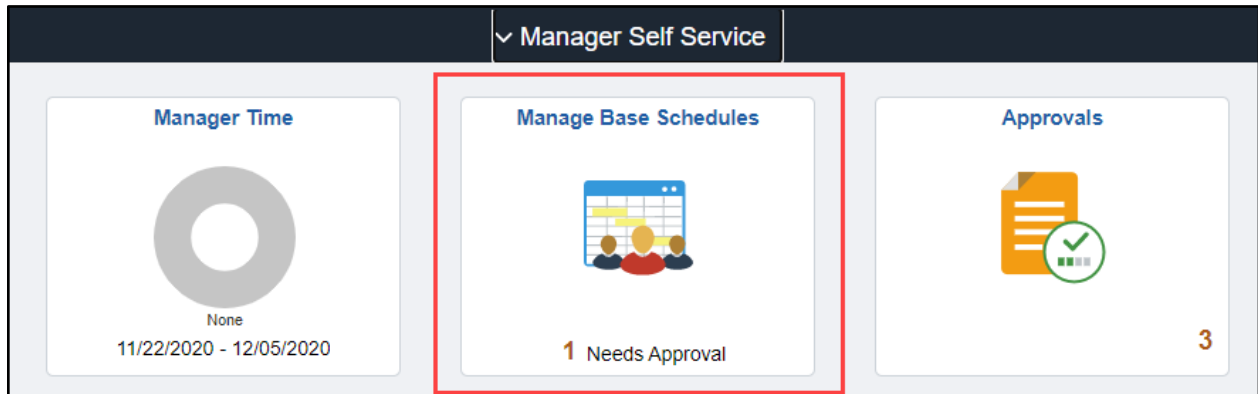
▶ View history of Schedule Assignments, including default changes

Return to Search   Previous in List   Next in List

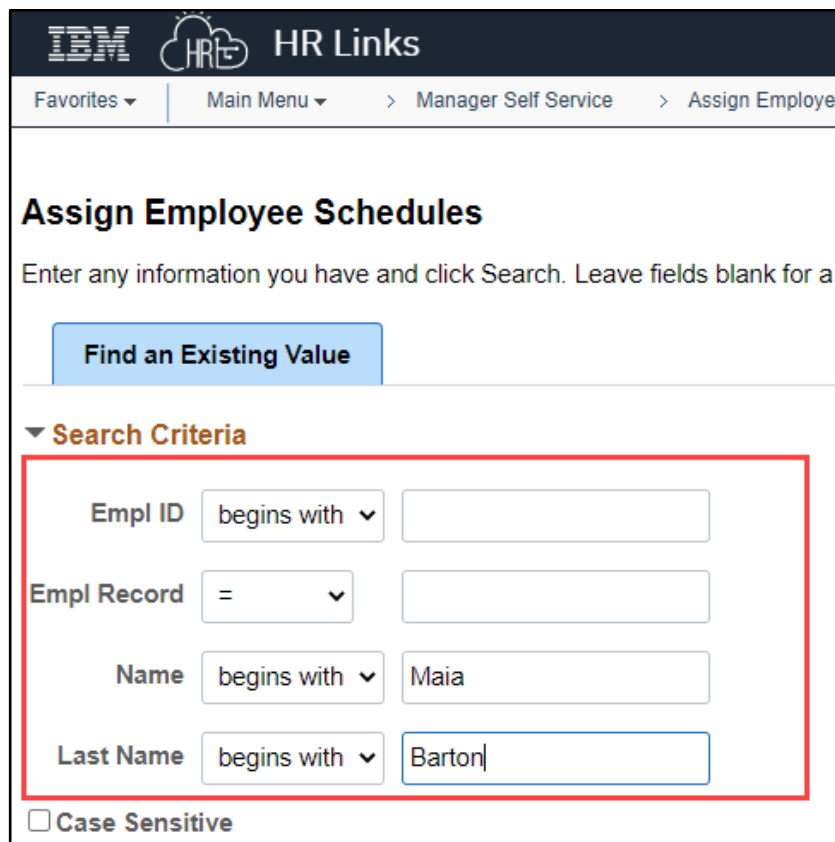
*You have successfully updated your employee's base schedule! If you updated an employee's base schedule, you do not need to approve or deny it.*

## Approving Base Schedules

1. Select the **Manage Base Schedule tile** from the Manager Self Service homepage.  
*Note: you will see that you have 1 base schedule that needs approval.*



2. Enter in the **search criteria** for the employee for which you are searching. You should have received an email alert from HR Links stating the employee who needs a base schedule approval.  
*Note: If search criteria isn't entered, all direct reports will appear in the search results.*



The screenshot shows the 'Assign Employee Schedules' search criteria form. The search criteria section is highlighted with a red border and includes the following fields:

- Empl ID: begins with [ ]
- Empl Record: = [ ]
- Name: begins with [ Maia ]
- Last Name: begins with [ Barton ]

There is also a checkbox for 'Case Sensitive' which is currently unchecked.



- After entering the search criteria, select **Search**.

*Note: If search criteria is not entered, all direct reports will appear in the search results.*

IBM HR Links

Favorites Main Menu Manager Self Service Assign Employee Schedules

### Assign Employee Schedules

Enter any information you have and click Search. Leave fields blank for a

[Find an Existing Value](#)

**Search Criteria**

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Case Sensitive

**Search** Clear Basic Search Save Search Criteria

- Select the checkbox next to the schedule you want to review from the **Employee's Requested Schedules**.

IBM HR Links

Favorites Main Menu Manager Self Service Assign Employee Schedule

### Assign Work Schedule

Maia Barton Employee ID 00000073  
Employment Record 0

[Actions](#)

**Actions for Employee's Schedule**

Create a New Schedule for the Employee by entering a Schedule date and clicking on the link that will appear. - OR -  
Select a Schedule from the below "Requested" or "Current" lists to take available actions (View, Delete, Approve, or Deny schedule).

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

**Employee's Requested Schedules**

These are your Employee's pending Requested Schedules. You can select one to load it to the "Actions" grid to View, Approve, or Deny the Requested Schedule

Select	Effective Date	Schedule Group	Schedule ID	Description
<input checked="" type="checkbox"/>	12/06/2020	GSA	0000007300000	M Barton Personal Schedule





- When the box is checked, the schedule will appear in the **Actions for Employee's Schedule** section at the top of the page. Select **Approve** or **Deny** to approve or deny the schedule.

**Actions for Employee's Schedule**

Create a New Schedule for the Employee by entering a Schedule date and clicking on the link that will appear. - OR - Select a Schedule from the below "Requested" or "Current" lists to take available actions (View, Delete, Approve, or Deny schedule).

Effective Date of Schedule	View/Edit Selected Schedule	Approve	Deny	Schedule Group	Schedule ID
12/06/2020	<a href="#">View/Edit Selected Schedule</a>	<input type="button" value="Approve"/>	<input type="button" value="Deny"/>	GSA	0000007300000

- You will see the schedule appear in the **Employee's Current Schedules** section.

**Employee's Current Schedules**

This your Employee's 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"/>	12/06/2020	Personal Schedule	GSA	0000007300000	M Barton Personal Schedule

*You have successfully approved or denied an employee's base schedule.*



## 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](mailto: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](#)
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