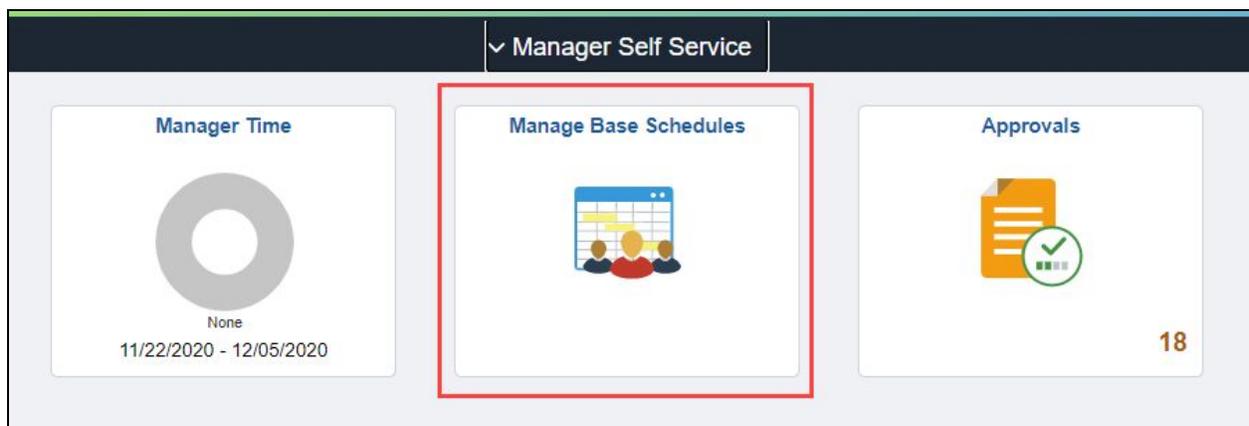# Updating/Approving Employee's Base Schedule (Supervisor)

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.

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

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

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

6. Select **Create Schedule.**

7. Select the **Work Schedule magnifying glass icon**.
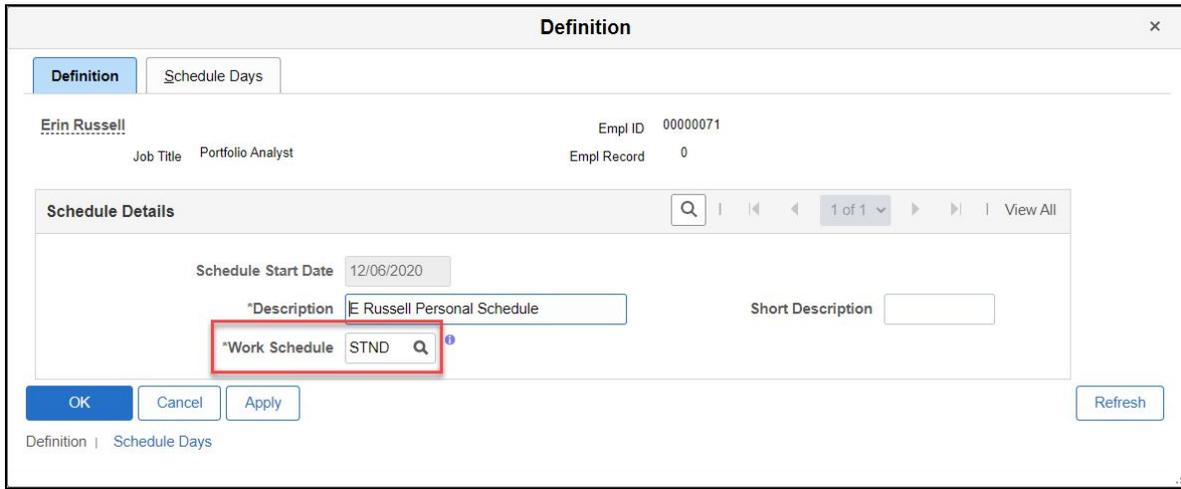
8. A pop-up window will open. Select the correct **Work Schedule**. Check out **this document** to find out more about HR Links Work Schedules and determine which one is right for you.
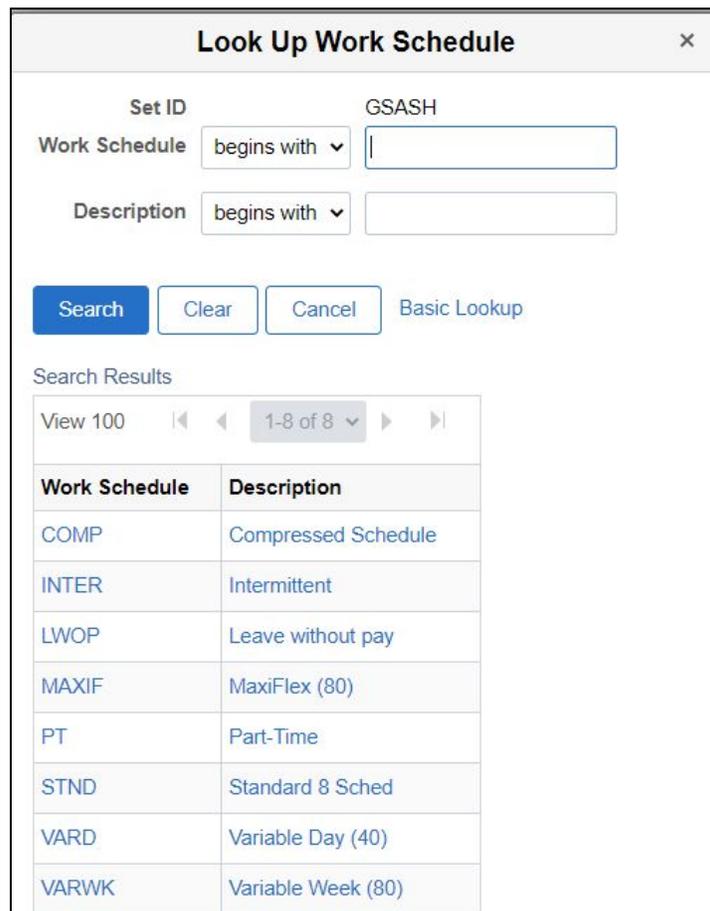
9. Select the **Schedule Days** tab.

10. Adjust the schedule appropriately.

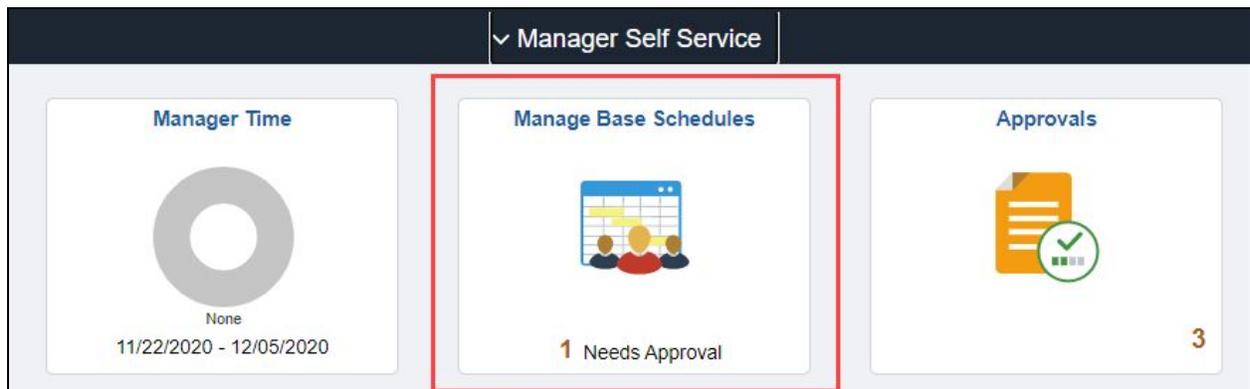| Select	Day of Period	Off Day	Sched Hrs	Time Reporting Code	Additional TRC	Labor Code	Task Code	
☐	(01) Week 1 - Sunday	☑	0.00					+
☐	(02) Week 1 - Monday	☐	8.00	001 - 001-Regular Time	🔍	🔍	🔍	+
☐	(03) Week 1 - Tuesday	☐	8.00	001 - 001-Regular Time	🔍	🔍	🔍	+
☐	(04) Week 1 - Wednesday	☐	8.00	001 - 001-Regular Time	🔍	🔍	🔍	+
☐	(05) Week 1 - Thursday	☐	8.00	001 - 001-Regular Time	🔍	🔍	🔍	+
☐	(06) Week 1 - Friday	☐	8.00	001 - 001-Regular Time	🔍	🔍	🔍	+
☐	(07) Week 1 - Saturday	☑	0.00					+
☐	(08) Week 2 - Sunday	☑	0.00					+
☐	(09) Week 2 - Monday	☐	8.00	001 - 001-Regular Time	🔍	🔍	🔍	+
☐	(10) Week 2 - Tuesday	☐	8.00	001 - 001-Regular Time	🔍	🔍	🔍	+
☐	(11) Week 2 - Wednesday	☐	8.00	001 - 001-Regular Time	🔍	🔍	🔍	+
☐	(12) Week 2 - Thursday	☐	8.00	001 - 001-Regular Time	🔍	🔍	🔍	+
☐	(13) Week 2 - Friday	☐	8.00	001 - 001-Regular Time	🔍	🔍	🔍	+

11. Select **OK**.
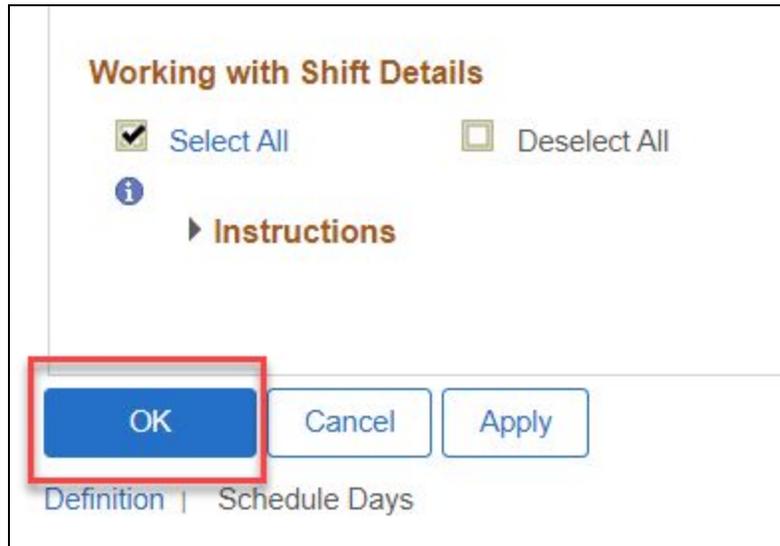
12. The schedule will now appear under **Employee's Current Schedules**. Select the drop-down arrow to view the history of Schedule Assignments.
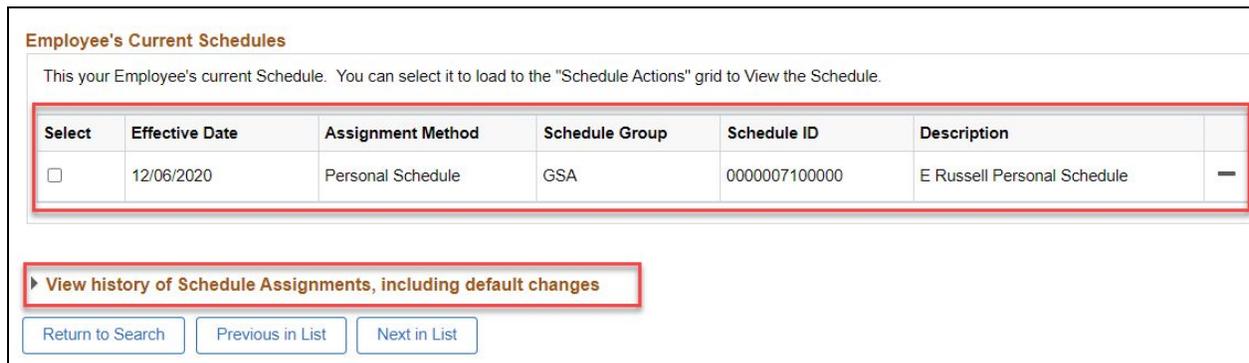
You have successfully updated your employee's base schedule! If you updated an employee's base schedule, you do not need to approve or deny it.

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.
   Note: If search criteria isn't entered, all direct reports will appear in the search results.

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

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

5. 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.

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

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

Questions?

Check out our [complete library](#) of job aids, videos, and training courses! You can search based on your role ([employee](#), [supervisor](#), [timekeeper](#)) or by topic ([time and leave](#), [telework](#), [benefits](#), [performance](#)).

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](#)