

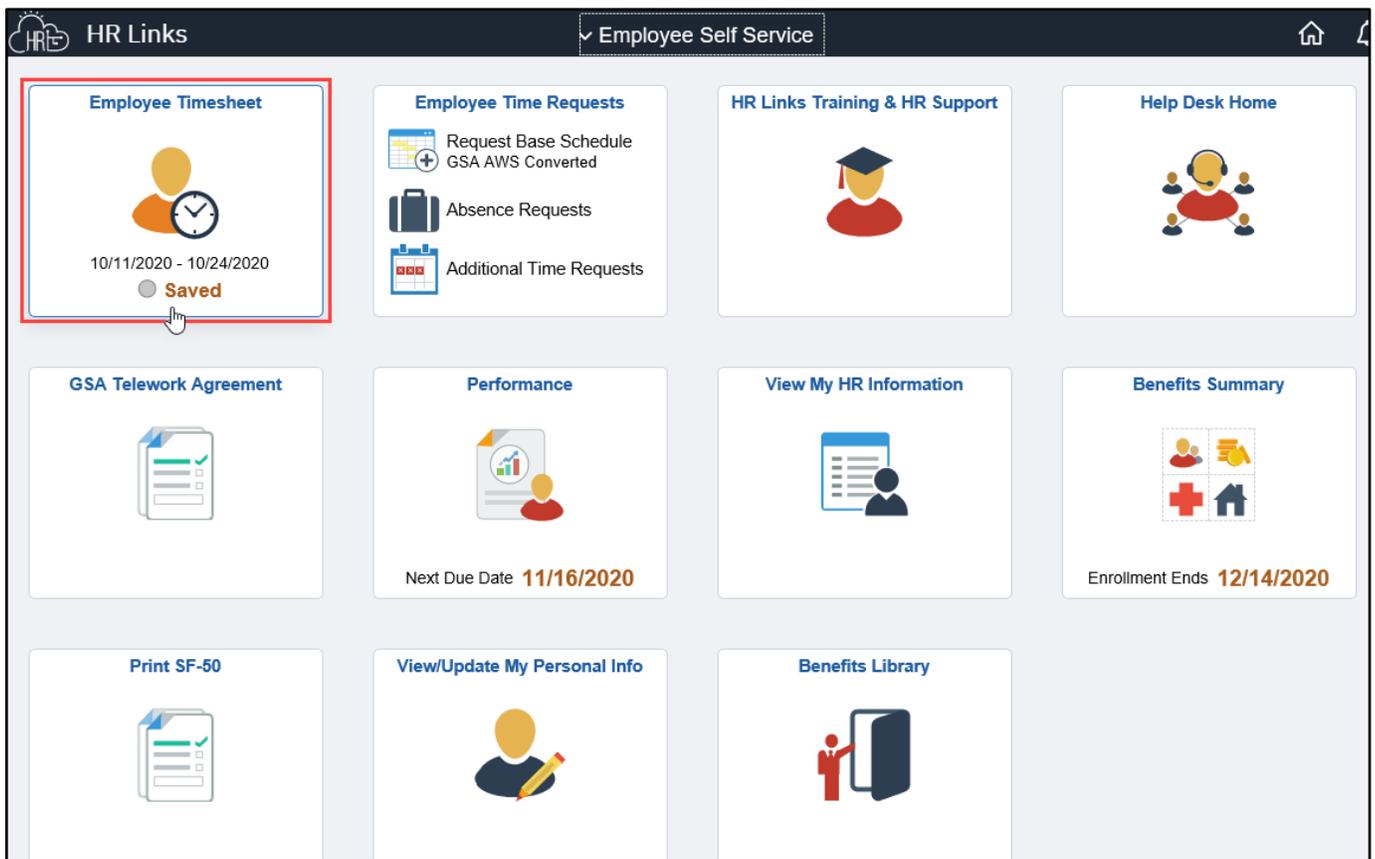


Edit the Labor Codes on a Timehseet (PBS Employees)

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

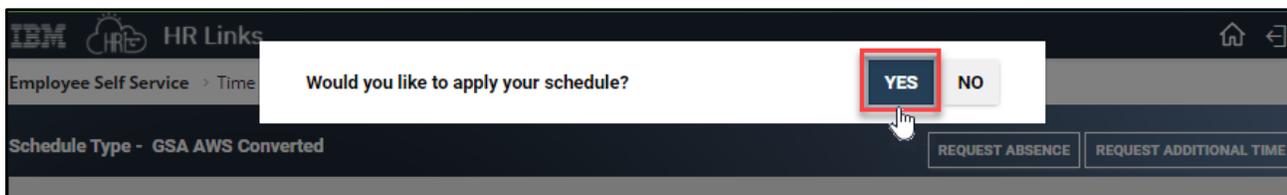
Labor Codes updated in an Employee timesheet

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**.



2. The **Timesheet screen** will appear, displaying the current pay period with your base schedule applied. You will see an information panel at the top of the screen:



- the **Pay Period** field will show the first day of the current pay period;
- **Timesheet Status** will initially read “No Timesheet” but will change to “**Needs Submission**” as you begin making changes to the timesheet,
- **Payroll Status** will be “**Not Sent**”, and
- the **Time Reporting Code Total Hours** section will provide a breakdown of your scheduled hours by Time Reporting Code (TRC).

If you are required to report labor codes when submitting your timesheet you will also see a **Labor Code Total Hours** section that provides a breakdown of the labor codes in your base schedule along with a color-coded key that also appears on the daily time blocks in the reported hours section below.

The screenshot displays the 'Employee Self Service' interface for time reporting. At the top, it shows the 'Schedule Type - Standard 8 Sched' and buttons for 'REQUEST ABSENCE' and 'REQUEST ADDITIONAL TIME'. The main section includes fields for 'Employee Name', 'ID #', and 'PAY PERIOD' (10/11/2020). Below these are two summary tables: 'Time Reporting Code Total Hours' and 'Labor Code Total Hours'. The 'Time Reporting Code Total Hours' table lists 56.0 Regular, 16.0 Regular : 092-Telework Routine, and 8.0 Holiday. The 'Labor Code Total Hours' table lists 40.0 03020816 (A), 20.0 03020803 (B), and 20.0 03030200 (C). A 'Total/Scheduled: 80.0/80.0' indicator is shown. The 'Timesheet Status' is 'Needs Submission' and the 'Payroll status' is 'Not Sent'. A 'SUBMIT' button is located at the bottom right of the summary section. Below the summary is a weekly time grid from Sun 10/11 to Sat 10/24. Each day's block is color-coded by labor code: A (blue), B (teal), and C (yellow). The grid shows 8 hr Regular hours for most days, with a '8 hr Holiday' on Mon 10/12. A red box highlights the first day's block (Sun 10/11) in the grid.

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.

Employee Name	ID #	PAY PERIOD
		10/11/2020

Time Reporting Code	Total Hours
56.0 Regular	
16.0 Regular : 092-Telework Routine	
8.0 Holiday	

Labor Code	Total Hours	Code
A	40.0	03020816
B	20.0	03020803
C	20.0	03030200

Day	Hours	Code
Mon 10/12	8 hr	Holiday
Tue 10/13	8 hr	Regular
Wed 10/14	8 hr	Regular
Thu 10/15	8 hr	Regular
Fri 10/16	8 hr	Regular
Sat 10/17		
Sun 10/18		
Mon 10/19	8 hr	Regular
Tue 10/20	8 hr	Regular
Wed 10/21	8 hr	Regular
Thu 10/22	8 hr	Regular
Fri 10/23	8 hr	Regular

- 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.*

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	03020816	PG161
20 hr	03020803	PG131
20 hr	03030200	PG131

CANCEL NEXT



- 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	

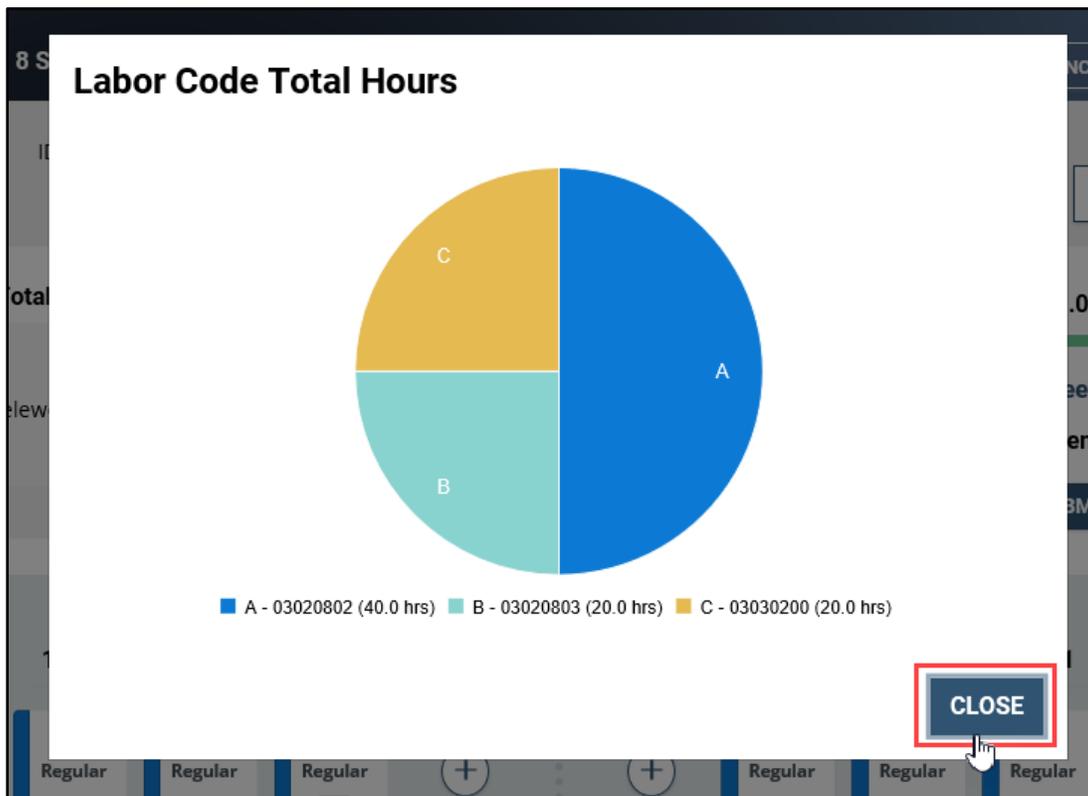
Total/Scheduled: 80.0/80.0

Timesheet Status: **Needs Submission**

Payroll status: **Not Sent**

View Chart View Chart SUBMIT

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



- 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.

The screenshot displays a timesheet interface. At the top, there are fields for 'Employee Name', 'ID #', and 'PAY PERIOD' (10/11/2020). Below these are 'View Details >' and navigation buttons 'PREV' and 'NEXT'. The main section is divided into 'Time Reporting Code Total Hours' and 'Labor Code Total Hours'. The 'Time Reporting Code' section lists: 56.0 Regular, 16.0 Regular : 092-Telework Routine, and 8.0 Holiday. The 'Labor Code' section lists: A 40.0 03020802, B 20.0 03020803, and C 20.0 03030200. A 'Total/Scheduled: 80.0/80.0' bar is shown, along with 'Timesheet Status: Needs Submission' and 'Payroll status: Not Sent'. A 'SUBMIT' button is at the bottom right. Below this is a calendar view from Mon 10/12 to Fri 10/23. The date Tue 10/13 is highlighted with a red box. Each day's bar is stacked with codes A (blue), B (teal), and C (yellow). The total hours for each day are listed: Mon 10/12 (8 hr Holiday), Tue 10/13 (8 hr Regular), Wed 10/14 (8 hr Regular), Thu 10/15 (8 hr Regular), Fri 10/16 (8 hr Regular, 092), Sat 10/17 (+), Sun 10/18 (+), Mon 10/19 (8 hr Regular), Tue 10/20 (8 hr Regular), Wed 10/21 (8 hr Regular), Thu 10/22 (8 hr Regular), Fri 10/23 (8 hr Regular, 092).

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.

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

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
begins with

LONG DESCRIPTION
contains phila

DESCRIPTION
begins with

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 [v] phila

DESCRIPTION
begins with [v]

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 [v] **ADDITIONAL TRC** [input] [Q]

QUANTITY	LABOR CODE	TASK CODE
4.0	03020818 [Q]	PG161 [Q]
2.0	03020803 [x] [Q]	PG131 [Q]
2.0	03030200 [Q]	PG131 [Q]

ADD ANOTHER LABOR CODE

DELETED 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.

Employee Name ID # PAY PERIOD 10/11/2020

View Details > PREV NEXT

Time Reporting Code Total Hours Edit

- 56.0 Regular
- 16.0 Regular : 092-Telework Routine
- 8.0 Holiday

[View Chart](#)

Labor Code Total Hours Edit

- A 28.0 03020802
- B 14.0 03020803
- C 14.0 03030200
- D 12.0 03020818
- E 12.0 PA0064ZZ

[View Chart](#)

Total/Scheduled: 80.0/80.0
Timesheet Status: **Needs Submission**
Payroll status: **Not Sent**
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 092				
A	D	D	D	A			A	A	A	A	A
B				B			B	B	B	B	B
C	E	E	E	C			C	C	C	C	C



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.

