



# Create & Approve Base Schedules (Time Administrators)

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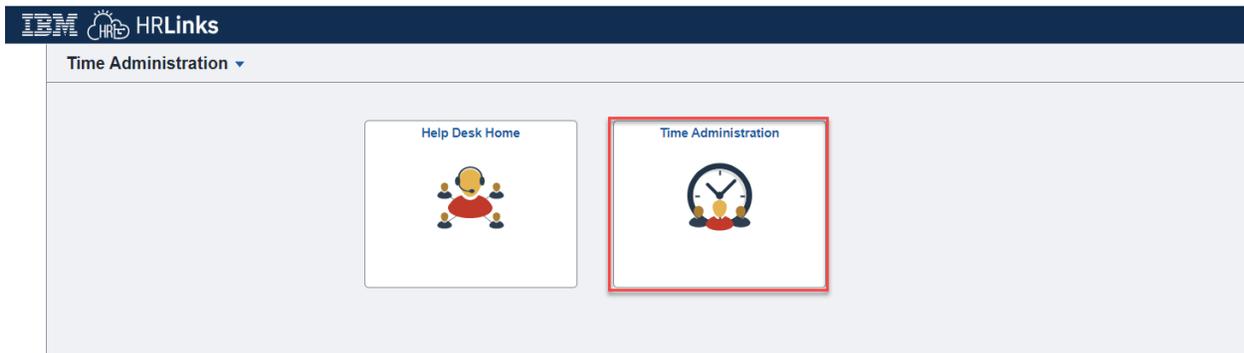
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## Create a Base Schedule for an Employee (as Time Administrator)

*Changes to an employee's normal work schedule should be approved prior to the change occurring.*

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.



2. Choose the **Assign Base Schedule for EE** tab from the left menu.
  - a. Enter search criteria for the employee whose base schedule you are creating
  - b. Select **Search**.



Time Administration

Report Employee Time

Time Administration Analytics

**Assign Base Schedule for EE**

Time Administration Queries

Time Sheet Report

### Assign Base Schedule

Search Criteria

My Saved Searches

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Business Unit begins with

Department begins with

Organizational Relationship begins with

Search Clear Save Search

Basic Search

- If more than one employee populates in results, select the > icon on the far right of the employee list to open the base schedule. (If only one employee populates the results, their base schedule will automatically open.)

Time Administration

Report Employee Time

Time Administration Analytics

Assign Base Schedule for EE

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### Assign Base Schedule

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Empl ID begins with

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Department begins with

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Search Clear Save Search

Basic Search

Search Results

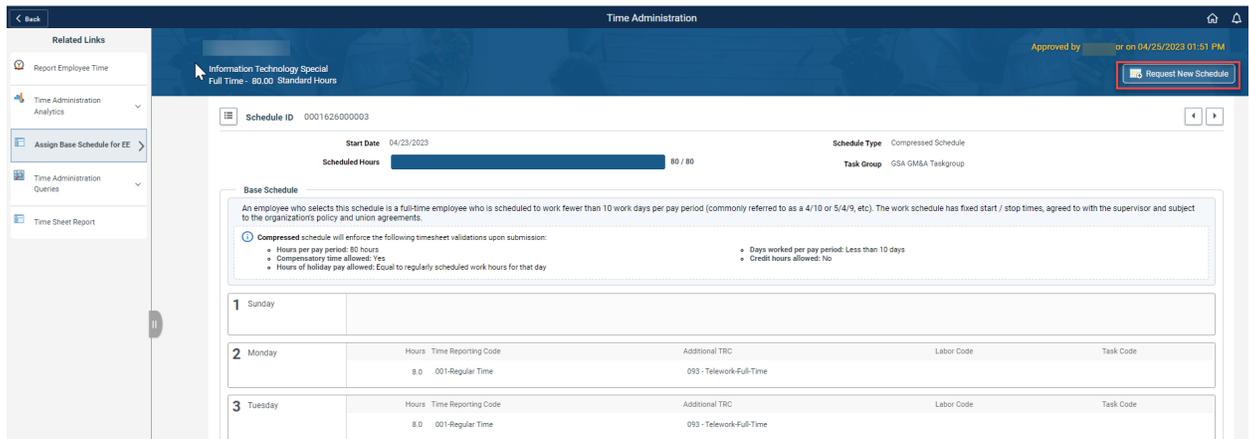
Last Name: MARCH

Empl ID	Empl Record	Name	Last Name	Business Unit	Department	Organizational Relationship	
	0			GSA01	9PLL	Employee	>
	0			GSA01	CR1T	Employee	>
	0			GSA01	QVCA	Employee	>

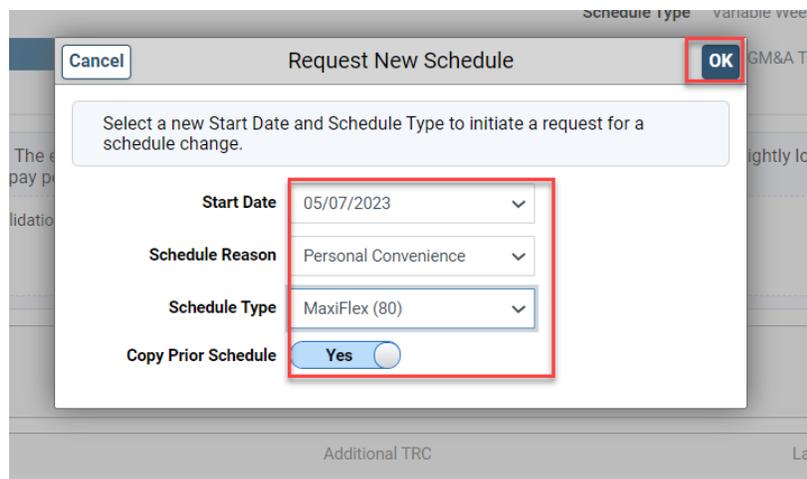
- The employee's current base schedule will open up. Select **Request Base Schedule**. Note:

To view a history of the employee's base schedules click this icon:



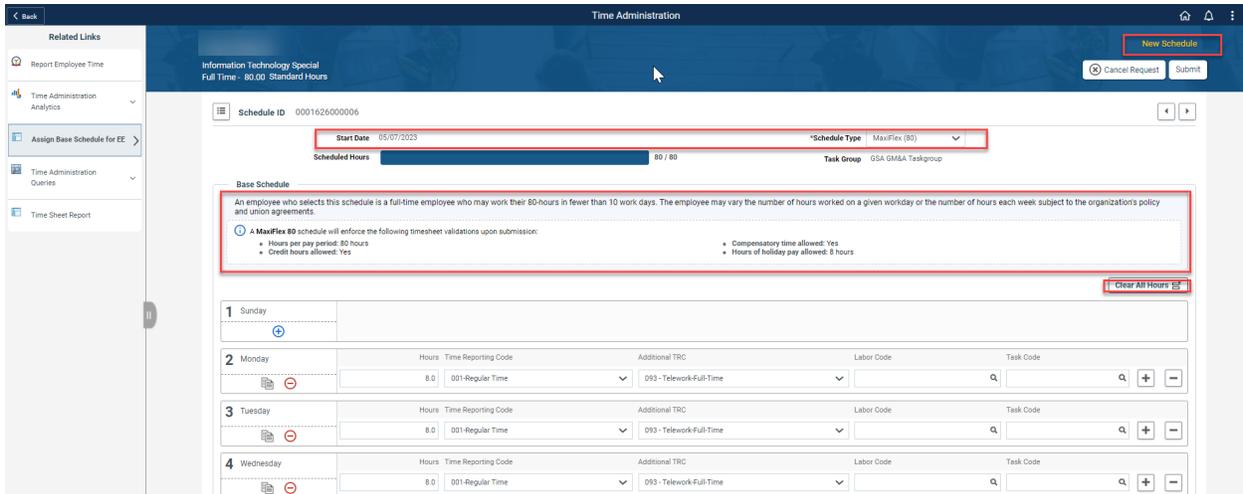


8. On the Request New Schedule pop up window, enter the:
  - a. **Start Date** (Select the date you'd like to start the new schedule. Contact your **Time Administrator** if you need to create a new base schedule with a start date in a prior pay period.)
  - b. **Schedule Reason** (Reason you are making 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 the new schedule by copying over the hours, time reporting codes, and labor hours from the previous work schedule)
9. Select **Ok**.





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



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

Timesheet Item/ Icon	Purpose
	Switch to Day Off
	Switch to Work Day
	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 <a href="#">telework code</a> )
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
3 Tuesday	8.0	001-Regular Time	093 - Telework-Full-Time		
4 Wednesday	8.0	001-Regular Time	093 - Telework-Full-Time		

12. Not all organizations are required to include labor and task codes in their schedules. However, if the employee is a Public Building Services (PBS) employee, you are required to include labor and task codes in their 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		

13. 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)

**Long Description** (begins with)

**Description** (begins with)

▼ Search Results

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					

14. 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** Show Operators

**Taskgroup** GSAGM&A

**Task Code** (begins with)

**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					

15. 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			+	-		

16. Once you have made all desired changes to the base schedule, check to make sure **Total Hours** equal the total hours allowable for the base schedule.

Start Date 05/07/2023

Scheduled Hours  / 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					+	-		

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

Time Administration

Information Technology Special  
Full Time - 80.00 Standard Hours

Schedule ID 0001626000006

Start Date 05/07/2023

Scheduled Hours  / 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:

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- Hours of holiday pay allowed: 8 hours

Clear All Hours

1 Sunday									
2 Monday	Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code				
	8.0	001-Regular Time	093 - Telework-Full-Time	06-01-001	192	+	-		
	0.0					+	-		

18. You have successfully created the employee's base schedule for approval. The base schedule is pending approval by the supervisor. Note: As a Time Administrator you also



have the option to Approve the base schedule on behalf of the supervisor; Deny the base schedule on behalf of the supervisor; or Withdraw the base schedule on behalf of the supervisor. However, the supervisor has the primary role, responsibility & authority for approving leave requests, new base schedule requests and certification of time records.

Time Administration

Information Technology Special  
Full Time - 80.00 Standard Hours

Pending Approval by Supervisor

Approve Deny Withdraw

Schedule ID: 0001626000006

Start Date: 05/07/2023

Schedule Type: MaxFlex (80)

Scheduled Hours: 80 / 80

Task Group: GSA GMSA 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 MaxFlex 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

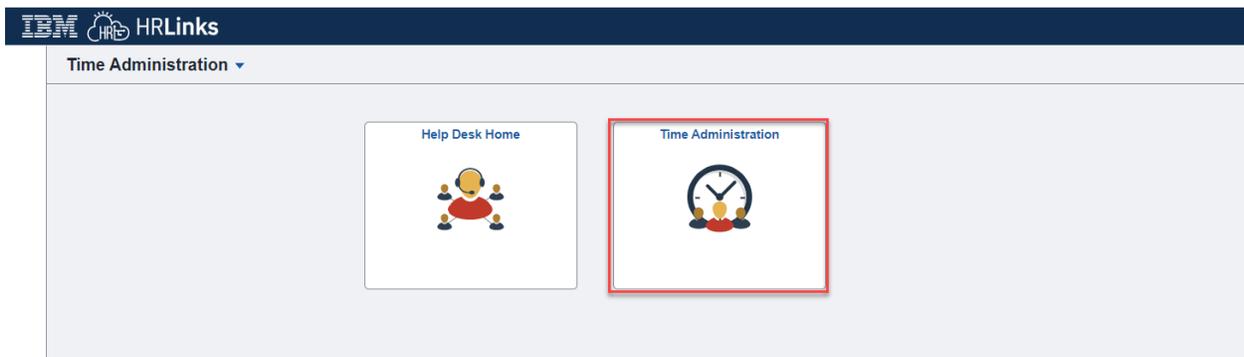
Day	Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code
1 Sunday					
2 Monday	8.0	001-Regular Time	093 - Telework-Full-Time	06-01-001	192
	0.0				
3 Tuesday	8.0	001-Regular Time	093 - Telework-Full-Time		
4 Wednesday	8.0	001-Regular Time	093 - Telework-Full-Time		
5 Thursday	8.0	001-Regular Time	093 - Telework-Full-Time		



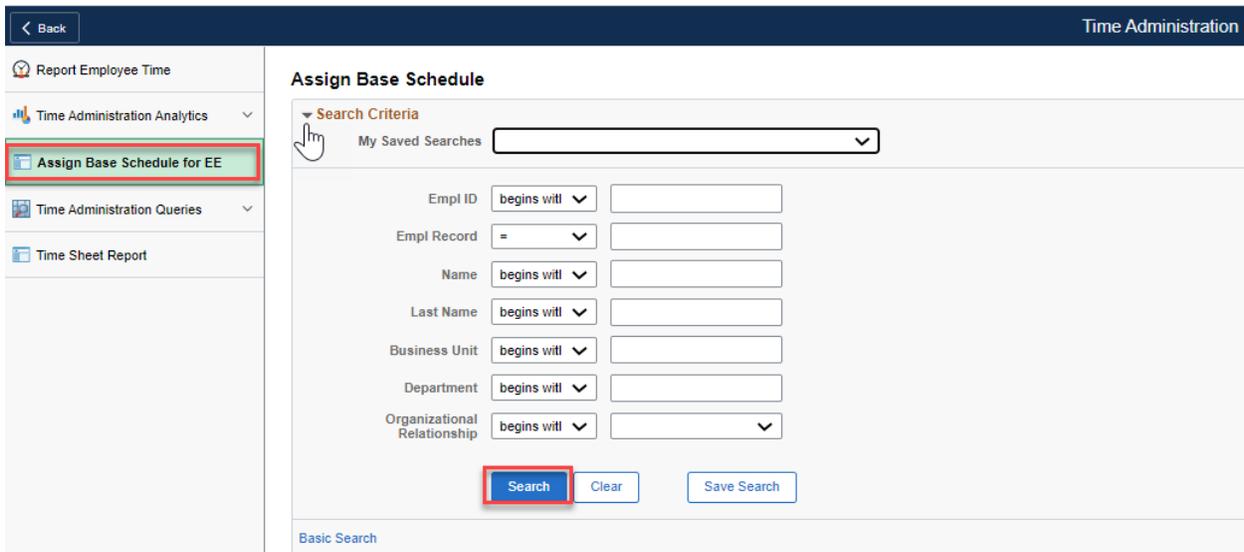
## Approve a Base Schedule for an Employee

In this scenario, you are approving a base schedule that an employee has created and submitted for review and approval. The supervisor has the primary role, responsibility & authority for approving leave requests, new base schedule requests and certification of time records.

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.



3. Choose the **Assign Base Schedule for EE** tab from the left menu.
  - a. Enter search criteria for the employee whose base schedule you are approving
  - b. Select **Search**.



19. If more than one employee populates in results, select the > icon on the far right of the employee list to open the base schedule. (If only one employee populates the results, their base schedule will automatically open.)



Time Administration

Assign Base Schedule

Search Criteria

My Saved Searches

Empl ID: begins with [ ]

Empl Record: [ ]

Name: begins with [ ]

Last Name: begins with [ ]

Business Unit: begins with [ ]

Department: begins with [ ]

Organizational Relationship: begins with [ ]

Search Clear Save Search

Basic Search

Search Results

Last Name MARCH

Empl ID	Empl Record	Name	Last Name	Business Unit	Department	Organizational Relationship
[ ]	0	[ ]	[ ]	GSA01	SPLL	Employee
[ ]	0	[ ]	[ ]	GSA01	CRIT	Employee
[ ]	0	[ ]	[ ]	GSA01	OVCA	Employee

20. The employee's pending base schedule will display. You can choose to either **Approve**, **Deny** or **Withdraw** the requested schedule. Select **Approve**.

Time Administration

Information Technology Special  
Full Time - 80.00 Standard Hours

Pending Approval by Supervisor

Approve Deny Withdraw

Schedule ID 0001626000006

Start Date 05/07/2023

Scheduled Hours 80 / 80

Schedule Type MaxFlex (80)

Task Group GSA GMSA 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 MaxFlex 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

Day	Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code
1 Sunday					
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3 Tuesday	8.0	001-Regular Time	093 - Telework-Full-Time		
4 Wednesday	8.0	001-Regular Time	093 - Telework-Full-Time		
5 Thursday	8.0	001-Regular Time	093 - Telework-Full-Time		

2. You have successfully approved the employee's base work schedule.

Time Administration

Information Technology Special  
Full Time - 80.00 Standard Hours

Approved by [ ] on 05/04/2023 01:56 PM

Request New Schedule

Schedule ID 0001626000006

Start Date 05/07/2023

Scheduled Hours 80 / 80

Schedule Type MaxFlex (80)

Task Group GSA GMSA 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 MaxFlex 80 schedule will enforce the following timesheet validations upon submission:

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