

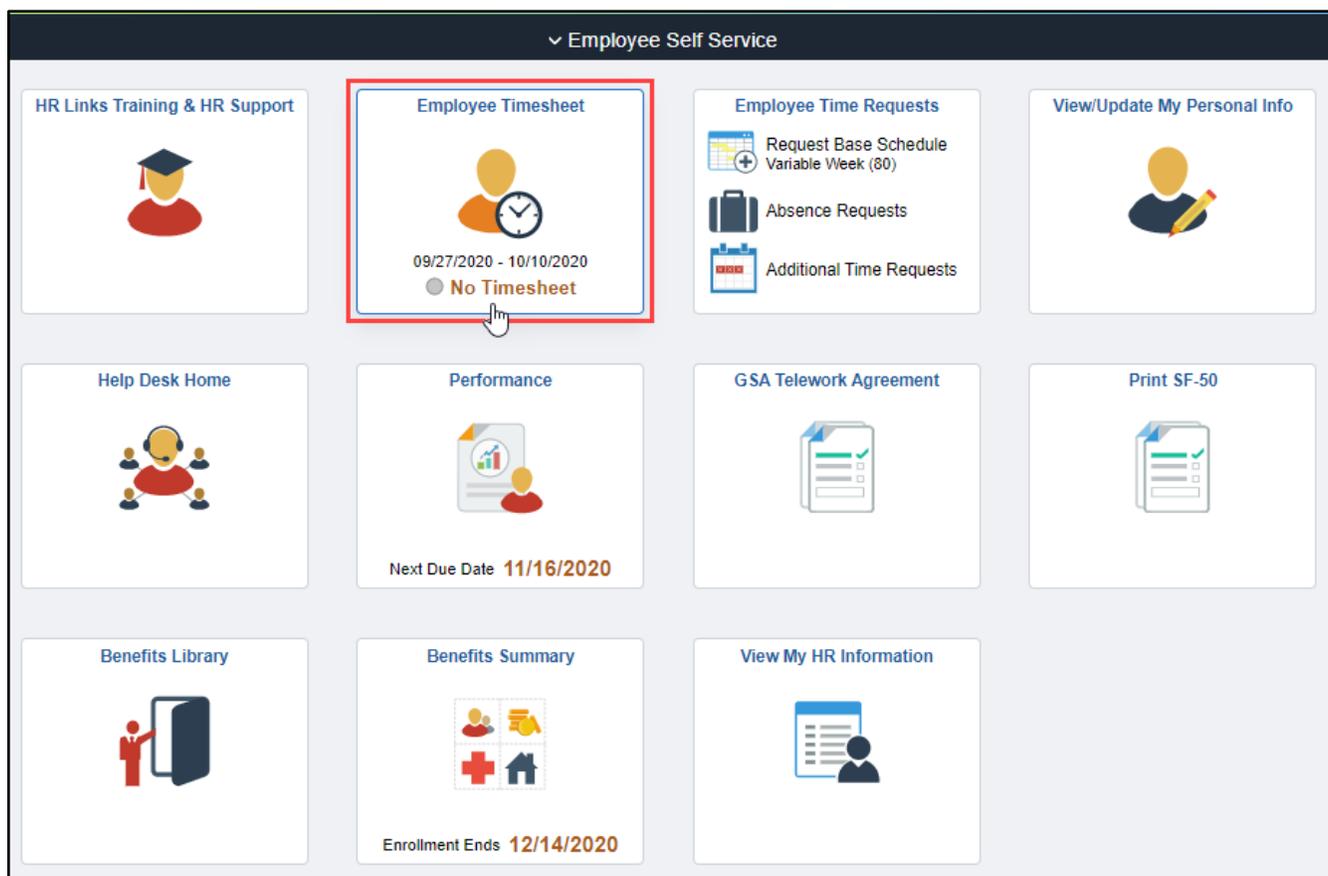


Create a Timesheet with Labor Codes (Employees)

Follow this job aid to learn how to create a timesheet with labor codes in HR Links.

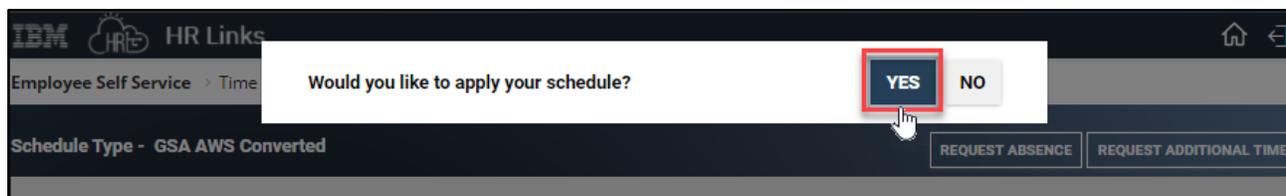
Employee timesheet created from the Timesheet Tile

1. Select the **Timesheet** tile on the Employee Self Service homepage.



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 **Time screen** will appear, displaying the current pay period with your base schedule applied. Use the **breadcrumbs in the upper left corner** of the screen to navigate back to the Employee Self Service or home screen.



You will now see an information panel at the top of the Timesheet screen:

- the **Pay Period** field will show the first day of the current pay period;
- the **Timesheet Status** will initially read **"No Timesheet"**;
- and the **Payroll Status** will be **"Not Sent"**.

Any absence or overtime requests that have already been submitted and approved will also be reflected. The status will change to "Needs Submission" once you have begun making changes to the timesheet.

3. Next, review the hours displayed on the timesheet and make any necessary changes or updates. The **Time Reporting Code Total Hours** table provides a breakdown of your timesheet hours by Time Reporting Code (TRC), and the **Labor Code Total Hours** table provides a breakdown by Labor Code.



The following steps show how to update the Time Reporting and Labor Code hours using the **Edit** links in the information panel below. More detailed guidance on editing Time Reporting and Labor codes can be found in the “Edit Timesheet Labor Codes” job aid.

To edit one or more of the Time Reporting Codes reflected in the **Time Reporting Code Total Hours** table *without changing the overall hourly breakdown*, click the **Edit** hyperlink in the upper right corner of the section.

Employee Self Service > Time

Schedule Type - Variable Week (80) [REQUEST ABSENCE] [REQUEST ADDITIONAL TIME]

Employee Name ID # PAY PERIOD 09/27/2020 [PREV] [NEXT]

View Details >

Time Reporting Code Total Hours **Edit**

44.0 Regular : 092-Telework Routine
36.0 Regular

View Chart

Labor Code Total Hours **Edit**

A 80.0 ZR000901

View Chart

Total/Scheduled: 80.0/80.0

Timesheet Status: No Timesheet

Payroll status: Not Sent

[SUBMIT]

Mon 9/28 Tue 9/29 Wed 9/30 Thu 10/1 Fri 10/2 Sat 10/3 Sun 10/4 Mon 10/5 Tue 10/6 Wed 10/7 Thu 10/8 Fri 10/9

4. In the Bulk Edit dialog box that appears, you can update any of the **Time Reporting Codes (TRCs)** on your timesheet by clicking the **down arrow** next to the code(s) you want to change and selecting a replacement from the dropdown menu.

PAY PERIOD SEPTEMBER 27 - OCTOBER 10 2020

Bulk Edit

Review and change the Time Reporting Code and/or Additional TRC distribution for this time period

QUANTITY	TIME REPORTING CODE	ADDITIONAL TRC
44 hr	001-Regular Time	092-Telework-Routine
36 hr	001-Regular Time	

[CANCEL] [NEXT]

TIME REPORTING CODE

001-Regular Time

001-Regular Time

001-Regular Time

002-Holiday Observed

005-Actual Stand By Hours

006-Actual AUO Hours Worked

007-FLSA Hours Worked

009-Make Up Hours before OT

010-Regular Scheduled OT

011-Holiday Worked

012-Sunday Premium

013-Comp Time Earned

014-Irregular Scheduled OT

ADDITIONAL TRC

092-Telework-Routine

[CANCEL] [NEXT]

5. In this example, an **Additional Time Reporting Code (TRC)**, 090-Telework - Emergency, will be added for 36 hours, or 4 regular work days. (Note that you cannot change the Quantity of hours using this approach, only the TRC and Additional TRC codes.)

Enter the numeric code or code description into the search field and select **Next**.



PAY PERIOD SEPTEMBER 27 - OCTOBER 10 2020

Bulk Edit

Review and change the Time Reporting Code and/or Additional TRC distribution for this time period

QUANTITY	TIME REPORTING CODE	ADDITIONAL TRC
44 hr	001-Regular Time	092-Telework-Routine
36 hr	001-Regular Time	090

CANCEL NEXT

6. A new dialog box will appear summarizing the change you are about to make; select **Submit** to complete the process.

PAY PERIOD SEPTEMBER 27 - OCTOBER 10 2020

Bulk Edit

Review and submit the changes for this time period

CURRENT	QUANTITY	TIME REPORTING CODE	ADDITIONAL TRC
ⓘ	36 hr	001-Regular Time	

UPDATED	QUANTITY	TIME REPORTING CODE	ADDITIONAL TRC
✔	36 hr	001-Regular Time	090

CANCEL PREVIOUS SUBMIT

7. The code you added now appears in the Time Reporting Code Total Hours section of your timesheet. If desired, select the **View Chart** button in the lower right-hand corner to access a pie chart showing the Time Reporting Code breakdown for the current pay period.

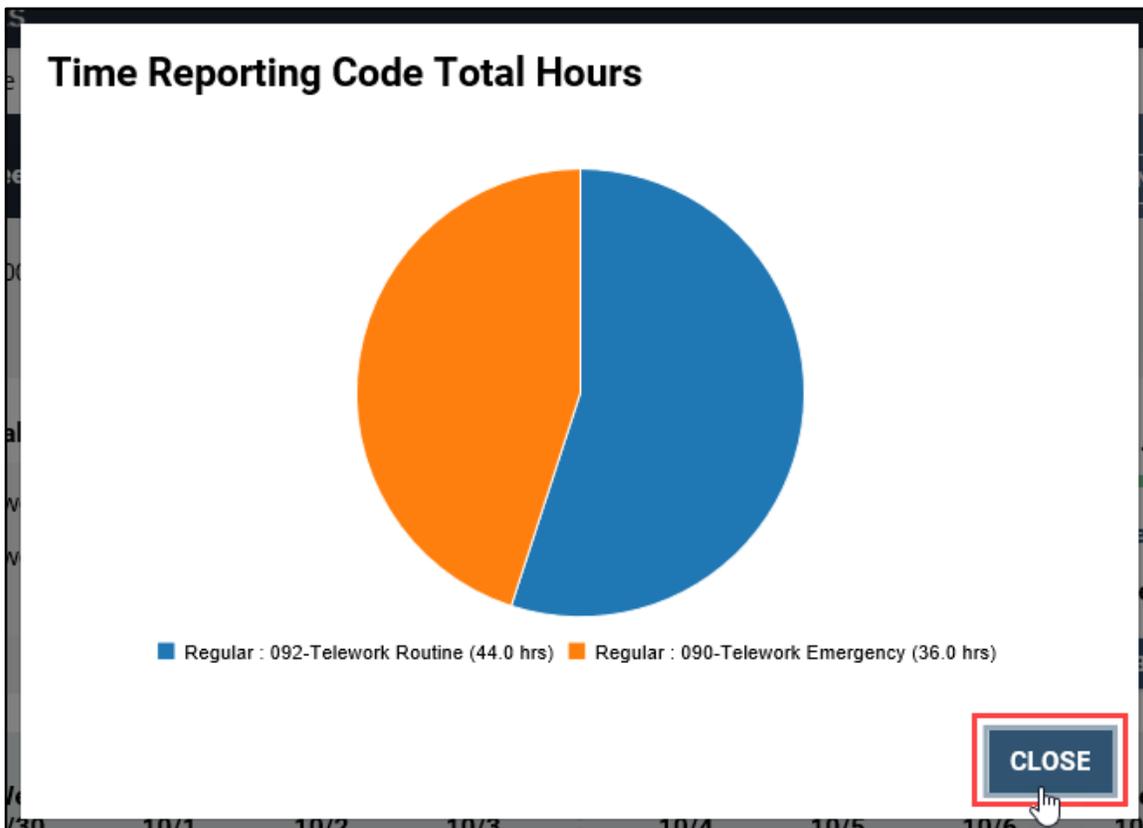


Schedule Type - Variable Week (80) REQUEST ABSENCE REQUEST ADDITIONAL TIME

Employee Name ID # PAY PERIOD
View Details > 09/27/2020 ← PREV NEXT →

Time Reporting Code Total Hours	Edit	Labor Code Total Hours	Edit	Total/Scheduled: 80.0/80.0
44.0 Regular : 092-Telework Routine		A 80.0 ZR000901		<div style="width: 100%; height: 10px; background-color: green;"></div>
36.0 Regular : 090-Telework Emergency				Timesheet Status: Needs Submission
	View Chart		View Chart	Payroll status: Not Sent
				SUBMIT

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



9. If you want to change the **Labor Codes** as they appear in the **Labor Code Total Hours** section (without changing the hourly breakdown), select the **Edit** hyperlink in the upper right hand corner.



Schedule Type - Variable Week (80) REQUEST ABSENCE REQUEST ADDITIONAL TIME

Employee Name ID # PAY PERIOD
View Details > 09/27/2020 ← PREV NEXT →

Time Reporting Code	Total Hours	Edit	Labor Code	Total Hours	Edit
44.0	Regular : 092-Telework Routine		A 80.0	ZR000901	
36.0	Regular : 090-Telework Emergency				

Total/Scheduled: 80.0/80.0
Timesheet Status: Needs Submission
Payroll status: Not Sent
SUBMIT

10. A dialog box will appear: you can update the Labor Codes by selecting the **search icon**  next to the code (or codes) you want to change and choosing a replacement code from the search results.

PAY PERIOD SEPTEMBER 27 - OCTOBER 10 2020

Bulk Edit

Review and change the Labor code distribution for this time period

QUANTITY	LABOR CODE	TASK CODE
80 hr	ZR000901 	PG901 

CANCEL NEXT

11. In the **Look Up Labor Code** dialog box, 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
begins with

DESCRIPTION
begins with

BASIC LOOKUP ^

SEARCH CLEAR CANCEL

12. Scroll down to the code you are searching for in the list below and select it.

BASIC LOOKUP ^

SEARCH CLEAR CANCEL

LABOR CODE
03030200
Long Description: Baltimore Metro Area
Description: Baltimore Metro Area

LABOR CODE
03031111
Long Description: REGION 3 FPS BUILDIN,
Description: REGION 3 FPS BUILDIN,

13. In the next dialog box that appears, the **Labor Code** you entered has now replaced the original one. If desired, you can also change the **Task Code** by following the steps above. Then select **Next**.

PAY PERIOD SEPTEMBER 27 - OCTOBER 10 2020

Bulk Edit

Review and change the Labor code distribution for this time period

QUANTITY	LABOR CODE	TASK CODE
80 hr	03030200	PG901

CANCEL NEXT

14. A final box provides a summary of your change/s. Select **Submit** to complete the process.

PAY PERIOD SEPTEMBER 27 - OCTOBER 10 2020

Bulk Edit

Review and submit the changes for this time period

STATUS	QUANTITY	LABOR CODE	TASK CODE
CURRENT	80 hr	ZR000901	PG901
UPDATED	80 hr	03030200	PG901

CANCEL PREVIOUS SUBMIT

15. The **new code** now appears in the Labor Code Total Hours summary.



Employee Self Service > Time

Schedule Type - Variable Week (80) REQUEST ABSENCE REQUEST ADDITIONAL TIME

Employee Name ID # PAY PERIOD
View Details > Employee Name ID # 09/27/2020 ← PREV NEXT →

Time Reporting Code Total Hours Edit **Labor Code Total Hours** Edit Total/Scheduled: 80.0/80.0
44.0 Regular : 092-Telework Routine A 80.0 03030200 Timesheet Status: Needs Submission
36.0 Regular : 090-Telework Emergency Payroll status: Not Sent
View Chart View Chart SUBMIT

16. Alternatively, if you need to change the Labor and/or Time Reporting Codes for a specific day of the pay period, **select the day you would like to update** in the reported hours section of the timesheet. (Note that the left side of each day shows the hours allocated to each Labor Code by color.)

Schedule Type - Variable Week (80) REQUEST ABSENCE REQUEST ADDITIONAL TIME

Employee Name ID # PAY PERIOD
View Details > Employee Name ID # 09/27/2020 ← PREV NEXT →

Time Reporting Code Total Hours Edit **Labor Code Total Hours** Edit Total/Scheduled: 80.0/80.0
44.0 Regular : 092-Telework Routine A 80.0 03030200 Timesheet Status: Needs Submission
36.0 Regular : 090-Telework Emergency Payroll status: Not Sent
View Chart View Chart SUBMIT

Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3	Sun 10/4	Mon 10/5	Tue 10/6	Wed 10/7	Thu 10/8	Fri 10/9
9 hr Regular 092	9 hr Regular 090	9 hr Regular 090	9 hr Regular 092	+	+	+	9 hr Regular 092	9 hr Regular 090	9 hr Regular 090	9 hr Regular 092	8 hr Regular 092
A	A	A	A				A	A	A	A	A
+	+	+	+				+	+	+	+	+

17. A dialog box will appear displaying a breakdown of reported hours by Labor and Task Code for the day in question. Here you can edit and/or add Labor and Time Reporting Codes



using the search icons , as well as change the number of hours allocated to each. You can also update the **Time Reporting** and **Additional TRC** codes before selecting **Save**.

For more information on updating Labor Codes, please refer to the “Edit Timesheet Labor Codes” job aid.

TIME ENTRY

Thu 10/8

TIME REPORTING CODE * **ADDITIONAL TRC**

001-Regular Time 092-Telework-Routine

QUANTITY	LABOR CODE	TASK CODE
9.0	03030200	PG901
	ZR000901	PG901

ADD ANOTHER LABOR CODE

DELETE TIME **CANCEL** **SAVE**

18. If you will not be submitting any absence requests for this pay period and the total number of hours you reported equals the total number of hours in your base schedule (as indicated



by the green bar that appears under **Total/Scheduled** hours below). you may *skip to step 28b*.

19. To submit an Absence request from the timesheet, select the **Request Absence** button in the upper right-hand corner of the screen.

The screenshot shows the 'Schedule Type - Variable Week (80)' interface. At the top right, there are two buttons: 'REQUEST ABSENCE' (highlighted with a red box) and 'REQUEST ADDITIONAL TIME'. Below these, there's a 'PAY PERIOD' section with a date '09/27/2020' and navigation buttons 'PREV' and 'NEXT'. The main area displays 'Time Reporting Code Total Hours' and 'Labor Code Total Hours'. The 'Total/Scheduled' is shown as '80.0/80.0'. There's a 'SUBMIT' button at the bottom right. The bottom part of the screen shows a weekly grid with days from Mon 9/28 to Fri 10/9, each with a bar indicating hours and a '+' button.

20. In the dialog box that appears, find the Absence Type you want to request by typing all or part of the description into the **Search for Absence Type** field or by using the scroll-down bar on the right to find and select it. Then select the **Request** button next to your choice.

The screenshot shows the 'Request Absence' dialog box. At the top, there's a 'SEARCH FOR ABSENCE TYPE:' field with a search icon and a close button. Below this is a table with columns 'TRC', 'DESCRIPTION', and 'BALANCE (HOURS)'. The table lists various absence types, each with a 'REQUEST' button next to it. The 'REQUEST' button for '040 Annual Leave' is highlighted with a red box. At the bottom of the dialog, there is a 'CLOSE' button.

TRC	DESCRIPTION	BALANCE (HOURS)	REQUEST
040	Annual Leave	168.8	REQUEST
050	Sick Leave	197.8	REQUEST
054	Award Leave Used	-	REQUEST
042	Court Leave	-	REQUEST
053	DC National Guard Military	-	REQUEST
069	Disabled Veteran Leave	-	REQUEST
085	Donated Leave Used	-	REQUEST
052	Emergency Duty - Military	-	REQUEST
077	Emergency Paid FMLA LV-Cat 2	-	REQUEST
075	Emergency Paid Sick Lv-Cat 1	-	REQUEST

21. A new dialog box will appear displaying the Absence Type you selected. Use the calendar icons  to enter the **Start and End Dates** for the absence you are requesting.



ABSENCE TYPE *
Annual Leave

START DATE * 10/08/2020 **END DATE** 10/08/2020

FULL DAYS **PARTIAL DAYS**

Requested Hours [Comments/History](#)

October	
Scheduled	9
Holiday	0
Requested	9

« **October 2020** »

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	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
1	2	3	4	5	6	7

Total Requested Hours: 9.0
Current Annual Leave Balance: 168.8

The current balance does not reflect requests that have been processed after 09/26/2020.

22. After choosing the Start and End dates, the absence page defaults to **Full Days**.
- If you are requesting **Full Days** of absence, the page will automatically calculate the **Total Requested Hours**. You can select the **Comments/History** hyperlink and type



comments into the text box that appears, as shown in the second box below. Once completed, select **Submit**.

ABSENCE TYPE *
Annual Leave

START DATE * 10/08/2020 **END DATE** 10/08/2020

FULL DAYS **PARTIAL DAYS**

Requested Hours **Comments/History**

October	Thu 8
Scheduled	9
Holiday	0
Requested	9

Total Requested Hours: 9.0
Current Annual Leave Balance: 168.8
The current balance does not reflect requests that have been processed after 09/26/2020.

BACK **SUBMIT**

ABSENCE TYPE *
Annual Leave

START DATE * 10/08/2020 **END DATE** 10/08/2020

FULL DAYS **PARTIAL DAYS**

Requested Hours **Comments/History**

COMMENTS

I

- b. If you are requesting less than full days of absence, select **Partial Days**. You will have two options:
- you can select the first radio button: “All days are partial,” and request the same number of hours for all days in the period, or



- select the second radio button: “First day & Last day”, as shown in the example below, and enter the number of hours of absence you are requesting for the first and last days of the period. The number of hours does not have to be the same for both days, and all other days in the period will be counted as full days of absence. **Please note:** the value **0** is not allowed for these days.

As before, select the Comments/History hyperlink to add comments if desired, then select **Submit**.

ABSENCE TYPE *
Annual Leave

START DATE * 10/08/2020 **END DATE** 10/09/2020

FULL DAYS **PARTIAL DAYS**

All days are partial hr

First day (October 8) hr
& Last day (October 9) hr

Requested Hours [Comments/History](#)

October	Thu 8	Fri 9
Scheduled	9	8
Holiday	0	0
Requested	4	2

Total Requested Hours: 6.0
Current Annual Leave Balance: 168.8
The current balance does not reflect requests that have been processed after 09/26/2020.

23. Once you have completed one or more absence requests, you will need to adjust your timesheet so that the total hours you are reporting do not exceed the total scheduled hours for the pay period.

In this example, adding two leave requests has increased total reported hours to 86.0, which exceeds the allowable total of 80.0 scheduled hours. This has triggered a **High**



exception as indicated by the **red bar**. This exception must be resolved before the timesheet can be submitted and approved.

The screenshot displays a timesheet interface with the following components:

- Summary Section:**
 - Time Reporting Code Total Hours:** 44.0 Regular : 092-Telework Routine, 36.0 Regular : 090-Telework Emergency, 6.0 Annual Leave.
 - Labor Code Total Hours:** A 80.0 03030200.
 - Total/Scheduled:** 86.0/80.0 (indicated by a red bar).
 - Timesheet Status:** Needs Submission.
 - Payroll status:** Not Sent.
 - SUBMIT** button.
- Timesheet Grid:** A grid showing hours for days from Mon 9/28 to Fri 10/9. Each day has a vertical bar representing hours. Thursday, 10/8, has a grey block for 4 hr Annual Leave, and Friday, 10/9, has a grey block for 2 hr Annual Leave.
- Navigation and Controls:** Buttons for 'REQUEST ABSENCE', 'REQUEST ADDITIONAL TIME', 'PREV', and 'NEXT' are visible.
- Employee Information:** Employee Name, ID #, and View Details link are present.
- Summary Section (repeated):** Identical to the top section, showing the 86.0/80.0 total and 'Needs Submission' status.

24. To adjust the hours on your timesheet, **select the time block for each day you want to change.**

In this example, the **Regular hours** for Thursday, 10/8, must be reduced to offset the 4.0 hours of **Annual Leave** that were just submitted for that day.



Time Reporting Code Total Hours Edit

- 44.0 Regular : 092-Telework Routine
- 36.0 Regular : 090-Telework Emergency
- 6.0 Annual Leave

View Chart

Labor Code Total Hours Edit

- A 80.0 03030200

View Chart

Total/Scheduled: **86.0/80.0**

Timesheet Status: **Needs Submission**

Payroll status: **Not Sent**

SUBMIT

Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3	Sun 10/4	Mon 10/5	Tue 10/6	Wed 10/7	Thu 10/8	Fri 10/9
9 hr Regular 092	9 hr Regular 090	9 hr Regular 090	9 hr Regular 092	+	+	+	9 hr Regular 092	9 hr Regular 090	9 hr Regular 090	9 hr Regular 092	8 hr Regular 092
+	+	+	+				+	+	+	4 hr Annual Leave	2 hr Annual Leave +

25. A dialog box will appear; you can make the adjustment by changing the **Quantity field** to 5.0, then select **Save**.



TIME ENTRY

Thu 10/8

TIME REPORTING CODE * ADDITIONAL TRC

QUANTITY	LABOR CODE	TASK CODE
<input type="text" value="5.0"/>	<input type="text" value="03030200"/>	<input type="text" value="PG901"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

26. Repeat steps 24 and 25 above to adjust the hours for the other day (10/9) for which Annual Leave was requested.

Time Reporting Code Total Hours Labor Code Total Hours

40.0 Regular : 092-Telework Routine
36.0 Regular : 090-Telework Emergency
6.0 Annual Leave

A 76.0 03030200

Total/Scheduled: 82.0/80.0
Timesheet Status: Needs Submission
Payroll status: Not Sent

Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3	Sun 10/4	Mon 10/5	Tue 10/6	Wed 10/7	Thu 10/8	Fri 10/9
9 hr Regular 092	9 hr Regular 090	9 hr Regular 090	9 hr Regular 092	+	+	+	9 hr Regular 092	9 hr Regular 090	9 hr Regular 090	5 hr Regular 092 4 hr Annual Leave	8 hr Regular 092 2 hr Annual Leave
+	+	+	+				+	+	+	+	

27. In this example, Regular Time hours for 10/9 will be reduced from 8.0 to 6.0 to offset the 2.0 hours of Annual Leave requested for that day. Enter the updated number of hours into the **Quantity field** and select **Save**.



TIME ENTRY
Fri 10/9

TIME REPORTING CODE * 001-Regular Time
ADDITIONAL TRC 092-Telework-Routine

QUANTITY	LABOR CODE	TASK CODE
6.0	03030200	PG901

ADD ANOTHER LABOR CODE

DELETE TIME CANCEL SAVE

Please note: the red **Delete Time** button will remove *all of the hours* that appear in the Quantity field from your timesheet, which we will not be doing in this example since only partial days of leave were requested.

TIME ENTRY
Wed 10/7

TIME REPORTING CODE * 001-Regular Time
ADDITIONAL TRC 090-Telework-Emergency

QUANTITY	LABOR CODE	TASK CODE
9.0	03030200	PG901

ADD ANOTHER LABOR CODE

DELETE TIME CANCEL SAVE

28. a. The High exception has been resolved because **Total Reported hours now equal Total Scheduled hours**, as indicated by the **green bar**.

b. The **Timesheet Status** is **Needs Submission**; this will change to **Needs Approval** once it is submitted and awaiting approval by your manager. To do this, select **Submit**.



Employee Name ID # PAY PERIOD
View Details > 09/27/2020 ← PREV NEXT →

Time Reporting Code	Total Hours	Labor Code	Total Hours
38.0 Regular : 092-Telework Routine		A 74.0 03030200	
36.0 Regular : 090-Telework Emergency			
6.0 Annual Leave			

Total/Scheduled: **80.0/80.0**
Timesheet Status: **Needs Submission**
Payroll status: **Not Sent**
SUBMIT

Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3	Sun 10/4	Mon 10/5	Tue 10/6	Wed 10/7	Thu 10/8	Fri 10/9
9 hr Regular 092	9 hr Regular 090	9 hr Regular 090	9 hr Regular 092	+	+	+	9 hr Regular 092	9 hr Regular 090	9 hr Regular 090	5 hr Regular 092	6 hr Regular 092
A	A	A	A				A	A	A	4 hr Annual Leave	2 hr Annual Leave

29. You will be asked to attest to the accuracy of the timesheet you are submitting; after reviewing the summary of reported hours, select **Yes, Submit** to complete the process (or select Cancel if you believe further changes are needed).

Attestation of Time

6.0 Absence

74.0 Base

80.0 Worked Hours

I certify that this timesheet submission is true and accurate for all hours worked during the pay period reflected here.

30. You will receive a confirmation message letting you know your timesheet has been submitted successfully.



31. The **Timesheet Status** is now **Needs Approval** and is awaiting review and approval by your manager.

Time Reporting Code Total Hours Edit	Labor Code Total Hours Edit	Total/Scheduled: 80.0/80.0
38.0 Regular : 092-Telework Routine 36.0 Regular : 090-Telework Emergency 6.0 Annual Leave <div style="text-align: right;">View Chart</div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> A 74.0 03030200 </div> <div style="text-align: right;">View Chart</div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="width: 100%; height: 10px; background: linear-gradient(to right, #0070c0, #0070c0);"></div> <p>Timesheet Status: Needs Approval</p> <p>Payroll status: Not Sent</p> <div style="text-align: center; background-color: #004a7c; color: white; padding: 5px; width: 100px; margin: 0 auto;">SUBMIT</div> </div>

32. Once approved, the status will change to **Approved** and the **Payroll Status** will also change once the timesheet has been submitted for processing.

Time Reporting Code Total Hours Edit	Labor Code Total Hours Edit	Total/Scheduled: 80.0/80.0
38.0 Regular : 092-Telework Routine 36.0 Regular : 090-Telework Emergency 6.0 Annual Leave <div style="text-align: right;">View Chart</div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> A 74.0 03030200 </div> <div style="text-align: right;">View Chart</div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="width: 100%; height: 10px; background: linear-gradient(to right, #0070c0, #0070c0);"></div> <p>Timesheet Status: Approved</p> <p>Payroll status: Accepted by Payroll</p> <div style="text-align: center; background-color: #004a7c; color: white; padding: 5px; width: 100px; margin: 0 auto;">SUBMIT</div> </div>