



# Create & Approve Base Schedules (Supervisors)

## Create a Base Schedule for an Employee (as Supervisor)

*Changes to your employee's normal work schedule should be approved prior to the change occurring. Unanticipated changes should be approved as soon as possible.*

1. From the **Manager Self Service** home page, click on the **Assign Employee Schedule** tile.



2. The page will display your team on the Schedules tab. Select the > icon under the View column to create a base schedule for your selected employee.



Name / Title	Approval	Today's Status	Current Schedule	Scheduled Days	View
Human Resources Specialist (In)			0001851900003 MaxiFlex (80)	S M T W T F S S M T W T F S	
Human Resources Specialist (In)			0001877900002 Compressed Schedule	S M T W T F S S M T W T F S	
Management and Program Analyst			0001707200004 Variable Week (80)	S M T W T F S S M T W T F S	
Special Assistant			0000896200001 Compressed Schedule	S M T W T F S S M T W T F S	

3. Select the **Request New Schedule** to create a base schedule for your employee. This homepage displays your employee's current approved base schedule. Note: To view a history of the employee's base schedules click this icon:

Approved by [redacted] on 04/25/2023 01:55 PM

Human Resources Specialist  
Full Time - 80.00 Standard Hours

[Request New Schedule](#)

Schedule ID 0000361000003

Start Date 04/23/2023

Scheduled Hours 80 / 80

Schedule Type Standard 8 Sched

Task Group GSA GM&A Taskgroup

**Base Schedule**

An employee who selects this schedule is full time and scheduled to work 5 work days each workweek. The work schedule has fixed start and stop times, agreed to with the supervisor and subject to the organization's policy and union agreements.

**A Standard** schedule will enforce the following timesheet validations upon submission:

- Hours per week: 40 hours
- Hours each work day: 8 hours
- Compensatory time allowed: Yes
- Hours of holiday pay allowed: 8 hours
- Hours per pay period: 40 hours
- Days worked per pay period: 10 days
- Credit hours allowed: No

Day	Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code
1 Sunday					
2 Monday	8.0	001-Regular Time	093 - Telework:Full-Time		

4. On the Request New Schedule pop up window, enter the:
- 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.)
  - Schedule Reason** (Reason you are making a base schedule change)
  - 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)

5. Select **Ok**.

A screenshot of a software dialog box titled "Request New Schedule". The dialog has a "Cancel" button on the top left and an "OK" button on the top right. The main content area contains a text box with the instruction: "Select a new Start Date and Schedule Type to initiate a request for a schedule change." Below this are four fields: "Start Date" with a dropdown menu showing "05/07/2023", "Schedule Reason" with a dropdown menu showing "Personal Convenience", "Schedule Type" with a dropdown menu showing "MaxiFlex (80)", and "Copy Prior Schedule" with a radio button labeled "Yes" that is currently selected. A red rectangular box highlights the "Start Date", "Schedule Reason", "Schedule Type", and "Copy Prior Schedule" fields.

- 6. 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.



Employee Self Service | Base Schedule

Management and Program Analyst  
Full Time - 80.00 Standard Hours

Start Date: 05/07/2023 | \*Schedule Type: MaxiFlex (80) | Scheduled Hours: 80 / 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.

**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

Day	Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code
1 Sunday					
2 Monday	9.0	001-Regular Time	093 - Telework-Full-Time		
3 Tuesday	9.0	001-Regular Time	093 - Telework-Full-Time		

7. 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</a>



	<a href="#">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  
 8.0 001-Regular Time 093 - Telework-Full-Time

3 Tuesday Hours Time Reporting Code Additional TRC Labor Code Task Code  
 8.0 001-Regular Time 093 - Telework-Full-Time

4 Wednesday Hours Time Reporting Code Additional TRC Labor Code Task Code  
 8.0 001-Regular Time 093 - Telework-Full-Time

8. Not all organizations are required to include labor and task codes in their schedules. However, if your employee is a Public Building Service (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

9. 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** **CLEAR**

▼ Search Results

3 rows

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

<b>1</b> Sunday					
<b>2</b> Monday	Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code
	9.0	001-Regular Time	093 - Telework-Full-Time	06-01-001	
<b>3</b> Tuesday	Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code
	9.0	001-Regular Time	093 - Telework-Full-Time		

10. 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**

Task Code	Description
192	PBS

**1** Sunday +

Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code		
9.0	001-Regular Time	093 - Telework-Full-Time	06-01-001	192	+	-
9.0	001-Regular Time	093 - Telework-Full-Time			+	-

11. 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.

<b>1</b> Sunday <span style="float: right;">+</span>						
<b>2</b> Monday <span style="float: right;">+</span>	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					+
<b>3</b> Tuesday <span style="float: right;">+</span>	Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code	
	9.0	001-Regular Time	093 - Telework-Full-Time			+

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



Start Date 05/07/2023

Scheduled Hours 80 / 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

Day	Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code
1 Sunday					
2 Monday	9.0	001-Regular Time	093 - Telework-Full-Time	06-01-001	192
	0.0				

13. Next, select the **Submit** button at the top right of the page to submit and approve your employee's base schedule.

Management and Program Analyst  
Full Time - 80.00 Standard Hours

Cancel Request Submit

Schedule ID: 00170720007

Start Date 05/07/2023

Scheduled Hours 80 / 80

\*Schedule Type MaxiFlex (80)

Task Group GSA GM&A Taskgroup

**Base Schedule**

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Clear All Hours

Day	Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code
1 Sunday					
2 Monday	9.0	001-Regular Time	093 - Telework-Full-Time	06-01-001	192
	0.0				

14. You'll see your approval in the top right hand corner of the page.

Schedules Base Schedule

Human Resources Specialist (In Full Time - 80.00 Standard Hours)

Approved by [Name] on 05/03/2023 11:33 AM

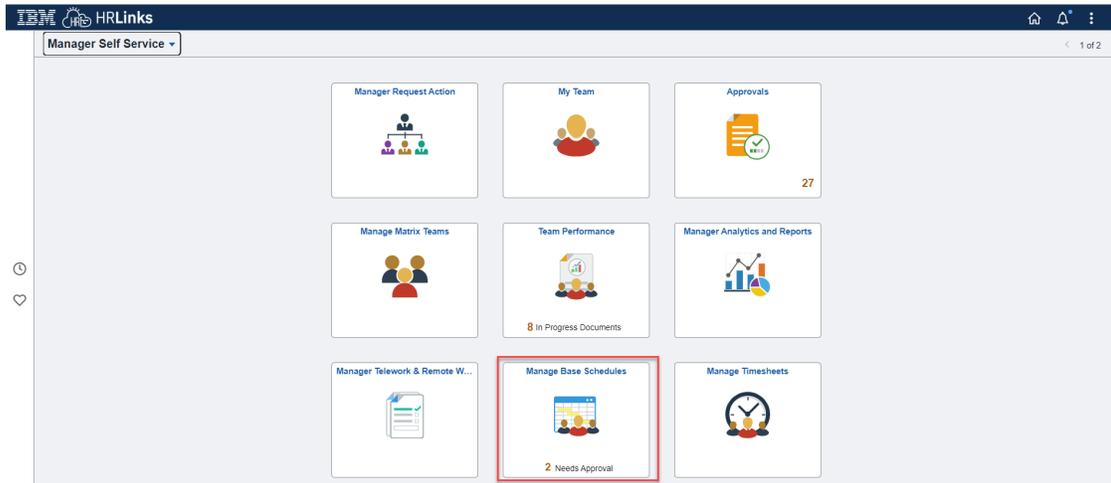
Request New Schedule

## Approve a Base Schedule for an Employee

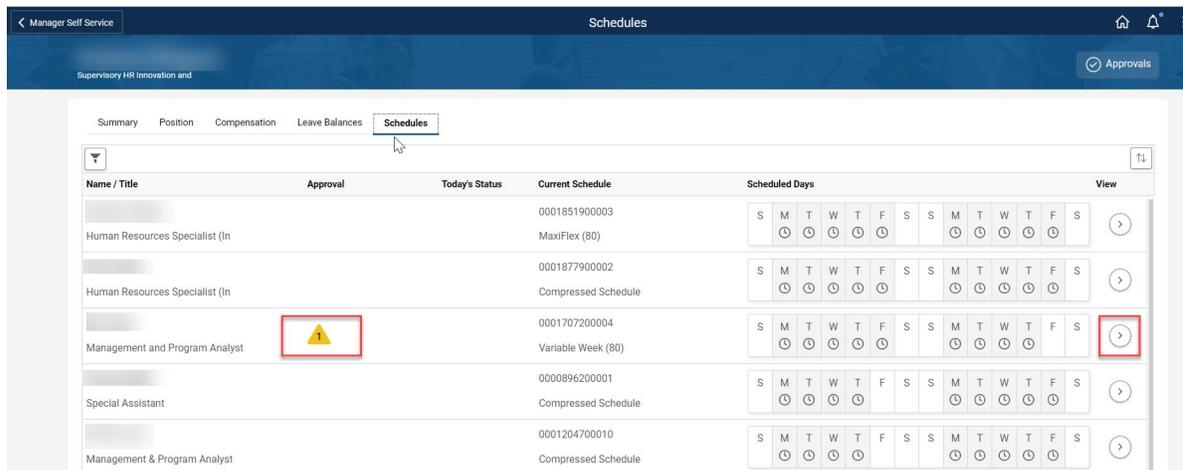
*In this scenario, you are approving a base schedule that an employee has created and submitted for your review and approval.*



1. From the **Manager Self Service** home page, click on the **Manage Base Schedules** tile.



2. Select the employee whose base schedule you are approving. Base schedules that need approval will have this  icon under the Approval column. Select the > icon under the View column to open the base schedule needing approval for your selected employee.



3. The pending base schedule will open for approval. Review the base schedule and select **Approve** on the top right corner of the page. (Note: select **Deny** to disapprove the employee's pending base schedule).



Base Schedule

Management and Program Analyst  
Full Time - 80.00 Standard Hours

Pending Approval by Supervisor

Approve Deny

Schedule ID 0001707200008

Start Date 05/07/2023

Scheduled Hours 80 / 80

\*Schedule Type MaxiFlex (80)

Task Group GSA GM&A Taskgroup

**Base Schedule**

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Clear All Hours

Day	Hours	Time Reporting Code	Additional TRC	Labor Code	Task Code
1 Sunday					
2 Monday	9.0	001-Regular Time	093 - Telework-Full-Time	06-01-001	192
	0.0				

4. **You have successfully approved your employee's base work schedule.** You'll see your approval in the top right hand corner of the page.

Base Schedule

Human Resources Specialist (In Full Time - 80.00 Standard Hours)

Approved by [Name] on 05/03/2023 11:33 AM

Request New Schedule