



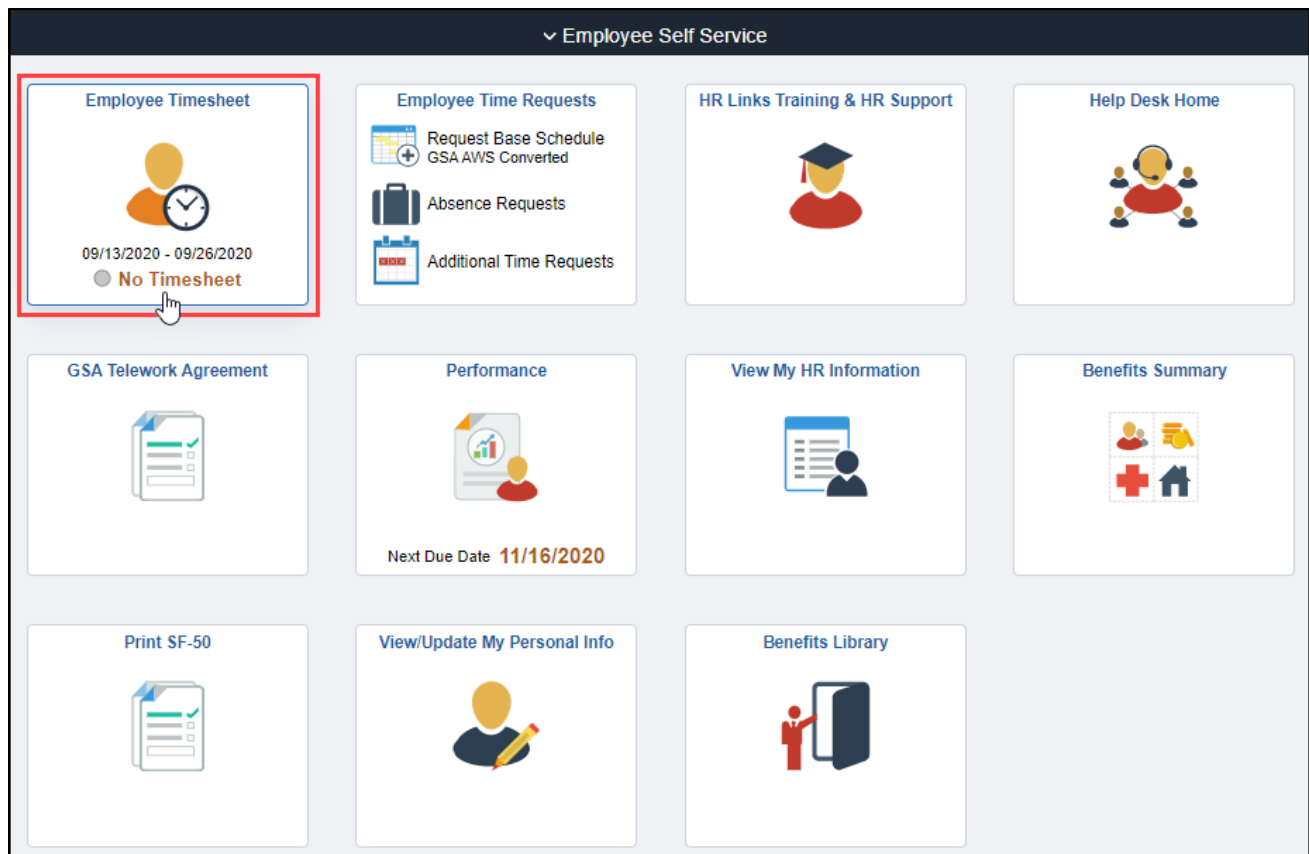
# Create a Timesheet (Employees)

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

*If you use Labor Codes, please refer to the documents entitled "Create a Timesheet with Labor Codes" and Edit Timesheet Labor Codes".*

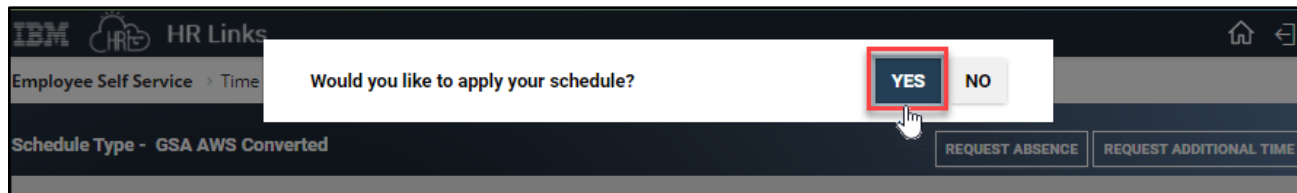
## Employee timesheet created from the Timesheet Tile

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.

Employee Self Service / Time

Schedule Type - GSA AWS Converted

REQUEST ABSENCE REQUEST ADDITIONAL TIME

Employee Name View Details > **PAY PERIOD** 09/13/2020 ← PREV NEXT →

Time Reporting Code Total Hours Edit Total/Scheduled: 80.0/80.0

53.0 Regular : 092-Telework Routine  
18.0 Regular  
9.0 Annual Leave View Chart

Timesheet Status: **No Timesheet**  
Payroll status: **Not Sent**  
**SUBMIT**

Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25
9 hr Regular 092	9 hr Regular 092	9 hr Regular	9 hr Annual Leave	+	+	+	9 hr Regular 092	9 hr Regular 092	9 hr Regular	9 hr Regular 092	8 hr Regular 092
+	+	+	+				+	+	+	+	+



- 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).

There are two ways to make changes to the Time Reporting Code hours on your timesheet.

The first approach is 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*. To do this, click the **Edit** hyperlink in the upper right corner of the section.

- 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.



- In this example, an **Additional Time Reporting Code (TRC)**, 090-Telework - Emergency, will be added for 18 hours, or 2 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**.

QUANTITY	TIME REPORTING CODE	ADDITIONAL TRC
53 hr	001-Regular Time	092-Telework-Routine
18 hr	001-Regular Time	090

CANCEL NEXT

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

STATUS	QUANTITY	TIME REPORTING CODE	ADDITIONAL TRC
CURRENT	18 hr	001-Regular Time	
UPDATED	18 hr	001-Regular Time	090

CANCEL PREVIOUS SUBMIT

- 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 - GSA AWS Converted

Employee Name: [Redacted] PAY PERIOD: 09/13/2020

View Details >

Time Reporting Code Total Hours

53.0	Regular : 092-Telework Routine
18.0	Regular : 090-Telework Emergency
9.0	Annual Leave

Total/Scheduled: 80.0/80.0

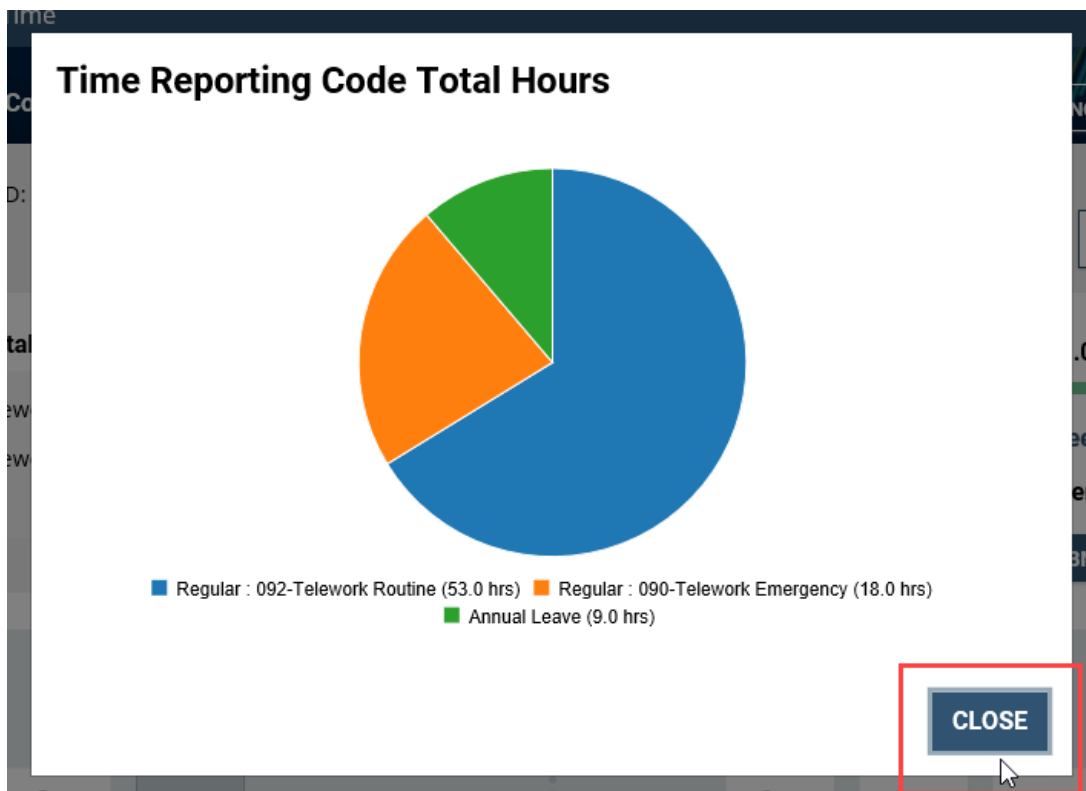
Timesheet Status: Needs Submission

Payroll status: Not Sent

View Chart

SUBMIT

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



9. To change the Time Reporting Code/s for a specific day in the current pay period, **select the time block for the day you would like to update** in the reported hours section of the timesheet. This will enable you to edit both the TRC codes and corresponding hours for the day in question.



Employee Name ID # PAY PERIOD 09/13/2020

View Details > ← PREV NEXT →

**Time Reporting Code Total Hours** Edit Total/Scheduled: **80.0/80.0**

53.0 Regular : 092-Telework Routine  
18.0 Regular : 090-Telework Emergency  
9.0 Annual Leave

Timesheet Status: **No Timesheet**  
Payroll status: **Not Sent**

View Chart **SUBMIT**

Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26
+	9 hr Regular 092	9 hr Regular 092	9 hr Regular 090	9 hr Annual Leave	+	+	+	9 hr Regular 092	9 hr Regular 092	9 hr Regular 090	9 hr Regular 092	8 hr Regular 092	+

10. In the Time Entry dialog box that appears, use the **down arrow** to access available Time Reporting Codes.

TIME ENTRY Tue 9/22

TIME REPORTING CODE\* 001-Regular Time

ADDITIONAL TRC 092-Telework-Routine

QUANTITY 9.0

LABOR CODE

TASK CODE

ADD ANOTHER LABOR CODE

DELETE TIME CANCEL SAVE

TIME ENTRY Tue 9/22

TIME REPORTING CODE\* 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
- 015-Call Back OT
- 016-Travel Comp Time Earned

ADDITIONAL TRC 092-Telework-Routine

TASK CODE

CANCEL SAVE

11. In this example, **code 092 - Telework Routine** will be removed from the **Additional TRC** (Additional Time Reporting Code) field because the employee was required to report to their duty station on a day they typically telework. Select **Save** to complete the change.



TIME ENTRY

## Tue 9/22

TIME REPORTING CODE \*  
001-Regular Time

ADDITIONAL TRC

QUANTITY LABOR CODE TASK CODE

9.0

ADD ANOTHER LABOR CODE

DELETE TIME CANCEL SAVE

12. The Additional Time Reporting Code **092-Telework Routine** has been removed from the **time block** for Tuesday, 9/22 so that 9.0 Regular hours are reflected for that day. The **Time Reporting Code Total Hours breakdown** now reflects the change.

You can select the **View Chart** link to see the Time Reporting Code changes graphically

Employee Name ID # PAY PERIOD 09/13/2020

View Details > ← PREV NEXT →

### Time Reporting Code Total Hours

44.0 Regular : 092-Telework Routine  
18.0 Regular : 090-Telework Emergency  
9.0 Annual Leave  
9.0 Regular

Total/Scheduled: 80.0/80.0  
Timesheet Status: No Timesheet  
Payroll status: Not Sent

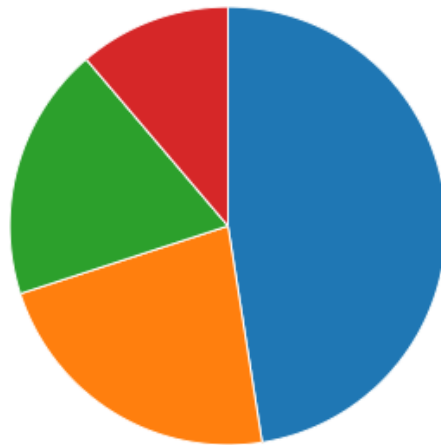
View Chart

SUBMIT

Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26
+	9 hr Regular 092	9 hr Regular 092	9 hr Regular 090	9 hr Annual Leave	+	+	+	9 hr Regular 092	9 hr Regular 092	9 hr Regular 090	9 hr Regular 092	8 hr Regular 092	+

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

## Time Reporting Code Total Hours



■ Regular : 092-Telework Routine (38.0 hrs) ■ Regular : 090-Telework Emergency (18.0 hrs)  
■ Annual Leave (15.0 hrs) ■ Regular (9.0 hrs)



14. If you will not be submitting any additional 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 under **Total/Scheduled** hours below), you can skip to step 24b.

15. If you will be submitting an Absence request from the timesheet, select the **Request Absence** button in the upper right-hand corner of the screen.

The screenshot shows a web interface for a timesheet. At the top left, it says "Schedule Type - GSA AWS Converted". In the top right, there are two buttons: "REQUEST ABSENCE" (highlighted with a red box and a mouse cursor) and "REQUEST ADDITIONAL TIME". Below this, there are fields for "Employee Name" and "ID #", and a "View Details" link. The "PAY PERIOD" is set to "09/13/2020" with "PREV" and "NEXT" navigation buttons. The main section is titled "Time Reporting Code Total Hours" and lists several entries: 44.0 Regular : 092-Telework Routine, 18.0 Regular : 090-Telework Emergency, 9.0 Annual Leave, and 9.0 Regular. To the right of this list, it shows "Total/Scheduled: 80.0/80.0" with a green progress bar, "Timesheet Status: No Timesheet", and "Payroll status: Not Sent". A "SUBMIT" button is located below this information. At the bottom, there is a grid of days from Sun 9/13 to Sat 9/26, each with a "+" button and a box showing hours and reporting code (e.g., "9 hr Regular 092").

16. 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.



Schedule Type - GSA AWS C

Employee Name ID

View Details >

Time Reporting Code Tot

44.0	Regular : 092-Tele
18.0	Regular : 090-Tele
9.0	Annual Leave
9.0	Regular

Mon 9/14 9 hr Regular 092

Tue 9/15 9 hr Regular 092

0.0/80.0

Needs Submission

Sent

UBMIT


d 3 Thu 9/24 9 hr Regular Fri 9/25 8 hr Regular 092

## Request Absence

SEARCH FOR ABSENCE TYPE:

TRC	DESCRIPTION	BALANCE (HOURS)	
040	Annual Leave	280.5	REQUEST
050	Sick Leave	763.5	REQUEST
054	Award Leave Used	-	REQUEST
041	Comp Time Used	-	REQUEST
042	Court Leave	-	REQUEST
037	Credit Hours Used	-	REQUEST
053	DC National Guard Military	-	REQUEST
069	Disabled Veteran Leave	-	REQUEST
085	Donated Leave Used	-	REQUEST
052	Emergency Duty - Military	-	REQUEST

CLOSE

17. 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 \*** 09/24/2020 **END DATE** 09/24/2020

September 2020						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	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	1	2	3
4	5	6	7	8	9	10

**Total Requested Hours: 9.0**  
Current Annual Leave Balance: 228  
The current balance does not reflect requests that have been processed after 07/04/2020.

[BACK](#) [SUBMIT](#)

18. After choosing the Start and End dates, the absence page defaults to **Full Days**.

- a. 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 \*** 09/24/2020 **END DATE** 09/24/2020

**FULL DAYS** **PARTIAL DAYS**

**Requested Hours** **Comments/History**

September	Thu 24
Scheduled	9
Holiday	0
Requested	9

**Total Requested Hours: 9.0**  
Current Annual Leave Balance: 228  
The current balance does not reflect requests that have been processed after 07/04/2020.

**BACK** **SUBMIT**

**ABSENCE TYPE \***  
Annual Leave

**START DATE \*** 09/24/2020 **END DATE** 09/24/2020

**FULL DAYS** **PARTIAL DAYS**

**Requested Hours** **Comments/History**

**COMMENTS**

|

- 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 \*** 09/24/2020 **END DATE** 09/25/2020

FULL DAYS  **PARTIAL DAYS**

All days are partial:  hr

First day (September 24)  hr  
& Last day (September 25)  hr

Requested Hours	Comments/History
September	Thu 24 Fri 25
Scheduled	9 8
Holiday	0 0
Requested	4 2

**Total Requested Hours: 6.0**  
Current Annual Leave Balance: 228  
The current balance does not reflect requests that have been processed after 07/04/2020.

19. 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 the leave request 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.



Employee Name ID # PAY PERIOD  
View Details > 09/13/2020 ← PREV NEXT →

**Time Reporting Code Total Hours** Edit Total/Scheduled: **86.0/80.0**  
44.0 Regular : 092-Telework Routine  
18.0 Regular : 090-Telework Emergency  
15.0 Annual Leave  
9.0 Regular  
Timesheet Status: **Needs Submission**  
Payroll status: **Not Sent**  
SUBMIT  
View Chart

Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25
9 hr Regular 092	9 hr Regular 092	9 hr Regular 090	9 hr Annual Leave	+	+	+	9 hr Regular 092	9 hr Regular	9 hr Regular 090	9 hr Regular 092	8 hr Regular 092
+	+	+	+				+	+	+	4 hr Annual Leave	2 hr Annual Leave +

**Time Reporting Code Total Hours** Edit Total/Scheduled: **86.0/80.0**  
44.0 Regular : 092-Telework Routine  
18.0 Regular : 090-Telework Emergency  
15.0 Annual Leave  
9.0 Regular  
Timesheet Status: **Needs Submission**  
Payroll status: **Not Sent**  
SUBMIT

20. 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, 9/24, must be reduced to offset the 4.0 hours of **Annual Leave** that were just submitted for that day.



**Employee Name** ID # **PAY PERIOD**  
View Details > 09/13/2020 < PREV NEXT >

**Time Reporting Code Total Hours** Edit Total/Scheduled: 86.0/80.0  
44.0 Regular : 092-Telework Routine  
18.0 Regular : 090-Telework Emergency  
15.0 Annual Leave  
9.0 Regular  
Timesheet Status: Needs Submission  
Payroll status: Not Sent  
SUBMIT  
View Chart

Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25
9 hr Regular 092	9 hr Regular 092	9 hr Regular 090	9 hr Annual Leave	+	+	+	9 hr Regular 092	9 hr Regular	9 hr Regular 090	9 hr Regular 092	8 hr Regular 092
+	+	+	+				+	+	+	4 hr Annual Leave	2 hr Annual Leave +

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



TIME ENTRY  
**Thu 9/24**

TIME REPORTING CODE \* 001-Regular Time

ADDITIONAL TRC 092-Telework-Routine

QUANTITY 5.0

LABOR CODE

TASK CODE

ADD ANOTHER LABOR CODE

DELETE TIME CANCEL SAVE

22. Repeat steps 19 and 20 above to adjust the hours for the other day (9/25) for which Annual Leave was requested.

Employee Name ID #

PAY PERIOD 09/13/2020

Time Reporting Code Total Hours

40.0 Regular : 092-Telework Routine

18.0 Regular : 090-Telework Emergency

15.0 Annual Leave

9.0 Regular

Total/Scheduled: 82.0/80.0

Timesheet Status: Needs Submission

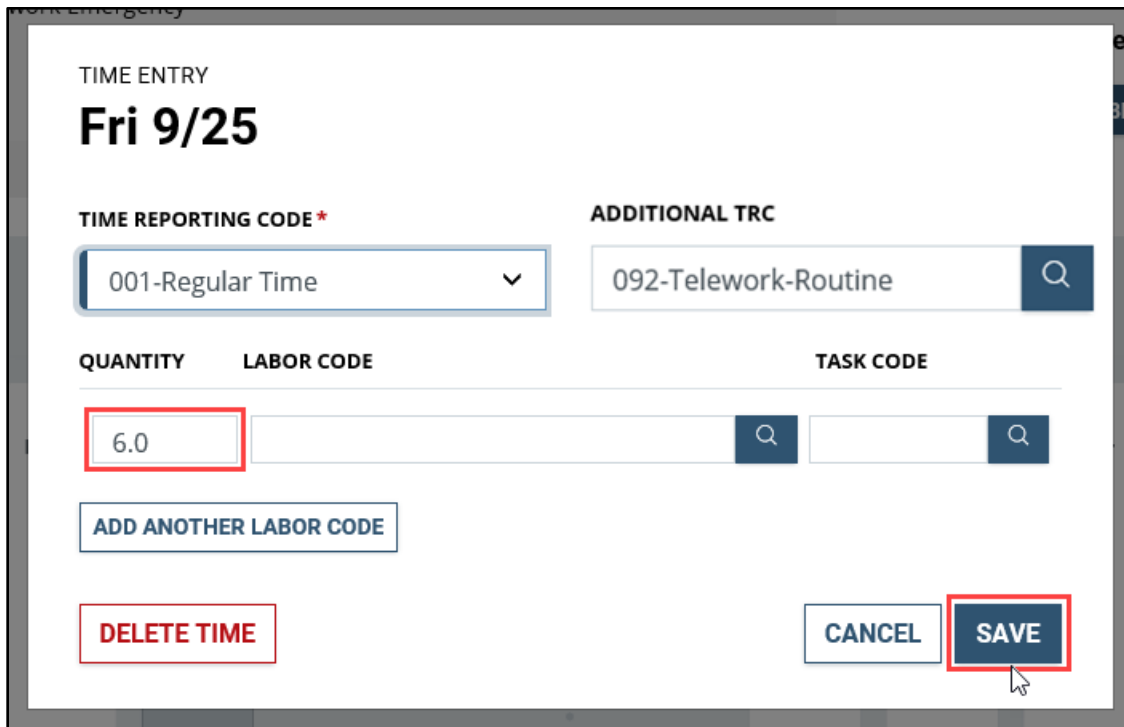
Payroll status: Not Sent

SUBMIT

Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25
9 hr Regular 092	9 hr Regular 092	9 hr Regular 090	9 hr Annual Leave	+	+	+	9 hr Regular 092	9 hr Regular	9 hr Regular 090	5 hr Regular 092	8 hr Regular 092
+	+	+	+				+	+	+	+	+

23. In this example, Regular Time hours for 9/25 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 9/25**

TIME REPORTING CODE \*  
001-Regular Time

ADDITIONAL TRC  
092-Telework-Routine

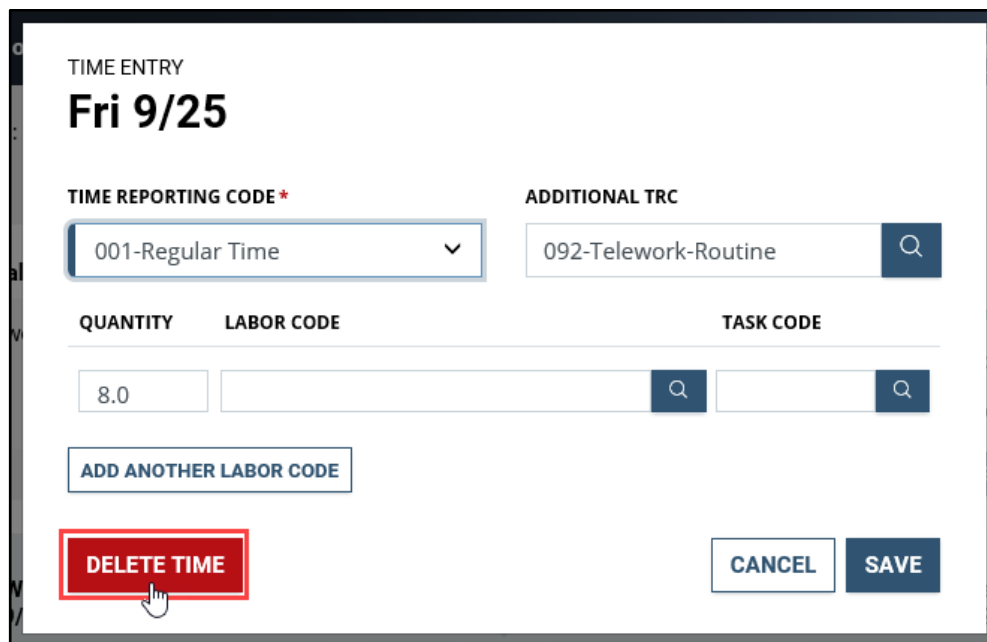
QUANTITY      LABOR CODE      TASK CODE

6.0

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  
**Fri 9/25**

TIME REPORTING CODE \*  
001-Regular Time

ADDITIONAL TRC  
092-Telework-Routine

QUANTITY      LABOR CODE      TASK CODE

8.0

ADD ANOTHER LABOR CODE

DELETE TIME      CANCEL      SAVE

24. 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 >    09/13/2020    ← PREV    NEXT →

**Time Reporting Code Total Hours**    Edit

38.0	Regular : 092-Telework Routine
18.0	Regular : 090-Telework Emergency
15.0	Annual Leave
9.0	Regular

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

View Chart

Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25
9 hr Regular 092	9 hr Regular 092	9 hr Regular 090	9 hr Annual Leave	+	+	+	9 hr Regular 092	9 hr Regular	9 hr Regular 090	5 hr Regular 092	6 hr Regular 092
+	+	+	+				+	+	+	4 hr Annual Leave	+
											2 hr Annual Leave
											+

25. 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).



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



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

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