# 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.

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:

4. 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)

5. Select **Ok**.

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.

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 telework

	[code](#))
Labor Code	Enter Labor Code (if applicable)
Task Code	Enter Task Code (if applicable)

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.

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.

10. Once a Labor Code is selected, you can enter or search for a Task Code using the method described above.

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.

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.

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

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

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.
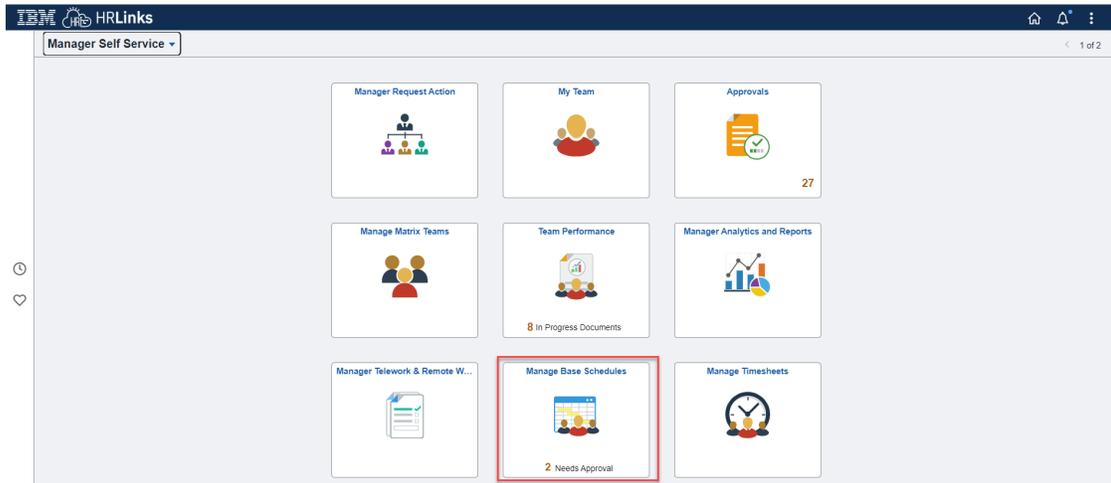
2. Select the employee whose base schedule you are approving. Base schedules that need approval will have this ⚠️ icon under the Approval column. Select the **>** icon under the View column to open the base schedule needing approval for your selected employee.
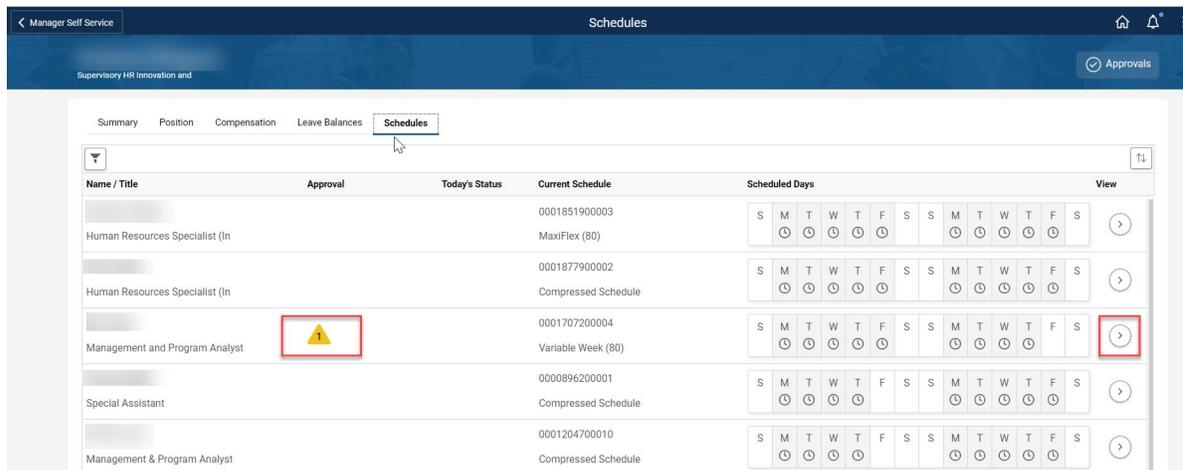
3. The pending base schedule will open for approval. Review the base schedule and select **Approve** on the top right corner of the page. (Note: select **Deny** to disapprove the employee's pending base schedule).

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.