

ADW1

Payroll Work Schedule Table

SCREEN PURPOSE

OSPS enters the work schedules on the ADW1 Payroll Work Schedule Table. Based upon a 40-hour week or an 80-hour two week schedule, it establishes the days and hours an employee would work with that work schedule code. OSPA uses the work schedule to forecast the employee's time.

Access to this screen is limited to OSPS staff.

ALSO KNOWN AS

ADW1

PREREQUISITES, IF ANY

SCREEN ACCESS KEY SEQUENCE

To retrieve an existing record: ADW1,xxx

xxx = a 3-digit, alphanumeric work schedule code. See Appendix A for a list of valid codes. Required.

SCREEN ELEMENTS

The screenshot shows a terminal-style interface for a payroll work schedule table. At the top, it displays 'ADW1 BA7' (A, B), 'payroll work schedule table' (C), and 'agency ALL tran type ?' (D, E). Below this is 'cycle reference date 042786' (F) and 'days in cycle 07 units per day 080' (G, H). A table follows with columns for 'week' (1-7) and 'day 1 units' through 'day 7 units'. Callout letters I through P point to specific data points in the table. At the bottom, it says 'RESTRICTED TO AGENCIES: 00000' (Q).

Legend

No.	Description
A	Screen designation, part of screen access sequence, required
B	Alphanumeric code for a specific schedule, part of the screen access sequence, required
C	Screen title, protected
D	When logging on, a user enters either an agency number or all as part of the log-on. This field displays the way the user has logged on. Protected.
E	Indicates the type of entry being made. Possible values include: A = add new record C = change an existing record D = delete an existing record
F	Always April 27, 1986, a Sunday. With this reference, all schedules will follow the same calendar rotation.
G	Number of days before schedule begins to repeat. For FLSA compliance, OSPA schedules are 7 or 14 days.

OSPA Reference Manual

No.	Description
H	Hours per day, defines the work week, ###, 080 = 8 hours or a 40-hour work week.
I	OSPA supports work schedules as long as 49 days or 7 weeks before the schedule begins to repeat. Each row designates a week of the schedule.
J	Hours employee will work on Sunday (provided the cycle reference date is 042786), ###, for example, 080 = 8.0 hours, 075 = 7.5 hours
K	Hours employee will work on Monday, ###, for example, 080 = 8.0 hours, 075 = 7.5 hours
L	Hours employee will work on Tuesday, ###, for example, 080 = 8.0 hours, 075 = 7.5 hours
M	Hours employee will work on Wednesday, ###, for example, 080 = 8.0 hours, 075 = 7.5 hours
N	Hours employee will work on Thursday, ###, for example, 080 = 8.0 hours, 075 = 7.5 hours
O	Hours employee will work on Friday, ###, for example, 080 = 8.0 hours, 075 = 7.5 hours
P	Hours employee will work on Saturday, ###, for example, 080 = 8.0 hours, 075 = 7.5 hours
Q	Employees from these agencies may use this work schedule, up to ten fields. 00000 = all agencies

NOTES

All Schedules Are Based upon a 40-hour Work Week – All schedules are based on an average 40-hour work week (a 4 week schedule must equal a total of 160 work hours). Because of this requirement, many part-time positions will display “unusual” hours. For example, an employee is part-time, 60% status (24 hours per week) and works 8 hours Monday, Wednesday, and Friday. The PTW1 will display the following:

week	day 1	day 2	day 3	day 4	day 5	day 6	day 7
1		13.3		13.3		13.4	

The Fair Labor Standards Act (FLSA) governs employee work schedules. Under FLSA, the majority of full-time employees must have 7-day work schedules. Health care workers, police, and firefighters are exceptions to this rule, with either 7-day or 14-day work schedules.

SCREEN MESSAGE CODES

Code	Message with Code	Description
WS01	SECURITY ERROR	Access not permitted to screen
WS02	TRANSACTION COMPLETE	Transaction completed
WS04	READY FOR NEW SCHED	System is waiting for new transaction
WS05	REC NOT ON FILE	Record not found
WS06	REC ALREADY ON FILE	Record to be added exists
WS07	CYC NOT MULT OF 7	Schedule cycle is not a multiplier of 7
WS08	DAY UNITS NOT NUMBER	Day unit information entered must be numeric
WS10	XFOOT UNITS ERROR	Total units/days multiplied by weeks/cycle does not cross foot to total accumulated unit hours
WS11	UNT BEYOND CYC LENG	Number of units exceeds number of days in cycle Cycle must be in multiples of 7
WS12	INVALID AGENCY	Agency is not numeric
WS13	SPEC AGENCY INVALID	Agency must be numeric. This message will also appear if the first restricted agency number is not numeric and equal to 00000. For example, you cannot enter a restricted agency number of 10700 and then 00000.
WS14	INV CYCLE REF MONTH	Invalid month in cycle reference date
WS15	INV CYCLE REF YEAR	Invalid year in cycle reference date
WS16	INV CYCLE REF DAY	Invalid day in cycle reference date
WS17	INV REQUESTED MONTH	User entered the work schedule code without a date or entered a month ¹ 1 thru 12.
WS18	INV REQUESTED YEAR.	User entered the work schedule code without a date or without a year.
WS19	INV REQUESTED DAY.	User entered the work schedule code without a date or entered a date ¹ 1 thru the last day of a given month.
WS20	SCHEDULE ID INV	Schedule ID not entered.
WS21	TRANS TYPE INVALID	Transaction type must be A, C or D
WS22	CYCLE DAYS INVALID	Cycle days must be numeric
WS23	UNITS/DATE INVALID	Units/Date must be numeric
WS24	UNITS 75 OR 80	Units per day must equal 75 or 80

Code	Message with Code	Description
WS25	INV CALC DATE	Date entered is not valid
WS90	OSWRKSCH FILE CLOSED	File closed. OSPS will document action being taken, screen print error and fax to programmer

For a complete alphabetical listing of OSPA message codes see Appendix E.

OSPA REASONABILITY EDITS

SUPPORTING DOCUMENTATION

To request a new 7-day schedule code, send an e-mail to the OSPS Help Desk: OSPS.Help@state.or.us.

To request a new 14-day work schedule code, submit Form FMWS-20 Multiple Week Work Schedule Request to OSPS. An electronic copy is on the state's Intranet: <https://intranet.egov.oregon.gov/sites/DAS/SCD/OSPS/docs/forms/workschd.pdf> .

OSPA SCREEN INTERACTIONS

Affected By

Directly Affects

Forecast -- OSPA uses the Payroll Work Schedule Table to forecast the hours for FLSA exempt and designated salaried employees will work in a given month or day. It then uses the forecasted hours in printing timesheets and in displaying and editing data on the P003 and P004 time capture screens.

ADW2 Payroll Work Schedule Table -- an inquiry screen that displays a specific schedule beginning with a specified date

PTW1 Payroll Work Schedule Table -- The PTW1 Payroll Work Schedule Table is a display only screen for agency payroll staff to view a specific work schedule available to employees

PTW2 Payroll Work Schedule Table -- an inquiry only screen that displays a specific schedule beginning with a specified date

P020 Work Schedule Data – Each employee must have a work schedule on the P020 with a valid code from the Payroll Work Schedule Table.

Indirectly Affects

P003 Time Capture and P004 Time Capture -- OSPA uses salaried employees' work schedules to forecast the hours the employees will work during the month. The application edits entered time against forecasted time on the P003 and P004.

Timesheets -- If an employee has a TIMESHEET CD of 1 or 2 on the P030 Job Status Data, OSPA will print the employee's forecasted hours for the month on the timesheet.

CATEGORY / SCREEN CLASSIFICATION

Table maintenance, update access for OSPS staff members only

REVISION HISTORY

Date	Rev. No.	Modification
04/26/06	1.0	Original