

ADW2

Payroll Work Schedule Table

SCREEN PURPOSE

The ADW2 Payroll Work Schedule Table is an inquiry only screen that allows a user to see an actual schedule for a given work schedule code, beginning with a specified date. This displays the actual weekdays and calendar days an employee worked or will work for past, present, and future dates.

Use this inquiry to verify that you entered the correct schedule on the ADW1 Payroll Work Schedule Table or that you have selected the correct work schedule for a given employee.

ALSO KNOWN AS

ADW2

PREREQUISITES, IF ANY

The work schedule code must have already been entered on the ADW1 Payroll Work Schedule Table.

SCREEN ACCESS KEY SEQUENCE

ADW2,xxx,MMDDYY

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

MMDDYY = the first date to display with the inquiry, MMDDYY. It may be a past, current, or future date. Required.

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No.	Description
I	OSPA allows a work schedule to have up to 7 weeks before the schedule begins to repeat. Each row designates a week of the schedule.
J	Hours employee will or should have worked on the AS OF date. The column heading will change to denote the actual day of the week for the AS OF date. ###, for example, 080 = 08.0 hours, 075 = 07.5 hours
K	Hours employee will work or should have worked on the date following the AS OF date, ###, for example, 080 = 08.0 hours, 075 = 7.5 hours. The column heading will change to reflect the actual day of the week for the AS OF date.
L	Hours employee will work or should have worked on the dates following the AS OF date, ###, for example, 080 = 08.0 hours, 075 = 7.5 hours. The column heading will change to reflect the actual day of the week for the AS OF date.
M	Hours employee will work or should have worked on the dates following the AS OF date, ###, for example, 080 = 08.0 hours, 075 = 7.5 hours. The column heading will change to reflect the actual day of the week for the AS OF date.
N	Hours employee will work or should have worked on the dates following the AS OF date, ###, for example, 080 = 08.0 hours, 075 = 7.5 hours. The column heading will change to reflect the actual day of the week for the AS OF date.
O	Hours employee will work or should have worked on the dates following the AS OF date, ###, for example, 080 = 08.0 hours, 075 = 7.5 hours. The column heading will change to reflect the actual day of the week for the AS OF date.
P	Hours employee will work or should have worked on the dates following the AS OF date, ###, for example, 080 = 08.0 hours, 075 = 7.5 hours. The column heading will change to reflect the actual day of the week for the AS OF date.
Q	Employees from these agencies may use this work schedule, 10 fields. 00000 = all agencies

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NOTES

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
WS25	INV CALC DATE	Date entered is not valid

Code	Message with Code	Description
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

OSPA SCREEN INTERACTIONS

Affected By

ADW1 Payroll Work Schedule Table – data entry screen to establish work schedules in OSPA, access is limited to OSPS staff. A work schedule code must be on the ADW1 before you can inquire on the ADW2.

Directly Affects

Indirectly Affects

CATEGORY / SCREEN CLASSIFICATION

Table maintenance, update access for OSPS staff members only

REVISION HISTORY

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