

P020

*Work Schedule Data*

SCREEN PURPOSE

In order to be paid, an employee must have a current work schedule on the P020 Work Schedule Data. OSPA uses the work schedule to forecast time for salaried employees, to perform edits against the employee's entered time, and to generate timesheets. It also provides a history of shift assignments for employees who do not work a traditional eight to five schedule. This screen is concurrent job critical

ALSO KNOWN AS

P20

PREREQUISITES, IF ANY

**Job Status** – The employee must have a current record in PPDB. The information will interface to OSPA and display on the P030 Job Status Data screen.

SCREEN ACCESS KEY SEQUENCE

P020,SSN or EID,agency,CCJ# (P020 ##### #)

**SSN** = social security number, #####. Do not enter the hyphens. Enter any leading zeroes. Either the SSN or EID is required.

**EID** = employee identification number, OR#####. Either the SSN or EID is required.

**Agency** = OSPA agency number (#####). Optional if you have logged on with an agency number (rather than ALL).

**CCJ#** -- To access an employee's work schedule, the CCJ# is optional. If you do not enter it, OSPA will default to CCJ #1. Each concurrent job will have a separate work schedule.

SCREEN ELEMENTS

(A) P020	(B) 999999999	(C) 99000	(D) 1	(E) WORK SCHEDULE DATA	020	
(F) EMPLOYEE, TAYLOR				WR02 ENTER UPDATES	(G)	
	(H) START DATE	(I) END DATE	(J) WS CODE	(K) SHIFT START	(L) SHIFT CODE	
	? ?	0315XX 0223XX 1116XX	999999 0314XX 0222XX	BA7 AA7 AD7	0800 0800 1200	1 1 1

Legend

No.	Description
A	Screen designation, part of the screen access key sequence.
B	SSN, #####, part of the screen access key sequence
C	PERS AGY from the P030 Job Status Data, #####, part of the screen access key sequence. Optional if you logged on with an agency number (rather than all); OSPA will default to that agency number.
D	Concurrent job number, #, part of the screen access key sequence. Optional, OSPA will default to 1.
E	Screen title, protected.
F	Employee's name from the P030 Job Status Data. Protected.
G	Application message area. See Screen Message Codes. Protected.
H	Calendar date on which the employee began or will begin working this schedule, MMDDYY.
I	Calendar date for the last day the employee worked this schedule, MMDDYY. System generated. The current work schedule will have an END DATE of 999999. When you enter a new work schedule, OSPS will automatically generate an END DATE of the day prior to the new START DATE for the expiring work schedule.

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No.	Description
J	Valid work schedule code from the ATW1 and PTW1 Payroll Work Schedule Table that represents the hours the employee will or has worked. See Appendix A for a list of current work schedule codes.
K	The time of day the employee will start work, ####. Defaults to 0800. The time is based upon a 24-hour clock. The first two digits from the left reflect hours, the last two digits reflect minutes; for example, 1530 = 3:30 PM.
L	Work shift. Possible values include 1 (day), 2 (swing), or 3 (graveyard). A swing shift begins in the afternoon and ends in the evening. A graveyard shift generally runs from 10:00 PM to 6:30 AM.
?	To add a new work schedule, type A (add) over the ? on any line. To change the current work schedule, type C (change) over the ? for that line. To delete a work schedule, type D (delete) over the ? on the line to be deleted.

### NOTES

DO NOT MODIFY WORK SCHEDULES AFTER THE TIME FOR THE MONTH HAS BEEN ENTERED! If you do, delete and re-enter the time. The entered time will block OSPA's attempt to produce a new forecast.

### SCREEN MESSAGE CODES

Code	Message with Code	Description
WR01	ENTER KEY	Screen is ready for the transaction key to be entered.
WR02	ENTER UPDATES	The screen is ready for the operator to do any work schedule updating.
WR03	DLIUIB 2: (SPECIFIC SYSTEM CODE WILL FOLLOW DEPENDING ON ISSUE)	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
WR04	AGENCY NUMBER REQUIRED	The employee's agency number is required.
WR05	NO RECORD THIS SSN/AGENCY/JOB NR	No record could be found on file for his employee within the agency and concurrent job number requested.
WR06	ACCESS NOT AUTHORIZED	User does not have access to this screen
WR07	NOT AUTH TO PROCESS THIS AGENCY	User does not have access to this agency
WR08	INVALID KEY	The SSN, EID, agency, or job number may be invalid.

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Code	Message with Code	Description
WR10	WR11 FCNORESP FAILURE AT LOCN: (SPECIFIC SYSTEM CODE WILL FOLLOW DEPENDING ON ISSUE)	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
WR11	SC: ORIGIN: (SPECIFIC SYSTEM CODE WILL FOLLOW DEPENDING ON ISSUE)	Status Code Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
WR12	CALL PROGRAMMER	Document action being taken, screen print error and fax to OSPS who will fax to a programmer
WR13	UPDATE COMPLETED	The work schedule has been successfully updated.
WR14	OPERATOR MESSAGE ERRORS	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
WR15	MAPFAIL - CALL PROGRAMMER	Map failure. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
WR16	ERR; EIBFN; EIBRCODE; CALL PROGRAMMER	File error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
WR18	HDATE ERROR AT LOCATION	Date error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
WR19	FILE NOT OPEN	File not open. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
WR20	CALL COMPUTER CENTER	File not open. Document action being taken, screen print error and fax to programmer
WR22	LENGTH ERROR 1; CALL PROGRAMMER	Map error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
WR23	LENGTH ERROR 2: CALL PROGRAMMER	Map error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
WR24	WRONG KEY PRESSED	Incorrect PF or PA key pressed.
WR25	NO WORK SCHED FOR THIS PERSON	No work schedules were found for this employee/agency/job number.
WR26	FUNCTION 1 ERROR	Incorrect function entered on line one, only "A" (add) is valid on line one.
WR27	FUNCTION "A" REQUIRED FOR ADD	An add must be a type "A" function.
WR28	ENTRIES REQUIRED FOR ADD FUNCTION	An add is requested, but no entry has been entered.
WR29	START DATE 1 NOT NUMERIC	The start date on line one must be numeric.
WR30	START DATE 1 ERROR	The start date on line one is invalid. It must be a valid numeric date at least one day later than the start date on line two. Enter a valid numeric date at least one day later than the start date on line two.

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Code	Message with Code	Description
WR31	WORK SCHED CODE INVALID	The work schedule code on line one is invalid. The code must be on the PTW1 Payroll Work Schedule.
WR32	SHIFT START 1 ERROR	The shift start time must be between 0001 and 2400.
WR33	SHIFT CODE 1 NOT 1, 2, OR 3	Code is not 1, 2, or 3
WR34	CAN'T DELETE LAST WORK SCHED LINE	At least one work schedule must remain on file - the last one can't be deleted.
WR35	START DATE 1 TOO EARLY	Invalid start date entered. Start date must be at least one day later than the start date of the existing schedule.
WR36	FUNCTION 2 ERROR	The second update line has an invalid function code. Valid codes for the second line are "C" (change) or "D" (delete).
WR37	WORK SCHED CODE 2 INVALID	The work schedule code on the second line is invalid. It must match a work schedule code on the work schedule table.
WR38	SHIFT START TIME ERROR	The shift start time on line two must be between 0001 and 2400.
WR39	SHIFT CODE 2 NOT 1, 2 OR 3	Code is not 1, 2, or 3
WR40	ENTER START DATE 1	The start date on line one is required.
WR41	ENTER WS CODE 1	The work schedule code on line one is required.
WR42	WORK SCHED 1 / JOB SEG HRS NOT =	The hours for the work schedule on line one are not equal to the standard hours per day on the job segment for this employee.
WR43	WS CODE 1 NOT ON FILE	The work schedule code on line one is not on the work schedule table.
WR44	ENTER WS CODE 2	The work schedule code on line two is required.
WR45	WORK SCHED 2 / JOB SEG HRS NOT =	The hours for the work schedule on line two are not equal to the standard hours per day on the job segment for this employee.
WR46	WS CODE 2 NOT ON FILE	The work schedule code on line two is not on the work schedule table.

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

## OSPA REASONABILITY EDITS

## SUPPORTING DOCUMENTATION

## OSPA SCREEN INTERACTIONS

### Affected By

**Payroll Work Schedule Table** – A work schedule code entered on the P020 Work Schedule Data must exist on the Payroll Work Schedule Table. See Appendix A for a list of valid work schedule codes. The PTW1 Payroll Work Schedule Table provides inquiry access to the schedules.

### Directly Affects

**Forecast** – For salaried employees, OSPA uses the current work schedule on the P020 Work Schedule Data and the Payroll Work Schedule Table to forecast the hours they will work in a given month or day.

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

**Timesheets** -- For some timesheets, OSPA prints the forecast on the timesheet.

### Indirectly Affects

## CATEGORY / SCREEN CLASSIFICATION

General Information / Update (active)

## REVISION HISTORY

Date	Rev. No.	Modification
12/16/05	1.0	Original