

# **ADW1 PAYROLL WORK SCHEDULE TABLE**

## ***SCREEN PURPOSE***

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OSPS enters the work schedules on the ADW1 Payroll Work Schedule Table screen. The schedules define the days and hours an employee with that work schedule code would work. OSPA uses the work schedule to forecast and edit the employee's time.

Access to this screen is limited to OSPS staff.

## ***ALSO KNOWN AS***

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ADW1

## ***PREREQUISITES, IF ANY***

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## ***SCREEN ACCESS KEY SEQUENCE***

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To retrieve an existing record: ADW1,xxx

**xxx** = a 3-digit, alphanumeric work schedule code, required. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Work Schedule Codes for current codes.

# SCREEN ELEMENTS

A ADW1    B 468    C payroll work schedule table

agency D ALL    tran type ? E  
 cycle reference date 042786 F  
 days in cycle 07    units per day 08.00

week	day 1 units	day 2 units	day 3 units	day 4 units	day 5 units	day 6 units	day 7 units
1		9.16	6.25	9.17	6.25	9.17	
2							
3	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">I</span>	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">J</span>	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">K</span>	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">L</span>	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">M</span>	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">N</span>	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">O</span>
4							
5							
6							
7							

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.

No.	Description
G	Number of days before schedule begins to repeat. Most OSPA schedules repeat every seven or 14 days. OSPA can accommodate schedules that vary for up to seven weeks.
H	Hours per day, defines the work week, <b>##.##</b> , 08.00 = eight hours or a 40-hour work week.
I	OSPA supports work schedules as long as 49 days or seven 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), <b>##.##</b>
K	Hours employee will work on Monday, <b>##.##</b>
L	Hours employee will work on Tuesday, <b>##.##</b>
M	Hours employee will work on Wednesday, <b>##.##</b>
N	Hours employee will work on Thursday, <b>##.##</b>
O	Hours employee will work on Friday, <b>##.##</b>
P	Hours employee will work on Saturday, <b>##.##</b> , for example
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 eight hours Monday, Wednesday, and Friday. The ADW1 or PTW1 Payroll Work Schedule Table screen will display the following:

week	day 1	day 2	day 3	day 4	day 5	day 6	day 7
1		13.33		13.33		13.34	

**The Fair Labor Standards Act (FLSA)** governs work schedules for employees who are FLSA non-exempt. Under FLSA, the majority of non-exempt 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

<b>Code</b>	<b>Message with Code</b>	<b>Description</b>
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
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
WS90	OSWRKSCH FILE CLOSED	File closed. OSPS will document action being taken, screen print error and give to programmer

See the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Screen Message Codes for a list of current OSPA messages.

## OSPA REASONABILITY EDITS

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## ***SUPPORTING DOCUMENTATION***

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To request a new seven-day schedule code, send an e-mail to the OSPS Help Desk:

[OSPS.Help@das.state.or.us](mailto:OSPS.Help@das.state.or.us).

To request a new 14-day work schedule code, send OSPS a completed Form OSPS.99.27 Code Request Form, <http://oregon.gov/DAS/EGS/FBS/OSPS/docs/form/osps.99.27.pdf>.

## ***OSPA SCREEN INTERACTIONS***

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For additional information, see the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides.

### **AFFECTED BY**

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### **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 screen 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 screen 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 screens.

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

# **CATEGORY / SCREEN CLASSIFICATION**

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Table maintenance, update access for OSPS staff members only

# **REVISION HISTORY**

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<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
04/26/06	1.0	Original
07/09/12	1.1	WR#3808, add second digit after decimal; delete WS17, 18, 19; appendices changed to codes; Form FM WS-20 replaced with OSPS 99.27; new web links; reference manual re-org