P020
WORK SCHEDULE DATA

SCREEN PURPOSE

OSPA will not generate a payment for an employee without a current work schedule on the P020 Work Schedule Data screen.

The application uses the work schedule to:
- Forecast time for salaried employees,
- Perform edits against the employee's entered time
- Generate timesheets

The P020 screen also shows a history of shift assignments for employees who do not work a traditional eight to five schedule.

This screen is concurrent job specific

ALSO KNOWN AS

P20

PREREQUISITES, IF ANY

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

PTW1 Payroll Work Schedule Table --The work schedule code must be on the PTW1 screen before you can enter it on the P020 screen.

SCREEN ACCESS KEY SEQUENCE

P020,SSN or Employee ID,agency,CCJ# (P020 OR####### ##### #)

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

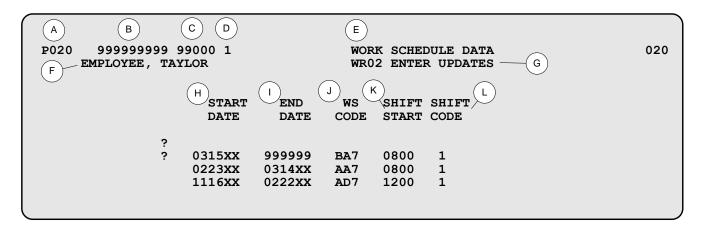**Employee ID** = employee identification number, OR#######. Either the SSN or EID is required.

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)        (B)       (C)  (D)                (E)
  P020   999999999 99000 1              WORK  SCHEDULE  DATA                     020
  (F)  EMPLOYEE, TAYLOR                 WR02  ENTER  UPDATES    (G)

             (H)        (I)        (J) (K)               (L)
             START     END        WS  SHIFT SHIFT
             DATE      DATE       CODE START CODE

         ?
         ?   0315XX    999999     BA7  0800   1
             0223XX    0314XX     AA7  0800   1
             1116XX    0222XX     AD7  1200   1
```

LEGEND

No.	Description
A	Screen designation, part of the screen access key sequence.
B	Employee's SSN (#########) or Employee ID# (OR#######), part of the screen access key sequence
C	PERS AGY from the P030 Job Status Data screen, #####, 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 screen. Protected.
G	Application message area. See Screen Message Codes below. Protected.
H	Calendar date on which the employee began or will begin working this schedule, MMDDYY

No.	Description
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 old work schedule.
J	Valid work schedule code from the PTW1 Payroll Work Schedule Table screen that represents the employee's schedule. See the Statewide Payroll Reference Manual, OSPA System Related Documentation, Codes, Work Schedule Codes, for a list of current 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, begins in the afternoon and ends in the evening • 3 = graveyard, generally runs from 10:00 PM to 6:30 AM
?	Required when you are adding, changing or deleting a schedule. Type one of the following values over ?: • A = add, used on the first line only • C = change • D = delete

NOTES

If you receive notice that an employee's work schedule has changed after the employee's time has been entered for the month:

- Delete the time entered
- Add the work schedule code on the P020 screen
- Re-enter the time

OSPA will re-forecast the employee's time, based upon the change in work schedules.

SCREEN MESSAGE CODES

Code	Message with Code	Description
WR01	ENTER KEY	Screen is ready for the transaction key to be entered

Code	Message with Code	Description
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 to notify 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, Employee ID, agency, or job number may be invalid
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 to notify 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 to notify a programmer
WR12	CALL PROGRAMMER	Document action being taken, screen print error and fax to OSPS to notify 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 to notify a programmer
WR15	MAPFAIL - CALL PROGRAMMER	Map failure. Document action being taken, screen print error and fax to OSPS to notify a programmer
WR16	ERR; EIBFN; EIBRCODE; CALL PROGRAMMER	File error. Document action being taken, screen print error and fax to OSPS to notify a programmer
WR18	HDATE ERROR AT LOCATION	Date error. Document action being taken, screen print error and fax to OSPS to notify a programmer
WR19	FILE NOT OPEN	File not open. Document action being taken, screen print error and fax to OSPS to notify a programmer
WR20	CALL COMPUTER CENTER	File not open. Document action being taken, screen print error and fax to OSPS to notify a programmer
WR22	LENGTH ERROR 1; CALL PROGRAMMER	Map error. Document action being taken, screen print error and fax to OSPS to notify a programmer
WR23	LENGTH ERROR 2: CALL PROGRAMMER	Map error. Document action being taken, screen print error and fax to OSPS to notify 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

Code	Message with Code	Description
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.
WR31	WORK SCHED CODE INVALID	The work schedule code on line one is invalid. The code must be on the PTW1 Payroll Work Schedule Table screen.
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 0001and 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

See the Statewide Payroll Reference Manual, OSPA System Related Documentation, Codes, Screen Message Codes for an alphanumeric list.

OSPA REASONABILITY EDITS

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SUPPORTING DOCUMENTATION

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OSPA SCREEN INTERACTIONS

See the Statewide Payroll Reference Manual for additional information.

AFFECTED BY

Payroll Work Schedule Table – A work schedule code entered on the P020 Work Schedule Data screen must exist on the Payroll Work Schedule Table. OSPS enters the codes on the ADW1; agencies have inquiry only access on the PTW1 screen. See the Statewide Payroll Reference Manual, OSPA System Related Documentation, Codes, Work Schedule Codes for a list of codes.

DIRECTLY AFFECTS

Forecast – For salaried employees, OSPA uses the current work schedule on the P020 and the PTW1 screens to forecast the hours they will work in a given month.

P003 and P004 Time Capture Screens -- 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 -- For some timesheets, OSPA prints the forecast on the timesheet.

INDIRECTLY AFFECTS

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CATEGORY / SCREEN CLASSIFICATION

General Information / Update (active)

REVISION HISTORY

Date	Rev. No.	Modification
12/16/05	1.0	Original
05/17/12	1.1	Periodic review, appendices to codes