PTW1
PAYROLL WORK SCHEDULE TABLE

SCREEN PURPOSE

OSPS enters work schedules on the ADW1 Payroll Work Schedule Table screen. The PTW1 Payroll Work Schedule Table screen gives agency payroll inquiry access to the entries on the ADW1 screen. The schedules define the days and hours an employee with a given work schedule code would work. OSPA uses the work schedule to forecast and edit employees' time.

ALSO KNOWN AS

PTW1

PREREQUISITES, IF ANY

To inquire with the PTW1 screen, OSPS must have already entered the work schedule on the ADW1 Payroll Work Schedule Table screen.
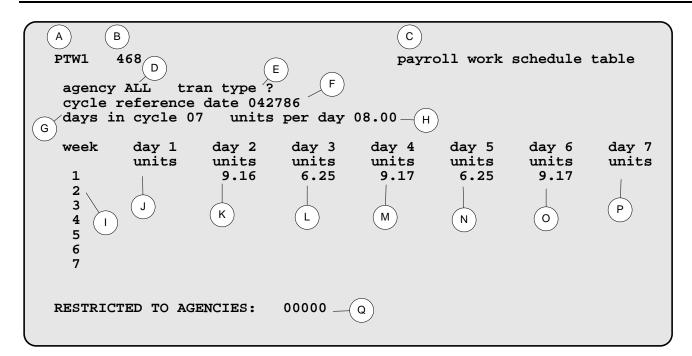
SCREEN ACCESS KEY SEQUENCE

PTW1,xxx

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

SCREEN ELEMENTS

```
 A      B                              C

 PTW1   468                            payroll work schedule table
           D              E
                                  F
   agency ALL   tran type ?
   cycle reference date 042786
   days in cycle 07   units per day 08.00      H
 G
   week     day 1    day 2    day 3    day 4    day 5    day 6    day 7
            units    units    units    units    units    units    units
     1                9.16     6.25     9.17     6.25     9.17
     2
     3        J
     4    I      K        L        M        N        O        P
     5
     6
     7


   RESTRICTED TO AGENCIES:   00000      Q
```

LEGEND

No.	Description
A	Screen designation, required part of screen access key sequence
B	Alphanumeric code for a specific schedule, required part of the screen access key sequence. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Work Schedule Codes for a current list.
C	Screen title
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.
E	Not applicable on this inquiry only screen. On the ADW1, OSPS enters A (add), C (change), or D (delete) to update the data on the table.
F	From the ADW1 screen, always April 27, 1986, a Sunday. With this reference, all schedules will follow the same calendar rotation.

No.	Description
G	From the ADW1 screen, 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 49 days.
H	From the ADW1 screen, hours per day, defines the 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), ##.##
K	Hours employee will work on Monday, ##.##
L	Hours employee will work on Tuesday, ##.##
M	Hours employee will work on Wednesday, ##.##
N	Hours employee will work on Thursday, ##.##
O	Hours employee will work on Friday, ##.##
P	Hours employee will work on Saturday, ##.##
Q	Employees from these agencies may use this work schedule, up to ten fields. 00000 = all agencies

NOTES

All Schedules Are Based on 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 PTW1 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	

SCREEN MESSAGE CODES

Code	Message with Code	Description
WS01	SECURITY ERROR	Access not permitted to screen
WS05	REC NOT ON FILE	Record not found
WS20	SCHEDULE ID INV	Schedule ID not entered.
WS90	OSWRKSCH FILE CLOSED	File closed. OSPS will document action being taken, screen print the error and give it to a programmer

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

OSPA REASONABILITY EDITS

Intentionally left blank

SUPPORTING DOCUMENTATION

The Fair Labor Standards Act (FLSA) governs work schedules for FLSA non-exempt employees. Under FLSA, the majority of full-time non-exempt employees will have seven-day work schedules. Non-exempt health care workers, police and firefighters are exceptions to this rule, with either seven-day or 14-day work schedules.

To request a new seven-day schedule code, send an e-mail to the OSPS Help Desk: OSPS.Help@das.state.or.us. To request a new 14-day work schedule code, submit a completed OSPS.99.27 Code Request Form, http://oregon.gov/DAS/EGS/FBS/OSPS/docs/form/osps.99.27.pdf to OSPS.

OSPA SCREEN INTERACTIONS

See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides for additional information

AFFECTED BY

ADW1 Payroll Work Schedule Table – OSPS enters work schedule codes on the ADW1 screen.
    Agency payroll staff have inquiry access through the PTW1 screen.

DIRECTLY AFFECTS

Forecast -- OSPA uses the data on the ADW1 Payroll Work Schedule Table screen to forecast the hours salaried employee with a given work schedule code will work in a given month or day. It uses the forecasted hours in printing timesheets, and in displaying and editing data on the P003 and P004 Time Capture screens.

PTW2 Payroll Work Schedule Table -- an inquiry only screen that displays a specific schedule beginning with a specific 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 that 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 TIMESHEET CD: 1 or 2 on the P030 Job Status Data screen, OSPA will print the employee's forecasted hours for the month on the paper timesheet.

CATEGORY / SCREEN CLASSIFICATION

General Information / View Only

REVISION HISTORY

Date	Rev. No.	Modification
12/27/05	1.0	Original
07/09/12	1.1	WR#3808, decimal and second digit after the decimal added to table; Delete WS17, 18, 19; Form FM WD-20 replaced with OSPS.99.27; reference manual re-org; appendices changed to code lists