

PTW2

Payroll Work Schedule Table

SCREEN PURPOSE

The PTW2 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.

This inquiry may be useful in verifying you have selected the correct work schedule for a given employee or to verify the schedule an employee should have or is likely to work for a given timeframe.

ALSO KNOWN AS

PTW2

PREREQUISITES, IF ANY

The work schedule code must be on the Payroll Work Schedule Table.

SCREEN ACCESS KEY SEQUENCE

PTW2,xxx,MMDDYY

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

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

SCREEN ELEMENTS

(A) (B) (C) (D)
 PTW2 558 0116XX PAYROLL WORK SCHEDULE TABLE

(E) (F)
 THIS IS THE WORK SCHEDULE WHICH YOU HAVE REQUESTED FOR REVIEW:

CYCLE REFERENCE DATE 042786 AS OF 0116XX
 NUMBER OF DAYS IN CYCLE 14 UNITS PER DAY 8.0

WEEK	SUN units	MON units	(G) TUE units	WED units	(H) THU units	FRI units	SAT units
1		8.0	8.0	8.0	8.0	8.0	8.0
2		8.0	8.0	8.0	8.0	8.0	8.0
3	(I) (J)	(K)	(L)	(M)	(N)	(O)	(P)
4							
5							
6							
7							

RESTRICTED TO AGENCIES: 10000
 (Q)

Legend

No.	Description
A	Screen designation, part of screen access sequence
B	Alphanumeric work schedule code from the Payroll Work Schedule Table, part of the screen access sequence
C	First day of the schedule as displayed, MMDDYY, part of screen access key sequence
D	Screen title
E	Always April 27, 1986, a Sunday
F	First day of the schedule as displayed
G	Number of days before schedule begins to repeat. For FLSA compliance, OSPA schedules are 7 or 14 days.
H	Hours per day, ###, for example, 080 = 8.0 hours, 075 = 7.5 hours

OSPA Reference Manual

OSPA Screens

PTW2

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 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.
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

NOTES

SCREEN MESSAGE CODES

Code	Message with Code	Description
WS01	SECURITY ERROR	Access not permitted to screen
WS05	REC NOT ON FILE	Record not found
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 thru the last day of a given month.
WS20	SCHEDULE ID INV	Schedule ID not entered.
WS90	OSWRKSCH FILE CLOSED	File closed. OSPA 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 OSPA staff

Directly Affects

Indirectly Affects

CATEGORY / SCREEN CLASSIFICATION

General information / inquiry only

REVISION HISTORY

Date	Rev. No.	Modification
12/27/05	1.0	Original