

# **ADW2 PAYROLL WORK SCHEDULE TABLE**

## **SCREEN PURPOSE**

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The ADW2 Payroll Work Schedule Table is an inquiry only screen that allows a user to see the schedule for a given work schedule code, beginning with a specific date. This displays the actual weekdays and calendar days an employee worked or will work for past, present and future dates.

Use this inquiry to verify that you entered the correct schedule on the ADW1 Payroll Work Schedule Table screen or that you have selected the correct work schedule for a given employee.

## **ALSO KNOWN AS**

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ADW2

## **PREREQUISITES, IF ANY**

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OSPS first enters the work schedule code on the ADW1 Payroll Work Schedule Table screen.

## **SCREEN ACCESS KEY SEQUENCE**

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ADW2,xxx,MMDDYY

**xxx** = 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..

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

# SCREEN ELEMENTS

ADW2 468 070412 (C) (D) PAYROLL WORK SCHEDULE TABLE

(A) (B) (E)

THIS IS THE WORK SCHEDULE WHICH YOU HAVE REQUESTED FOR REVIEW:

CYCLE REFERENCE DATE 042786 AS OF 070412 (F)  
 NUMBER OF DAYS IN CYCLE 7 UNITS PER DAY 8.00 (H)

| WEEK | WED<br>units | THU<br>units | FRI<br>units | SAT<br>units | SUN<br>units | MON<br>units | TUE<br>units |
|------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 1    | 9.17         | 6.25         | 9.17         |              |              | 9.16         | 6.25         |
| 2    |              |              |              |              |              |              |              |
| 3    | (J)          |              |              |              |              |              |              |
| 4    |              | (K)          |              |              |              |              |              |
| 5    | (I)          |              | (L)          | (M)          | (N)          | (O)          | (P)          |
| 6    |              |              |              |              |              |              |              |
| 7    |              |              |              |              |              |              |              |

RESTRICTED TO AGENCIES: 00000 (Q)

## LEGEND

| No. | Description  |
|-----|--|
| A   | Screen designation, required part of the screen access sequence  |
| B   | Alphanumeric work schedule code from the ADW1 Payroll Work Schedule Table screen. Required part of the screen access sequence  |
| C   | First day of the schedule to display, MMDDYY, required part of the screen access key sequence  |
| D   | Screen title, protected  |
| E   | Always April 27, 1986, a Sunday. From the ADW1 screen, protected   |
| F   | From the screen access key sequence, protected. The first day of the schedule displayed  |
| G   | Number of days before schedule begins to repeat from the ADW1 screen, protected. For FLSA compliance, OSPA schedules for FLSA non-exempt employees are seven or 14 days. The value can be up to 49 days. |

| No. | Description   |
|-----|---|
| H   | Hours per day, ##.##  |
| 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, ##.##.         |
| K   | Hours employee will work or should have worked on the first day after the AS OF date, ##.##. The column heading will change to reflect the actual day of the week.  |
| L   | Hours employee will work or should have worked on the second day after the AS OF date, ##.##. The column heading will change to reflect the actual day of the week. |
| M   | Hours employee will work or should have worked on the third day after the AS OF date, ##.##. The column heading will change to reflect the actual day of the week.  |
| N   | Hours employee will work or should have worked on the fourth day after the AS OF date, ##.##. The column heading will change to reflect the actual day of the week. |
| O   | Hours employee will work or should have worked on the fifth day after the AS OF date, ##.##. The column heading will change to reflect the actual day of the week.  |
| P   | Hours employee will work or should have worked on the sixth day after the AS OF date, ##.##. The column heading will change to reflect the actual day of the week.  |
| Q   | Employees from these agencies may use this work schedule, 10 fields. 00000 = all agencies   |

## **NOTES**

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## **SCREEN MESSAGE CODES**

| <b>Code</b> | <b>Message with Code</b> | <b>Description</b>  |
|-------------|--------------------------|---|
| 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 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. OSPS will document action being taken, screen print error and give to a programmer             |

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

## **OSPA REASONABILITY EDITS**

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## **SUPPORTING DOCUMENTATION**

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## **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 uses the ADW1 screen to maintain OSPA work schedule codes. A work schedule code must be on the ADW1 screen before you can inquire on the ADW2 screen.

**DIRECTLY AFFECTS**

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**INDIRECTLY AFFECTS**

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**CATEGORY / SCREEN CLASSIFICATION**

Table maintenance, inquiry access for OSPS staff members only

**REVISION HISTORY**

| Date     | Rev. No. | Modification  |
|----------|----------|---|
| 04/26/06 | 1.0      | Original  |
| 07/09/12 | 1.1      | WR#3808, add decimal and second digit after the decimal to schedules; correct WS17 and WS19, ≠; delete WS02, 04, 06, 07, 08, 10, 11, 12, 13, 21, 22, 23, 24, 25; reference manual re-org; appendices changed to codes |