

## **What is PTW?**

PTW is the abbreviation for “Percent Time Worked”. The definition of PTW is a Part-time worker, or those employees that work full days but not a full week (e.g., three 8-hour days per a week).

## **Why would you mark an employee assignment record with a “YES” on the PTW Flag?**

It is for employees that are part time but work full days. When it is set to “Yes”, Escape will multiply the number of days by the FTE.

For example, a part-time employee (FTE is 5.92 hours or 0.74 FTE) works MWF 8-5 instead of working M-F 8-12. The calendar for this assignment is 190 days. If the PTW Flag is set to No, the total numbers of days is not factored by FTE. Thus, it shows 190 days.

If the PTW flag is set to yes, the number of days is factored by FTE. Thus, it shows 140.60 ( $190 * 0.74 = 140.60$ ). This flag also affects the units that default when entering in leave usages. If the PTW field is set to No, then the days that default in leave entry will be factored by FTE (5.92 hours). If the field is set to Yes, then the entry will default as a full FTE (8 hours).

Adjusted Days – Access to the field is controlled by the calendar and the dates of the assignment. See the Assignments chapter of the HR User Guide for more information (Pages 3-58 Employee Management, Assignment Tab).

For example an assignment is PTW (part-time worker), you can designate what type of time you are entering: based on PTW or full FTE. If you are entering a number that is based on PTW, the number will be accepted as is. If you are entering a number that is based on FTE, you enter the number and then the word FULL (i.e., 5 full), and Escape Online will calculate your number as FTE.

Let’s use a PTW assignment with 0.5 FTE as an example. To enter 5 part- time days, you would enter “5” and Escape Online would factor by FTE: 5 {2.5 full days}. To enter 5 full days, you would enter “5 FULL” and Escape would use full days: 10.00 {5.00 full days}.

## **How does the PTW affect leaves?**

This flag also affects the units that default when entering in leave usages.

Using the above example if the PTW field is set to No, then the days that default in leave entry will be factored by FTE (5.92 hours). If the field is set to Yes, then the entry will default as a full FTE (8 hours).

## **When running reports what is expected?**

Reports will still show the actual FTE and hours per day for an employee with the PTW flag set to yes. **The main point of using the PTW flag is for leave tracking.**

For Example: If an employee is gone for a day and the PTW flag is set to “Yes”, ESCAPE will know to calculate the leave based upon 1 full day and not a partial day.

## **How does PTW affect benefits?**

Benefits are based on FTE. The PTW flag has no effect on benefits.