**SAP HR BATCH 14**

**Case study**

**Work Schedules and Payroll Area**

1. **Introduction**

This case study is to acquaint the trainees to learn creating the work schedules in Time Management. By doing this the trainees will be able to understand the concepts behind the various work schedules required from creation and how these help in mapping them to the employees in SAP.

* 1. **Work Schedules**
* Employees at your company work according to various work time models.
* The central element in SAP Time Management is the employee's work schedule.
* The work schedule contains planned specifications of an employee's working time, including breaks.
  1. **The Work Schedule contains:-**
* Public Holiday Calendar
* Daily Work Schedule
* Breaks
* Period Work Schedule
* Work Schedule Rule

1. **Creating Public Holidays and Holiday Calendar**

**2.1. Creating Public Holidays**

* **Different countries, regions, cities, and so on often have different public holidays.**
* **In Time Management, public holidays are grouped together in public holiday calendars.**
* **To set up a work schedule, you need a valid public holiday calendar including the applicable public holidays.**
* **The factory calendar is not significant.**
* **Public holidays can have one of the following characteristics:**
* **Fixed Date**
* **With a fixed day from a date**
* **Distance to Easter**
* **Easter Sunday**
* **Floating Public Holiday**

**Create at least one public holiday calendar with Fixed and Floating public holidays**

1. **Creating Work Schedules (WS)**
   1. **Daily Work Schedules (DWS)**

* **You must first define daily work schedules, including breaks, for the individual work schedules at your company.**
* **The smallest unit of the work schedule is the daily work schedule, which contains information on the individual workdays.**
* **This information includes breaks and daily work schedule variants.**
* **Set up the daily work schedules, complete the Customizing steps located in the Work Schedules → Daily Work Schedules section in the IMG for Personnel Time Management.**

**Please create at least two DWS with breaks and create a variant on Friday.**

**3.2 Period Work Schedule (PWS)**

* **A period work schedule is the basis for generating a work schedule.**
* **A period work schedule consists of a sequence of daily work schedules representing a certain work pattern.**
* **A period work schedule can cover one week or more weeks, or even a part of a week.**
* **The period work schedule is applied to a horizontal time axis (a valid public holiday calendar) that is then "rolled" (repeated) until a month or a longer period of time is completely covered.**
* **The pattern defined in the period work schedule repeats itself continuously.**

**Create requisite number of PWS. Better to create one with fixed hours throughout and another with rotational shift on weekly basis.**

**3.3 Work Schedule Rules and Work Schedules**

* **The work schedule rule contains employees' average working times.**
* **To apply ("roll") the period work schedule to the public holiday calendar, you must enter two pieces of information in a work schedule rule:**
* **Reference date, that is, the date on which the period work schedule is to start.**
* **Starting point, that is, the position in the period work schedule at which the reference date is set.**
* **The work schedule is generated by applying the period work schedule to a horizontal axis, the public holiday calendar, and repeated until the selected period is covered.**
* **Work schedules can be generated only if all required groupings are made and the work schedule rule is defined beforehand.**
* **Work schedules MUST be generated. You can do this either manually or in batch.**
* **Generate WS manually.**

**Please generate at least 2 WS for your organization.**