

# SAP HR – Daily Work Schedules, Break schedules

## Daily Work Schedules

Daily work schedules specifies the number of working hours with clock in and clock out on a particular day. If an organization following different shifts, then you need to configure daily work schedules for shifts.

1. Define Break schedules
2. Define Rules for variants
3. Define daily work schedules

### Navigation

SAP R/3 Role Menu	Daily Work Schedules
Transaction code	SPRO
SAP Menu Path	SPRO => Time Management => Work Schedules => Daily Work Schedules

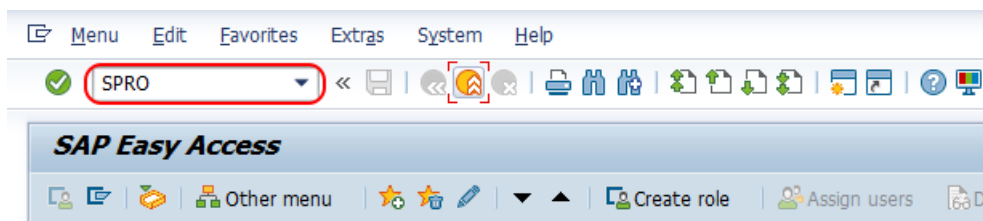
## Define Break Schedules

In this activity, you define break schedules in SAP. Every organization follows some break schedules like break fast break, lunch break, Coffee/Tea break, Dinner break, etc. When you are creating new break schedules in SAP, you need to give starting and ending time stipulates time as paid or unpaid.

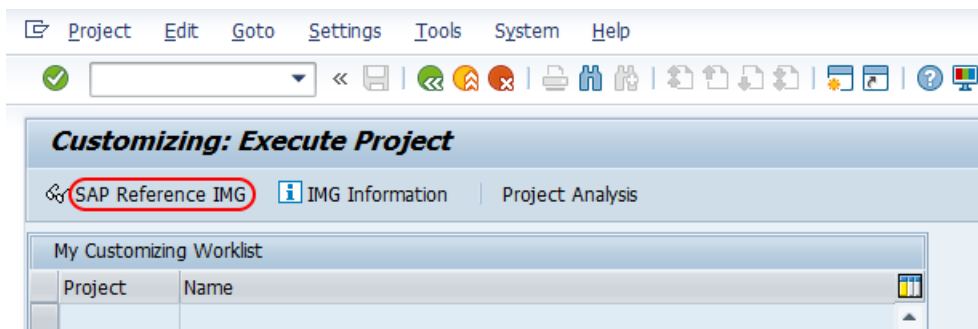
Break schedule time differs from shift to shift. So you can define break schedules as per shifts, for e.g. morning shift, afternoon shift, night shift, etc.

### Configuration steps

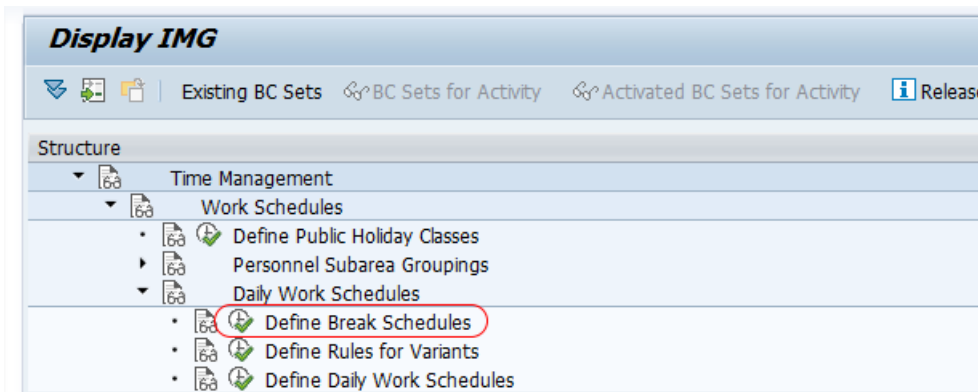
**Step 1 :** – Execute tcode “SPRO”



Choose “Display SAP Reference IMG”



**Step 2 :** – Follow the navigation Time management – Work schedules – Daily work schedules and choose img activity “Define break schedules”.



**Step 3 :** – From choose activity screen, click on “Determine break schedules”.



**Step 4 :** – On change view “Work break schedule”: overview screen, click on new entries option to create new break schedules as per requirements of client in SAP.

Change View "Work Break Schedule": Overview											
www.tutorialkart.com											
New Entries											
Grpg	Break	N..	Start	End	P	Unpaid	Paid	After	RefTim	Type 1	Ty
01	AFTN	01	20:00	21:00	<input type="checkbox"/>	1,00					
01	BREA	01	12:00	13:00	<input type="checkbox"/>	1,00					
01	BVCB	01	13:00	14:00	<input type="checkbox"/>		1,00				
01	ERLY	01	07:45	08:00	<input type="checkbox"/>		0,25				

**Step 5 :** – On new entries work break schedule screen, enter the following details.

- Grpg : – Update the key which is **Personnel Subarea grouping** for daily work schedules.
- Break : – Update any name
- No : – Update the sequence number of field.
- Start : – Update the break schedule starting time, update the time 24hrs format.
- End : – Update the break schedule end time.

New Entries: Overview of Added Entries											
www.tutorialkart.com											
Grpg	Break	N..	Start	End	P	Unpaid	Paid	After	RefTim	Type 1	Ty
50	BRSC	01	10:00	10:30	<input type="checkbox"/>	0,25					
50	BRSC	02	12:30	13:30	<input type="checkbox"/>	0,75					

- 0,25: – Specifies quarter – 15 minutes.
- 0,75 specifies 45 minutes.

Click on save button and save the configured work break schedule in SAP.

## Define Rules for Variant

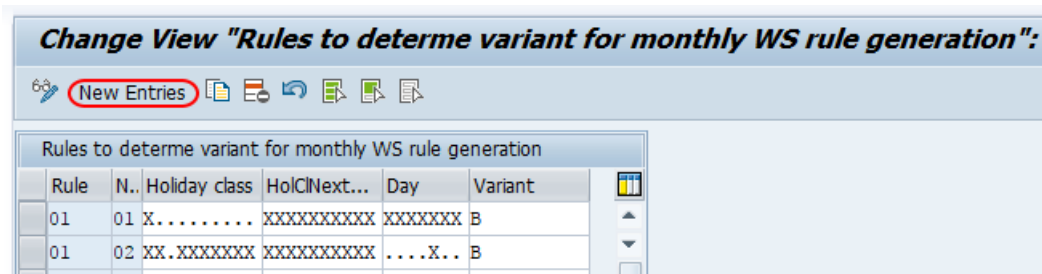
To define working schedule rules for variant follow the configuration steps.

Menu Path: Time Management/ Work Schedules / Daily Work Schedules / Define rules for variant.

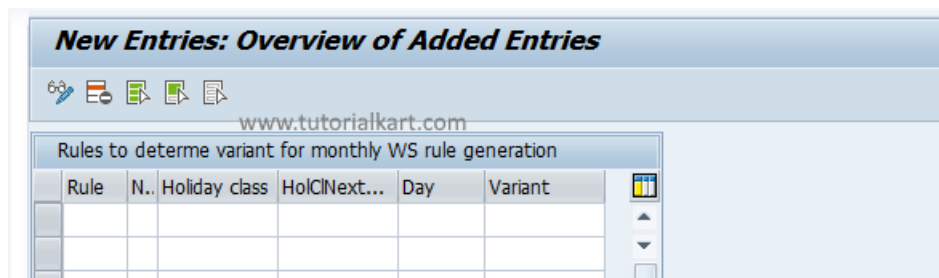
**Step 1 :** – From display IMG screen, follow the navigation and choose IMG activity “Define rules for variant”

Display IMG											
Existing BC Sets    BC Sets for Activity    Activated BC Sets for Activity    Release											
Structure											
Time Management											
Work Schedules											
<ul style="list-style-type: none"> <li>Define Public Holiday Classes</li> <li>Personnel Subarea Groupings</li> <li>Daily Work Schedules www.tutorialkart.com <ul style="list-style-type: none"> <li>Define Break Schedules</li> <li><b>Define Rules for Variants</b></li> <li>Define Daily Work Schedules</li> </ul> </li> </ul>											

**Step 2 :** – From change view “Rules to determine variant for monthly WS rule generation, click on new entries button to create rules for variants.



**Step 3 :** – From new entries rules for variant screen, define the rules as per your requirements and save the details.

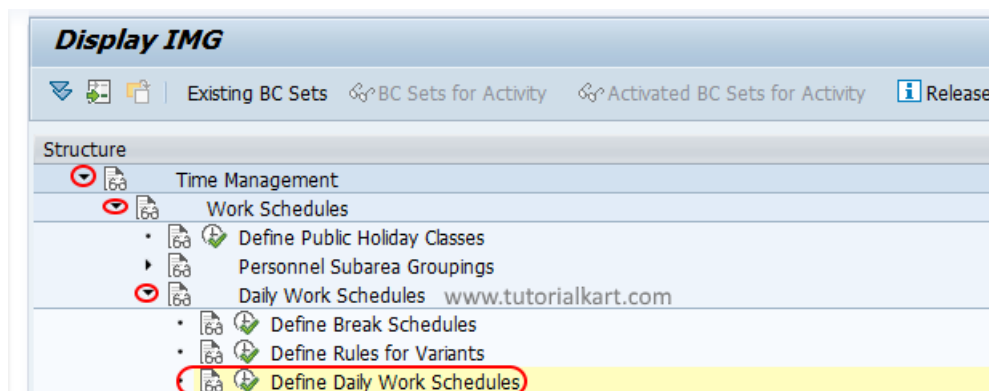


## Define daily work schedules

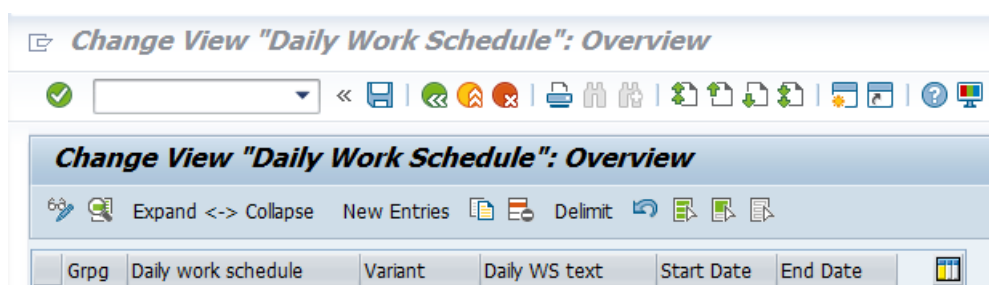
In daily work schedules, you define actual working hours per day in an organization with scheduled break times.

**Step 1 :** – Follow the menu navigation and choose define daily work schedule.

Menu Path: – Time Management/ Work Schedules / Daily Work Schedules / Define daily work schedules.




**Step 2 :** – On change view “daily work schedule” overview screen, click on new entries button to create the daily work schedules as per the requirements of client.



**Step 3 :** – On new entries daily work schedules screen, enter the following details.

- DWS Grouping : – Enter Personnel Subarea grouping for daily work schedules key.
- Daily work schedule : – Enter the four digits key that defines as daily work schedule in SAP and its description in the text field.
- Start/ End : – Enter the starting date of daily work schedule and end time appears automatically.
- Daily ws class : – It specifies whether a particular day is working day or day off/ week off (1 to 9 indicates working days).
- Breaks : – Update the working break schedule (WBS) key as BRSC as we defined in SAP system.
- Flextime : – Flex time determines the employees should work for 9 hours in between the time.
- Tolerance time : – Enter time for begin tolerance and end tolerance as per requirements.

**New Entries: Details of Added Entries**

68 

DWS grouping	50	Periods	
Daily work schedule	TKWS	General Shift	
		Start	End
		> 01.01.1990	01.01.2999

www.tutorialkart.com

**Planned working hours**

Planned working hours  DWS selection rule ☐

☒ No planned working hrs.

**Working times**

**Fixed working hours**

Planned working time 09:00 - 18:00

**Flextime**

Planned working time	<input type="text"/>	-	<input type="text"/>
Normal working time	<input type="text"/>	-	<input type="text"/>
Core time 1	<input type="text"/>	-	<input type="text"/>
Core time 2	<input type="text"/>	-	<input type="text"/>

**Breaks**

Work break schedule BRSC

**Tolerance time**

Begin tolerance	<input type="text"/>	-	<input type="text"/>
End tolerance	<input type="text"/>	-	<input type="text"/>

**Valuation**

Min. working time	<input type="text"/>	Daily WS class	<input type="text" value="1"/>
Max. working time	<input type="text"/>	<input type="checkbox"/> Automatic overtime	
Compensation time	<input type="text"/>	Ind. for arbitrary use	<input type="checkbox"/>
Additional hours	<input type="text"/>		

**Overtime infotype (2005)**

Reaction to overtime	<input type="checkbox"/>	Reaction to OT in core time	<input type="checkbox"/>
----------------------	--------------------------	-----------------------------	--------------------------

Choose save button and save the details.

Successfully we have defined daily work schedules in [SAP HR](#).

## SAP HR

» [Home - SAP HR Training Tutorial](#)

## SAP HR - Enterprise Structure

» [SAP HR - Company Code](#)

» [SAP HR - Personnel areas](#)

» [SAP HR - Personnel subareas](#)

» [SAP HR - Employee groups](#)

» [SAP HR - Employee Subgroups](#)

» [SAP HR - Assign Employee groups to Subgroups](#)

» [SAP HR - Assign Personnel areas to company code](#)

## SAP HR - Personnel Administration

» [SAP HR - User parameters](#)

» [SAP HR - Employee Attributes](#)

» [SAP HR - Administrator groups](#)

» [SAP HR - Infogroups](#)

» [SAP HR - Infotypes](#)

» [SAP HR - Infotype menus](#)

» [SAP HR - Actions](#)

» [SAP HR - Personnel action type](#)

## SAP HR -Time Management

» [SAP HR - Public holiday classes](#)

» [SAP HR - Personnel subarea groupings](#)

» [SAP HR - Daily work schedules](#)

» [SAP HR - Period work schedules](#)

» [SAP HR - Day types](#)

» [SAP HR - Group PS for Absences](#)

» [SAP HR - Absence types](#)

» [SAP HR - Counting class for PWS](#)

» [SAP HR - Settings group for time quotas](#)

» [SAP HR - Absence quota types](#)

» [SAP HR - Attendance quota types](#)

» [SAP HR - Define counting rules](#)

» [SAP HR - Assign rules to absence types](#)

SAP HR - Recruitment

SAP HR - Organizational Management

↳ [SAP HR - What is Organizational Management](#)

SAP HR - Payroll

SAP HR - Travel Management

SAP TCodes

↳ [SAP TCodes](#)