

DOCUMENTATION OF HOURS WORKED PER DAY ACCORDING TO § 17 MiLoG

Surname, first name _____

Department/Central Institutes: _____ Supervisor's name: _____

Record of the time period from _____ to _____

Number of working hours agreed upon according to the employment contract: _____

Carryover from previous month _____

| Day | Start (time) | End (time) | Total hours |
|---------------------|--------------|------------|-------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |
| 16. | | | |
| 17. | | | |
| 18. | | | |
| 19. | | | |
| 20. | | | |
| 21. | | | |
| 22. | | | |
| 23. | | | |
| 24. | | | |
| 25. | | | |
| 26. | | | |
| 27. | | | |
| 28. | | | |
| 29. | | | |
| 30. | | | |
| 31. | | | |
| Total monthly hours | | | |

Carryover hours to next month (difference current month + carryover hours from previous month): _____

Student assistant's name:

Date/signature

Supervisor's confirmation

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NOTE: Working hours are to be documented at least once a week, because the beginning, the end and the duration of the time spent working each day must be recorded, at the latest, by the end of the 7th day after the work was completed.