



Student/Scientific assistants - Record of total hours

This document is to be submitted to the Human Resource Department together with the latest version of your employment contract stating the work hours you have been contracted to work as a student/scientific assistant.

- Surname, first name of student/scientific assistant

- Contract period: _____ to _____

- contracted work hours per month: _____

- Target hours (target hrs = number of months * hours according to the contract): _____

- Actual hours (actual hrs = total hours actually worked): _____

- Difference (difference = target hrs - actual hrs): **0 hours** _____

- The deficit working hours
 - will be compensated by subsequent work.
 - will be reclaimed by the tax authorities.*
- Credit balance of hours worked
 - will be compensated with paid time off.
 - will be paid by the tax authorities.*

** Only differences of more than +/- 1 hour will be paid or reclaimed.*

Date, signature student/scientific assistant's signature

Date, supervisor's signature

Date, signature of an employee of the Human Resource Department