

Report of work time

(Fill in weekly work hours as defined in contract and student status)

Name:	Koschorke Lukas
Month, Year:	2017

Weekly work hours as in contract:

10 SWS

Average work hours per month:

39 h 29 min

Student status A/B/C

C

Maximum allowed work hours per month
depend on student status

hh : mm

Day Tag	Start Beginn (Uhrzeit)	Break Pause (Dauer)	End Ende (Uhrzeit)	Duration Dauer (Summe)	Remarks Bemerkungen
1				0:00	
2				0:00	
3	12:00	:15	14:00	1:45	Vorlesung
4	9:00		15:00	6:00	Koprrrektur Blätter
5	14:00	:30	16:00	1:30	Tuorien
6				0:00	
7				0:00	
8	12:00	:15	14:00	1:45	Vorlesung
9	9:00		15:00	6:00	Koprrrektur Blätter
10	14:00	:30	16:00	1:30	Tuorien
11				0:00	
12				0:00	
13				0:00	
14				0:00	
15				0:00	
16	9:00		15:00	6:00	Koprrrektur Blätter
17	14:00	:30	16:00	1:30	Tuorien
18				0:00	
19				0:00	
20				0:00	
21				0:00	
22	12:00	:15	14:00	1:45	Vorlesung
23	9:00		15:00	6:00	Koprrrektur Blätter
24	14:00	:30	16:00	1:30	Tuorien
25				0:00	
26				0:00	
27				0:00	
28				0:00	
29	12:00	:15	14:00	1:45	Vorlesung
30	9:00		15:00	6:00	Koprrrektur Blätter
31	14:00	:30	16:00	1:30	Tuorien
Sum:				44:30	48 : 38,6 max. allowed !!! (automatically calculated)

Examples how to fill in the time:

08:00	fill in 800	excel will convert it to 8:30
12:30	fill in 1230	excel will convert it to 12:30
30 min	fill in 30	excel will convert it to 0:30

Signature Student

Signature Head of the Institute / Supervisor

Report of work time

Name:

Year:

Weekly work hours as defined in contract: SWS

Month:

Average work hours per month: h/mon

Status Student has:

no degree

Bachelor degree

Master degree

(to be filled out by administrative assistant)

Day Tag	Start	Break	End	Duration	Remarks
	Beginn (Uhrzeit)	Pause (Dauer)	Ende (Uhrzeit)	Dauer (hh:mm)	Bemerkungen
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					

Sum

month with 28/29 days:

Feb

months with 30 days:

Apr, Jun, Sept, Nov

months with 31 days:

Jan, Mar, May, Jul, Aug, Oct, Dec

Signature Student

Signature Head of the Institute

HiWis who

(= hand in monthly timesheets wh

HiWi C (undergraduate)			
weekly work-hours as defined per contract	Salary	maximum hrs which are allowed to be reported in the monthly timesheet in total	
			hh : mm
1	43 €	4,86 h	4 : 52
2	86 €	9,73 h	9 : 44
3	129 €	14,59 h	14 : 36
4	172 €	19,46 h	19 : 27
5	215 €	24,32 h	24 : 19
6	258 €	29,19 h	29 : 11
7	301 €	34,05 h	34 : 3
8	344 €	38,91 h	38 : 55
9	387 €	43,78 h	43 : 47
10	430 €	48,64 h	48 : 39

above 10 hr contract:

no report required, **if the contract lasts longer than 3 months**, otherwise: report is required

Mindestlohn: 8,84 EUR/h

Average work hours per month
as defined in contract

including vacation

Work hours in contract	Average work time per month
1	3 : 57
2	7 : 54
3	11 : 51
4	15 : 48
5	19 : 44
6	23 : 41
7	27 : 38
8	31 : 35
9	35 : 32
10	39 : 29
11	43 : 26

12	47 : 23
13	51 : 19
14	55 : 16
15	59 : 13
16	63 : 10

need to report their working hours

ich need to be signed by the HiWi, the supervisor & the administration)

HiWi B (with Bachelor's degree)			
weekly work-hours as defined per contract	Salary	maximum hrs which are allowed to be reported in the monthly timesheet in total	
			hh : mm
1	50 €	5,66 h	5 : 39
2	100 €	11,31 h	11 : 19
3	150 €	16,97 h	16 : 58
4	200 €	22,62 h	22 : 37
5	250 €	28,28 h	28 : 17
6	300 €	33,94 h	33 : 56
7	350 €	39,59 h	39 : 36
8	400 €	45,25 h	45 : 15
9	450 €	50,90 h	50 : 54

HiWi A (w	
weekly work-hours as defined per contract	Salary
1	68 €
2	136 €
3	204 €
4	272 €
5	340 €
6	408 €

above 9 hr contract:

no report required, **if the contract lasts longer than 3 months**, otherwise: report is required

above 6 hr contract

no report required, **if 3 months**, otherwise

Average work hours per month
as defined in contract

without vacation

Work hours in contract	Average work time per month
1	4 : 21
2	8 : 42
3	13 : 3
4	17 : 24
5	21 : 44
6	26 : 5
7	30 : 26
8	34 : 47
9	39 : 8
10	43 : 29
11	47 : 50

12	52 : 11
13	56 : 31
14	60 : 52
15	65 : 13
16	69 : 34

with Master's degree)

maximum hrs which are allowed
to be reported in the monthly
timesheet in total

	hh	:	mm
7,69 h	7	:	42
15,38 h	15	:	23
23,08 h	23	:	5
30,77 h	30	:	46
38,46 h	38	:	28
46,15 h	46	:	9

if the contract lasts longer than

report is needed too