

# 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  | Start               | Break            | End               | Duration         | Remarks   |
|------|---------------------|------------------|-------------------|------------------|---|
| Tag  | Beginn<br>(Uhrzeit) | Pause<br>(Dauer) | Ende<br>(Uhrzeit) | Dauer<br>(Summe) | Bemerkungen   |
| 1    |                     |                  |                   | 0:00             |   |
| 2    |                     |                  |                   | 0:00             |   |
| 3    | 10:00               | :30              | 18:00             | 7:30             | Midtermklasur+Korrektur   |
| 4    |                     |                  |                   | 0:00             |   |
| 5    |                     |                  |                   | 0:00             |   |
| 6    |                     |                  |                   | 0:00             |   |
| 7    |                     |                  |                   | 0:00             |   |
| 8    |                     |                  |                   | 0:00             |   |
| 9    | 10:00               | :30              | 18:00             | 7:30             | Klausurkorrektur Midterm  |
| 10   |                     |                  |                   | 0:00             |   |
| 11   |                     |                  |                   | 0:00             |   |
| 12   |                     |                  |                   | 0:00             |   |
| 13   |                     |                  |                   | 0:00             |   |
| 14   |                     |                  |                   | 0:00             |   |
| 15   |                     |                  |                   | 0:00             |   |
| 16   | 10:00               | :30              | 18:00             | 7:30             | Hauptklausur + Korrektur  |
| 17   |                     |                  |                   | 0:00             |   |
| 18   |                     |                  |                   | 0:00             |   |
| 19   |                     |                  |                   | 0:00             |   |
| 20   |                     |                  |                   | 0:00             |   |
| 21   |                     |                  |                   | 0:00             |   |
| 22   |                     |                  |                   | 0:00             |   |
| 23   | 10:00               | :30              | 18:00             | 7:30             | Klausurkorrektur Hauptklausur                                   |
| 24   |                     |                  |                   | 0:00             |   |
| 25   |                     |                  |                   | 0:00             |   |
| 26   |                     |                  |                   | 0:00             |   |
| 27   |                     |                  |                   | 0:00             |   |
| 28   |                     |                  |                   | 0:00             |   |
| 29   |                     |                  |                   | 0:00             |   |
| 30   | 10:00               | :30              | 18:00             | 7:30             | Klausurkorrektur Hauptklausur                                   |
| 31   |                     |                  |                   | 0:00             |   |
| Sum: |                     |                  |                   | <b>37:30</b>     | <b>48 : 38,6 max. allowed</b> !!!<br>(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<br>Tag | Start               | Break            | End               | Duration         | Remarks     |
|------------|---------------------|------------------|-------------------|------------------|-------------|
|            | Beginn<br>(Uhrzeit) | Pause<br>(Dauer) | Ende<br>(Uhrzeit) | Dauer<br>(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