MetronHR

Temporary work assignment times

Name: _____ Month: _____ Employee no.: _____

One row per activity. Enter rows ending after midnight with the date on which they started. The Excel version totals per client and project and checks maximum hours, breaks and rest.

Date	Hirer	Place of work	Task	Start	End	Break	Hours	Recorded on

Employee signature: _____ Hirer signature: _____ Agency signature: _____

Section 17c(1) AUeG: as long as a minimum pay rate under section 3a AUeG applies, the hirer records the start, end and duration of daily working time by the end of the seventh calendar day and keeps the records for two years. The seventh minimum pay ordinance has applied since 1 July 2026, until 30 September 2027.

Section 17c(2) AUeG: the agency keeps the documents available in Germany and in German. This template therefore keeps the times per hirer, so both sides have the same list.

If a person works for two hirers on the same day, the daily limit and the rest period apply to the total (section 2(1) ArbZG). The Day check adds up across all hirers.