MetronHR

Job timesheet for trades

Name: _____ Month: _____ Employee no.: _____

One row per entry. Enter entries ending after midnight with the date on which they started. The Excel version checks maximum hours, breaks and rest automatically.

Date	Job / customer	Task	Drive	Start	End	Break	Hours	Recorded on

Employee signature: _____ Employer signature: _____

Trades providing construction work, often electrical, plumbing, painting, roofing or scaffolding, fall under section 2a(1) no. 1 SchwarzArbG. The start, end and duration then have to be recorded for all employees within seven days (section 17 MiLoG); exemptions under section 1 MiLoDokV.

Section 17 MiLoG: for mini-jobbers, the start, end and duration of daily working time have to be recorded by the end of the seventh calendar day after the working day and kept for two years.