MetronHR

Agency time tracking

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	Client	Project	Service	bill.	Start	End	Break	Hours

Employee signature: _____ Employer signature: _____

Trust-based hours govern when people work, not whether the time is recorded. Recording may be delegated to employees; the employer remains responsible for it (Federal Labour Court, 1 ABR 22/21).

Billable client time is not the same as working time. Internal alignment, pitch preparation and training are working time, even if no client is billed for them.

Sunday: agencies are not among the exceptions in section 10 ArbZG, also not in the home office. An exception is only possible in extraordinary cases under section 14 ArbZG or with an official permit.