

Employee: _____

Target/day (h): _____

Employee no.: _____

Cost centre: _____

Date	Day	Start	End	Break (min)	Target (h)	Actual (h)	Difference	Note
01/01	Thu							New Year's Day
02/01	Fri							
03/01	Sat							
04/01	Sun							
05/01	Mon							
06/01	Tue							
07/01	Wed							
08/01	Thu							
09/01	Fri							
10/01	Sat							
11/01	Sun							
12/01	Mon							
13/01	Tue							
14/01	Wed							
15/01	Thu							
16/01	Fri							
17/01	Sat							
18/01	Sun							
19/01	Mon							
20/01	Tue							
21/01	Wed							
22/01	Thu							
23/01	Fri							
24/01	Sat							
25/01	Sun							
26/01	Mon							
27/01	Tue							
28/01	Wed							
29/01	Thu							
30/01	Fri							
31/01	Sat							
				Total:				

Date, employee signature_____
Date, manager signature

Employee: _____
Employee no.: _____

Target/day (h): _____
Cost centre: _____

Date	Day	Start	End	Break (min)	Target (h)	Actual (h)	Difference	Note
01/02	Sun							
02/02	Mon							
03/02	Tue							
04/02	Wed							
05/02	Thu							
06/02	Fri							
07/02	Sat							
08/02	Sun							
09/02	Mon							
10/02	Tue							
11/02	Wed							
12/02	Thu							
13/02	Fri							
14/02	Sat							
15/02	Sun							
16/02	Mon							
17/02	Tue							
18/02	Wed							
19/02	Thu							
20/02	Fri							
21/02	Sat							
22/02	Sun							
23/02	Mon							
24/02	Tue							
25/02	Wed							
26/02	Thu							
27/02	Fri							
28/02	Sat							
				Total:				

Date, employee signature

Date, manager signature

Employee: _____

Target/day (h): _____

Employee no.: _____

Cost centre: _____

Date	Day	Start	End	Break (min)	Target (h)	Actual (h)	Difference	Note
01/03	Sun							
02/03	Mon							
03/03	Tue							
04/03	Wed							
05/03	Thu							
06/03	Fri							
07/03	Sat							
08/03	Sun							
09/03	Mon							
10/03	Tue							
11/03	Wed							
12/03	Thu							
13/03	Fri							
14/03	Sat							
15/03	Sun							
16/03	Mon							
17/03	Tue							
18/03	Wed							
19/03	Thu							
20/03	Fri							
21/03	Sat							
22/03	Sun							
23/03	Mon							
24/03	Tue							
25/03	Wed							
26/03	Thu							
27/03	Fri							
28/03	Sat							
29/03	Sun							
30/03	Mon							
31/03	Tue							
				Total:				

Date, employee signature_____
Date, manager signature

Employee: _____

Target/day (h): _____

Employee no.: _____

Cost centre: _____

Date	Day	Start	End	Break (min)	Target (h)	Actual (h)	Difference	Note
01/04	Wed							
02/04	Thu							
03/04	Fri							Good Friday
04/04	Sat							
05/04	Sun							
06/04	Mon							Easter Monday
07/04	Tue							
08/04	Wed							
09/04	Thu							
10/04	Fri							
11/04	Sat							
12/04	Sun							
13/04	Mon							
14/04	Tue							
15/04	Wed							
16/04	Thu							
17/04	Fri							
18/04	Sat							
19/04	Sun							
20/04	Mon							
21/04	Tue							
22/04	Wed							
23/04	Thu							
24/04	Fri							
25/04	Sat							
26/04	Sun							
27/04	Mon							
28/04	Tue							
29/04	Wed							
30/04	Thu							
				Total:				

Date, employee signature_____
Date, manager signature

Employee: _____

Target/day (h): _____

Employee no.: _____

Cost centre: _____

Date	Day	Start	End	Break (min)	Target (h)	Actual (h)	Difference	Note
01/05	Fri							Labour Day
02/05	Sat							
03/05	Sun							
04/05	Mon							
05/05	Tue							
06/05	Wed							
07/05	Thu							
08/05	Fri							
09/05	Sat							
10/05	Sun							
11/05	Mon							
12/05	Tue							
13/05	Wed							
14/05	Thu							Ascension Day
15/05	Fri							
16/05	Sat							
17/05	Sun							
18/05	Mon							
19/05	Tue							
20/05	Wed							
21/05	Thu							
22/05	Fri							
23/05	Sat							
24/05	Sun							
25/05	Mon							Whit Monday
26/05	Tue							
27/05	Wed							
28/05	Thu							
29/05	Fri							
30/05	Sat							
31/05	Sun							
				Total:				

Date, employee signature

Date, manager signature

Employee: _____
Employee no.: _____

Target/day (h): _____
Cost centre: _____

Date	Day	Start	End	Break (min)	Target (h)	Actual (h)	Difference	Note
01/06	Mon							
02/06	Tue							
03/06	Wed							
04/06	Thu							
05/06	Fri							
06/06	Sat							
07/06	Sun							
08/06	Mon							
09/06	Tue							
10/06	Wed							
11/06	Thu							
12/06	Fri							
13/06	Sat							
14/06	Sun							
15/06	Mon							
16/06	Tue							
17/06	Wed							
18/06	Thu							
19/06	Fri							
20/06	Sat							
21/06	Sun							
22/06	Mon							
23/06	Tue							
24/06	Wed							
25/06	Thu							
26/06	Fri							
27/06	Sat							
28/06	Sun							
29/06	Mon							
30/06	Tue							
				Total:				

Date, employee signature

Date, manager signature

Employee: _____

Target/day (h): _____

Employee no.: _____

Cost centre: _____

Date	Day	Start	End	Break (min)	Target (h)	Actual (h)	Difference	Note
01/07	Wed							
02/07	Thu							
03/07	Fri							
04/07	Sat							
05/07	Sun							
06/07	Mon							
07/07	Tue							
08/07	Wed							
09/07	Thu							
10/07	Fri							
11/07	Sat							
12/07	Sun							
13/07	Mon							
14/07	Tue							
15/07	Wed							
16/07	Thu							
17/07	Fri							
18/07	Sat							
19/07	Sun							
20/07	Mon							
21/07	Tue							
22/07	Wed							
23/07	Thu							
24/07	Fri							
25/07	Sat							
26/07	Sun							
27/07	Mon							
28/07	Tue							
29/07	Wed							
30/07	Thu							
31/07	Fri							
				Total:				

Date, employee signature

Date, manager signature

Employee: _____

Target/day (h): _____

Employee no.: _____

Cost centre: _____

Date	Day	Start	End	Break (min)	Target (h)	Actual (h)	Difference	Note
01/08	Sat							
02/08	Sun							
03/08	Mon							
04/08	Tue							
05/08	Wed							
06/08	Thu							
07/08	Fri							
08/08	Sat							
09/08	Sun							
10/08	Mon							
11/08	Tue							
12/08	Wed							
13/08	Thu							
14/08	Fri							
15/08	Sat							
16/08	Sun							
17/08	Mon							
18/08	Tue							
19/08	Wed							
20/08	Thu							
21/08	Fri							
22/08	Sat							
23/08	Sun							
24/08	Mon							
25/08	Tue							
26/08	Wed							
27/08	Thu							
28/08	Fri							
29/08	Sat							
30/08	Sun							
31/08	Mon							
				Total:				

Date, employee signature_____
Date, manager signature

Employee: _____

Target/day (h): _____

Employee no.: _____

Cost centre: _____

Date	Day	Start	End	Break (min)	Target (h)	Actual (h)	Difference	Note
01/09	Tue							
02/09	Wed							
03/09	Thu							
04/09	Fri							
05/09	Sat							
06/09	Sun							
07/09	Mon							
08/09	Tue							
09/09	Wed							
10/09	Thu							
11/09	Fri							
12/09	Sat							
13/09	Sun							
14/09	Mon							
15/09	Tue							
16/09	Wed							
17/09	Thu							
18/09	Fri							
19/09	Sat							
20/09	Sun							
21/09	Mon							
22/09	Tue							
23/09	Wed							
24/09	Thu							
25/09	Fri							
26/09	Sat							
27/09	Sun							
28/09	Mon							
29/09	Tue							
30/09	Wed							
				Total:				

Date, employee signature

Date, manager signature

Employee: _____

Target/day (h): _____

Employee no.: _____

Cost centre: _____

Date	Day	Start	End	Break (min)	Target (h)	Actual (h)	Difference	Note
01/10	Thu							
02/10	Fri							
03/10	Sat							German Unity Day
04/10	Sun							
05/10	Mon							
06/10	Tue							
07/10	Wed							
08/10	Thu							
09/10	Fri							
10/10	Sat							
11/10	Sun							
12/10	Mon							
13/10	Tue							
14/10	Wed							
15/10	Thu							
16/10	Fri							
17/10	Sat							
18/10	Sun							
19/10	Mon							
20/10	Tue							
21/10	Wed							
22/10	Thu							
23/10	Fri							
24/10	Sat							
25/10	Sun							
26/10	Mon							
27/10	Tue							
28/10	Wed							
29/10	Thu							
30/10	Fri							
31/10	Sat							
				Total:				

Date, employee signature_____
Date, manager signature

Employee: _____

Target/day (h): _____

Employee no.: _____

Cost centre: _____

Date	Day	Start	End	Break (min)	Target (h)	Actual (h)	Difference	Note
01/11	Sun							
02/11	Mon							
03/11	Tue							
04/11	Wed							
05/11	Thu							
06/11	Fri							
07/11	Sat							
08/11	Sun							
09/11	Mon							
10/11	Tue							
11/11	Wed							
12/11	Thu							
13/11	Fri							
14/11	Sat							
15/11	Sun							
16/11	Mon							
17/11	Tue							
18/11	Wed							
19/11	Thu							
20/11	Fri							
21/11	Sat							
22/11	Sun							
23/11	Mon							
24/11	Tue							
25/11	Wed							
26/11	Thu							
27/11	Fri							
28/11	Sat							
29/11	Sun							
30/11	Mon							
				Total:				

Date, employee signature_____
Date, manager signature

Employee: _____

Target/day (h): _____

Employee no.: _____

Cost centre: _____

Date	Day	Start	End	Break (min)	Target (h)	Actual (h)	Difference	Note
01/12	Tue							
02/12	Wed							
03/12	Thu							
04/12	Fri							
05/12	Sat							
06/12	Sun							
07/12	Mon							
08/12	Tue							
09/12	Wed							
10/12	Thu							
11/12	Fri							
12/12	Sat							
13/12	Sun							
14/12	Mon							
15/12	Tue							
16/12	Wed							
17/12	Thu							
18/12	Fri							
19/12	Sat							
20/12	Sun							
21/12	Mon							
22/12	Tue							
23/12	Wed							
24/12	Thu							
25/12	Fri							Christmas Day
26/12	Sat							Boxing Day
27/12	Sun							
28/12	Mon							
29/12	Tue							
30/12	Wed							
31/12	Thu							
				Total:				

Date, employee signature

Date, manager signature