MetronHR

Car workshop timesheet

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 no.	Plate	Work	LU	Start	End	Break	Hours

Employee signature: _____ Employer signature: _____

Labour units are a billing measure towards the customer, not working time. For pay, breaks and maximum hours, the time from start to end counts, including waiting for parts or approvals.

Efficiency = billed labour unit hours divided by job hours. How many units make an hour (often 10 or 12) is set in the field at the top right and can be changed.

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.