Firma:

Name des Mitarbeiters:

Monat: Jahr:

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| Kalender- tag | Beginn (Uhrzeit) | Pause (Dauer) | Ende (Uhrzeit) | Dauer (Summe) | aufgezeichnet am | Bemerkungen (z.B. Urlaub, krank, Feiertag) |
|  |  | Min. |  | Std. | Datum |  |
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|  |  |  | Summe: |  |  |  |

Datum Unterschrift Arbeitnehmer Datum Unterschrift Arbeitgeber