

Guidance on working-time accounts for student and research assistants

1. Which assistants are required to keep a working-time account?

All categories of assistants employed at Hochschule Bonn-Rhein-Sieg are required to document their individually agreed contractual working time in their working-time account (Excel spreadsheet template), which also needs to be countersigned by the relevant supervisor.

2. Where can I find the template for my working-time account?

The Excel templates for the current is published on the intranet.

3. Which mandatory information is required?

Master data:

The template contains a separate worksheet for each month (see tab), so that the working times can be allocated to the respective worksheet or month. The following master data needs to be entered into the header:

Surname, first name, date of birth, department/institution/operating unit, month, year, term of contract, weekly working time and the specified working days.

Working time:

The applicable target hours must be entered for each specified working day.

(Example: weekly working time of 15 hours spread equally across Monday, Wednesday and Friday. Accordingly, 5:00 hours should be entered in the column 'Soll-Std' for each of these days.)

The individual working times are then recorded.

(Example: 03/01. Started: 8:00 am; finished 5:00 pm. The two times should be entered into the respective fields.

Legally prescribed break times:

A break of 0:30 hours must be complied with after six hours' work, and a further break of 0:15 hours after nine hours. **These break times must also be recorded.**

Absences:

If a public holiday, annual leave or illness falls on the agreed weekly working day, the corresponding abbreviation (F [public holiday], U [annual leave], K [illness]) should be entered in the 'Abwesenheit' field. Any target hours that have been specified for these days are automatically input to prevent missing hours from being recorded.

If a time credit is agreed with the supervisor, this is recorded as 'Z' to document your absence.

4. Where can I find an overview of my hours?

You can find an overview of the required target hours along with the actual hours worked

at the end of the table. The additional and missing hours from the previous month are also accounted for and the current working-time balance calculated.

Additional hours:

Additional hours arise in the time account if the contractually agreed target hours are exceeded in agreement with the supervisor.

Important note: A maximum limit of 50 percent of the contractually agreed monthly target working time must not be exceeded. The additional hours must be reduced in the following month through time off in lieu. The working-time account must have a time credit of '0' at the end of the period of employment.

Missing hours:

Missing hours arise in the time account if the contractually agreed target hours are not met in agreement with the supervisor.

5. Monitoring the time-recording process

The Excel spreadsheet must be submitted to the supervisor at the end of each month for monitoring purposes.

At the end of the contractual term, the signed overview (13th worksheet) must be emailed in electronic form to the Human Resources administrative unit at Hilfskraefte@h-brs.de. Please only use your university email account for this purpose.

The files are retained for two years in accordance with the German Minimum Wage Act (MiLoG) and then destroyed.

6. Which statutory restrictions apply to the maintenance of the working-time account?

Working time:

The daily working time must not exceed ten hours (section 3 German Working Time Act (ArbZG)).

Break:

A break of at least 30 minutes must be taken after six hours. A further break of 15 minutes is required if the working time exceeds nine hours (section 4 ArbZG).

Rest period:

After the end of the daily working time, a rest period of at least eleven hours must be complied with before the start of the next working period (section 5 ArbZG).

Additional hours:

The monthly additional hours may not exceed a maximum of 50 percent of the contractually agreed working time in a given month (MiLoG).

Note:

Breaches of the German Working Time Act, cases of working-time fraud or late submission of the Excel spreadsheet may result in consequences under employment law, including dismissal. Additionally, no new contract with Hochschule Bonn-Rhein-Sieg will be entered into.