# Stundenzettel

*Zum Ausdrucken und Ausfüllen von Hand.*

Name
Monat (1. des Monats)
Soll-Stunden pro Woche
Arbeitstage pro Woche

Soll pro Arbeitstag (Std.)
Abwesenheit: U = Urlaub, K = krank, F = Feiertag (zählt als erfüllt)

| Datum | Tag | Beginn | Ende | Pause (Min.) | Arbeitszeit | Stunden dezimal | Abwesenheit | Soll (Std.) | Plus/Minus (Std.) | Pausen-Check | Tätigkeit / Projekt |
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**Summe Monat**
Urlaubstage
Krankheitstage
Tage mit Pausen-Hinweis

Datum, Unterschrift Mitarbeiter/in

Datum, Unterschrift Arbeitgeber

Vorlage: personalthema.de