Stundenrapport – MM.JJJJ

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| Unternehmen | *Call Center AG* |  |
| Mitarbeiter | *Max Mustermann* |
| Position, Abteilung | *Operator, Customer Support* |

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| --- | --- | --- | --- | --- | --- |
| **Tag** | **Arbeitsbeginn** | **Arbeitsende** | **Pause** | **Arbeitszeit** | **Abwesenheit** |
| **1** | 09:00 | 18:24 | 1:00 | 8,4 |  |
| **2** | 09:00 | 18:24 | 1:00 | 8,4 |  |
| **3** | 09:00 | 18:24 | 1:00 | 8,4 |  |
| **4** | 09:00 | 18:24 | 1:00 | 8,4 |  |
| **5** | 09:00 | 18:24 | 1:00 | 8,4 |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| **8** | - | - | - | - | Urlaub |
| **9** | 09:00 | 18:24 | 1:00 | 8,4 |  |
| **10** | 09:00 | 18:24 | 1:00 | 8,4 |  |
| **11** | 09:00 | 18:24 | 1:00 | 8,4 |  |
| **12** | 09:00 | 18:24 | 1:00 | 8,4 |  |
| **13** |  |  |  |  |  |
| **14** |  |  |  |  |  |
| **15** | 09:00 | 18:24 | 1:00 | 8,4 |  |
| **16** | 09:00 | 18:24 | 1:00 | 8,4 |  |
| **17** | 09:00 | 18:24 | 1:00 | 8,4 |  |
| **18** | 09:00 | 18:24 | 1:00 | 8,4 |  |
| **19** | 09:00 | 18:24 | 1:00 | 8,4 |  |
| **20** |  |  |  |  |  |
| **21** |  |  |  |  |  |
| **22** | 09:00 | 18:24 | 1:00 | 8,4 |  |
| **23** | - | - | - | - | Krank |
| **24** | - | - | - | - | Krank |
| **25** | 09:00 | 18:24 | 1:00 | 8,4 |  |
| **26** | 09:00 | 18:24 | 1:00 | 8,4 |  |
| **27** |  |  |  |  |  |
| **28** |  |  |  |  |  |
| **29** | 09:00 | 18:24 | 1:00 | 8,4 |  |
| **30** | 09:00 | 18:24 | 1:00 | 8,4 |  |
| **31** | 09:00 | 18:24 | 1:00 | 8,4 |  |

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| Arbeitstage | 23 |  | Verwendete Urlaubstage | 1 |
| Soll Arbeitzeit | 193,2 |  | Übrige Urlaubstage | 23 |
| Ist Arbeitzeit | 193,2 |  | Verwendete Kranktage | 2 |
| Arbeitzeit Differenz | 0 |  | Übrige Kranktage | 8 |

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| Datum | tt.mm.jjjj |  |

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|  |  |  |
| *Unterschrift Arbeitgeber* |  | *Unterschrift Arbeitnehmer* |