**Vorlage für einen täglichen Stundenzettel**

Unternehmen:

Name des Mitarbeiters:

Monat (Datum von/bis):

| Datum | Arbeitsbeginn | Arbeitsende | Pausenzeiten | Gesamtarbeitszeit | Art der  Tätigkeit | Abwesenheiten |
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Unterschrift des Mitarbeiters

Unterschrift des Vorgesetzten