

Functionality and operation

The Excel table "MiLoG" is used to record the daily working hours for so-called "mini-jobbers" or "short-term employees" in accordance with Section 17 (1) MiLoG. It is pre-configured for one year (here 2015) and must be adjusted accordingly for each subsequent year (e.g. public holidays).

On the overview page ("Time sheet"), basic information about employees, auxiliary staff, weekly hours and working days, holidays and employment period must be entered. The necessary information on the legal basis is also provided here.

Furthermore, the totals of the hours worked in the respective months are currently displayed centrally here.

Stundennachweis: 2024		Monats SOLL	Monats IST	Differenz
Universität Paderborn, Dez.6 - v1.3				
Name:		Januar		
Matrikelnummer:		Februar		
Beschäftigt von:		März		
bis:		April		
Stunden/Woche:		Mai		
Bereich:		Juni		
Betreuer:		Juli		
Arbeitsbereich:		August		
		September		
		Oktober		
		November		
		Dezember		
Unterschrift Hilfskraft		Unterschrift Fachvorgesetzte/-r		

The following colour specifications are used on the individual sheets of the Excel table:

Input fields for users are outlined in yellow. Output fields (for calculations) are outlined in green. Field descriptions are highlighted in light blue.

Warnings or notes for values *are in red italics* and errors are **in red bold italics**. Values below a target value are displayed in red, values above the target value in green. Errors or invalid entries/combinations are displayed **in bold red**.

A separate Excel sheet is available for recording working hours for each month.

Stundennachweis	Januar	Februar	März	April	Mai	Juni	Juli	August	September	Oktober	November	Dezember
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On the monthly sheets, up to three working times can be entered in the yellow-framed fields for each possible working day of the month. The times must be entered in Excel format "Time", i.e. "HH:MM", e.g. "09:30" or "15:10". The entries "7:" as 07:00, "9:5" as 09:05 or "7:30" as 07:30, for example, are also valid. All other entries result in an error message. Entering times before 06:00 and after 23:00 (night work!) will result in an error message. No entries are possible on Sundays and public holidays (FT in the table). In the case of holidays or illness, substitute times can be entered in the "U / K" column; in the "Remarks" column, you must enter whether it is holiday or illness.

Januar 2024	>150%	22,33	Jeweilige Arbeitszeiten nur in der Form HH:MM (z.B. 09:15 bis 11:45)							<-Ersatzzeiten hier eintragen
4,6		22,33	von	bis	von	bis	von	bis	U / K	Anmerkungen
1 Montag	1	FT								Neujahr
Dienstag	2									
Mittwoch	3									
Donnerstag	4									
Freitag	5	4:30	9:00	11:30	2:30	13:00	15:00	2:00		
Samstag	6	5:00							5:00	
Sonntag	7	9,50								
2 Montag	8									
Dienstag	9	5:30	9:00	11:30	2:30	13:00	16:00	3:00		
Mittwoch	10	1:45	10:00	11:45	1:45					
Donnerstag	11	2:50	9:00	11:50	2:50					
Freitag	12									
Samstag	13									
Sonntag	14	10,08								
3 Montag	15									
Dienstag	16									
Mittwoch	17	2:45	7:00	9:45	2:45					

As long as no "to" time is entered after entering a "from" time, "Error" is displayed in the totals field and the daily total is blocked "#####". Once the "to" time has been entered correctly, the calculated working time appears in the format HH:MM. At the same time, the hours worked so far in the respective week are updated. As long as the total is less than the contractual weekly working time, it is displayed in red (for information purposes only) and in green once the weekly working time has been reached. Weekly totals can exceed monthly limits.

Donnerstag	1	FT								
Freitag	2	4:30	9:00	11:30	2:30	13:00	15:00	2:00		
Samstag	3	5:00								5:00
Sonntag	4	9,50								
Montag	5	#####	11:00		Fehler					
Dienstag	6	5:00	9:30	11:30	2:00	13:00	16:00	3:00		
Mittwoch	7	1:45	10:00	11:45	1:45					

As soon as an initial entry has been made for the month, a total of the hours worked so far (in **black and bold**) for the current month and a total of the hours still to be worked this month (in **red and bold**) are displayed at the top of the table.

Januar 2024		9,00	Jeweilige Arbeitszeiten nur in der Form HH:MM (z.B. 09:15 bis 11:45)								
4,6		-32,40	von	bis	von	bis	von	bis	U / K		
1	Montag	1	FT								
	Dienstag	2	4:00		9:00	11:00	2:00	13:00	15:00	2:00	
	Mittwoch	3	5:00								5:00
	Donnerstag	4									

All totals (week/month) are given in decimal hours, just like the contractually stipulated working time (e.g. 9 hours).

If the total hours of a day exceed 8 working hours, the daily total is displayed *in red italics* as a warning.

	Sonntag	4									9,50
	Montag	5									
	Dienstag	6	<i>8:50</i>		10:00	13:50	3:50	14:00	19:00	5:00	
	Mittwoch	7									

Working hours of more than 10 hours per day are not permitted. A corresponding error message **"F:>10h"** is displayed.

	Sonntag	4									9,50		
	Montag	5											
	Dienstag	6	5:50		10:00	13:50	3:50	14:00	16:00	2:00			
	Mittwoch	7	<i>10:50</i>	F:>10h	9:00	11:50	2:50	13:00	19:00	6:00	21:00	23:00	2:00
	Donnerstag	8											

In the event of illness or holidays, replacement times can be entered in the "U / K" column, which are then counted as working time for this day (here 5h).

					von	bis		von	bis		von	bis	U / K
	Donnerstag	1	FT										
	Freitag	2	4:30		9:00	11:30	2:30	13:00	15:00	2:00			
	Samstag	3	5:00										5:00
	Sonntag	4											9,50

The current monthly totals are continuously displayed on the cover sheet of the time sheet. Hours still to be worked are shown in **red**, hours worked in excess are shown in **green**. If more than 50% of the agreed working time is exceeded, a warning is displayed after the month.

Stundennachweis: 2024			Monats SOLL	Monats IST	Differenz	
Universität Paderborn, Dez.6 - v1.3						
		Januar	41,40	39,00	-2,40	
Name:		Februar	37,80	39,00	1,20	
Matrikelnummer:		März	37,80	65,00	27,20	> 150%!
		April				
Beschäftigt von:		Mai				
bis:		Juni				
		Juli				
Stunden/Woche:	9,0	August				
		September				
		Oktober				
Bereich:		November				
Betreuer:		Dezember				
Arbeitsbereich:			117,00	143,00	26,00	