



Instructions for the Employee Time Sheet 2020

This is a translation of the original document in German. The translation is provided for information purposes only and has no legal bearing. Only the German document is legally binding.

Basic Principles

Administrative and technical staff at UZH are entitled and obliged by law to keep an employee time sheet (§ 129 of the implementation ordinance to the employment act of the Canton of Zurich (VVO)). This must be checked and signed off by their line manager on a monthly basis. The Human Resources (HR) department has provided the attached Excel sheet for recording working hours, and only this sheet may be used for that purpose.

Non-professorial academic staff at UZH also have the right to keep a personal record of the hours they work, but they do not have to do so. However, they will only be entitled to claim unused vacation or compensation for a positive working hours balance if they keep a record of their working hours and this is checked and signed off by their line manager (§ 33 of the employment ordinance of the University of Zurich, PVO-UZH). The attached Excel sheet is also the only valid way to record working hours for this group of employees.

The HR department may request submission of the completed employee time sheets.

Changes in 2020

In summer, we announced [changes to the vacation entitlement and the working hours regulations](#) (in German). We have now implemented these changes in the current employee time sheet:

Vacation entitlement:

The changes decided on with regard to vacation entitlements have been adopted and will be calculated automatically on the basis of the employee's year of birth, as has been done up until now. The available vacation entitlement is now displayed in days on the worksheet. The entitlement will continue to be displayed in hours on the monthly sheets and the Annual Statement.

If the remaining vacation balance exceeds 84 hours (for an employment level of 100%) as of the end of the year, a note will now be shown on the Annual Statement that this vacation balance is subject to approval.

Compensation for extra hours:

The new § 124 para. 3 VVO ("Compensation of more than one consecutive day is only permitted after employees have taken all their vacation") explicitly regulates the principle already applied and recognized in part in practice of "Vacation before compensation for extra hours." This means vacation must be taken before extra hours can be compensated (= positive working hours balance).



Compensation of extra hours of up to one day is permitted, even if the employee has not used up all of his or her vacation balance. This makes it possible, in particular, to take advantage of what are known as “bridge days” (e.g. after Ascension Day) or to take extra hours off (e.g. by finishing work earlier or by taking the morning of *Sechseläuten* or *Knabenschiessen* off).

Vacation must always be taken before consecutive compensation days are taken. For that reason, warnings will now be displayed on the monthly sheet if more than one compensation day is used even though the employee still has a remaining vacation balance:

A		B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X						
Februar 2020		Arbeitszeittabelle																												
		Name: ?													Beschäftigungsgrad (BG) in %: 40.00															
		Funktion: ZZZZZ													Tagesarbeitszeit gem. BG: 3:22															
		Institut/Abt.: XY																												
		Personalnummer: 01002222																												
		Fakultät: Zentrale Dienste / Central Services																												
		Personalkategorie: Admin. und Techn. Personal / Admin. and techn. Staff																												
																	Regelarbeitszeit (Veränderungen ab Februar hier eintragen)													
																	Mo	Di	Mi	Do	Fr	Sa	So							
																	8:24	-	8:24	-	-	-	-	-						
		Sa	So	Mo	Di	Mi	Do	Fr	Sa	So	Mo	Di	Mi	Do	Fr	Sa	So	Mo	Di	Mi	Do	Fr	Sa	So						
Tag		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23						
ein				7:45																										
aus				12:00																										
ein				13:15																										
aus				17:30																										
ein																														
aus																														
Total ein/aus		-	-	8:30	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-						
Arbeitszeit IST		-	-	8:30	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-						
Regelarbeitszeit (Info)		-	-	8:24	-	8:24	-	-	-	-	8:24	-	8:24	-	-	-	8:24	-	8:24	-	-	-	-	-						
Arbeitszeit SOLL gem. BG		-	-	3:22	3:22	3:22	3:22	3:22	-	-	3:22	3:22	3:22	3:22	3:22	-	-	3:22	3:22	3:22	3:22	3:22	-	-						
+/- SOLL/IST täglich		-	-	5:08	-3:22	-3:22	-3:22	-3:22	-	-	-3:22	-3:22	-3:22	-3:22	-3:22	-	-	-3:22	-3:22	-3:22	-3:22	-3:22	-	-						
elle Mehr-/Minusstunden																														
Angeordnete ÜZ																														
Kompensation ÜZ																														
Kompensation AZ					8:24						8:24		8:24																	
Nachdienst																														
		Ich habe diese Monatsrechnung kontrolliert und auf die Richtigkeit geprüft:																												
Bemerkungen:																										Kompensation AZ (!)				
Datum und Unterschrift MA:																										Datum und Visum Vorgesetzter/:				
		Missbräuche haben Sanktionen zur Folge!																												

Compensation days may not be systematically interrupted by vacation days or weekends. To give a specific example, this means it is not possible to take one compensation day, followed by eight days of vacation, followed by another compensation day. Taking compensation days on a Friday and then on the following Monday is also prohibited.

In this context, the employee time sheet follows the regular weekend days, the official holidays, and the standard working hours recorded by part-time employees.

Note on standard working hours: The standard working hours are initially entered on the worksheet (B39 to B43). The employee decides which days of the week he or she will work



which hours. At an employment level of 40%, the employee can work 3:22 hours per day, Monday to Friday, or 8:24 hours on two days per week, for example. If the distribution of the standard working days changes during the year, this change must be entered directly on the monthly sheet concerned (and not on the worksheet again).

The employees are responsible for the accuracy of the information entered and for complying with legal requirements with regard to the monthly statement. The line managers confirm it with their initials on a monthly basis (§ 129 paras. 1 and 3 VVO).

Changes to the Worksheet:

None

Changes to the Monthly Sheets:

A warning appears if consecutive compensation days of more than one day are already entered before the vacation entitlement has been used up.

Changes to the Annual Statement:

Remaining year-end balances subject to approval are shown.

Changes to the Project Overviews:

None

N.B.: Do not unprotect the sheet to make changes to formats or formulas under any circumstances!

Technical Requirements

Microsoft Excel for Macs: The employee time sheet is compatible with Macs, but – depending on the personal system settings – there may be problems displaying it. The optimal version to use is 2016, but the time sheet's functionality is also guaranteed for older versions.

Microsoft Excel for Windows: No problems with using the table have been reported to date.
OpenOffice/LibreOffice: Version 5.2.3 is a basic requirement. Error-free recording of working hours in this table is only guaranteed with this version. Higher versions are also supported, but some cells in the project overview may be displayed in red unnecessarily. This does not have an effect on the formulas saved, however.

General language settings: Please note that if the language setting of the computer is English, the date must also be recorded in the English format: MM/DD/YYYY. This also applies to OpenOffice/LibreOffice.



A General Information on Filling out the Table

- 1 The employee time sheet contains complex formulas and interdependencies. Formulas, formats, and references must not be changed under any circumstances!
- 2 The employee time sheet is broken down into a worksheet for the basic data, individual monthly sheets, etc. The corresponding tabs are displayed at the lower edge of the screen.
- 3 All white fields are entry fields.
- 4 All time values in hours and minutes must be separated with a colon (e.g. 8:24). Time is not entered decimally.
- 5 Hidden rows or sections can be made visible by clicking on the “+” sign on the left-hand edge of the screen. To do this, you must first unprotect the sheet. However, the worksheet tab must never be unprotected.
- 6 The daily required/actual deviation of the hours worked is displayed.
- 7 Many fields contain reference values to the current date. The calculation of the current extra/minus hours is only continued to the current date, for example. The calculation of future values is deliberately avoided, as otherwise very high minus hours would be displayed.
- 8 Holidays are highlighted bright green.

B Compulsory Entries on the Worksheet (Mandatory Fields)

- 1 **Name** → Row 3, column B.
- 2 **Date of Birth** → Row 4, column B. The year of birth is automatically transferred to cell F4 and the vacation entitlement is calculated automatically on this basis.
- 3 **Employee Number** → Row 5, column B, always eight figures.
- 4 **Entry/Termination Date during the Year** → Entry of the entry or termination date, calculation of any vacation and compensation entitlement (column K/L).
- 5 **Function** → Row 2, column I.
- 6 **Institute/Dept.** → Row 3, column I.
- 7 **Faculty** → Row 4, column I.
- 8 **Employee Category** → Row 5, column I. Here, you have to choose from “Administrative and technical staff,” “Academic associate,” and “Junior academic position.” Junior academic positions comprise doctoral candidates, teaching and research assistants with a degree, postdoctoral researchers, and senior teaching and research assistants. Teaching and research assistants without a degree can also be included in this category.
- 9 **Weekly Working Hours** → Row 7, column I. Please choose from the 42- and 50-hour weeks (for an employment level of 100%). The required working hours are adjusted automatically for part-time employees. If you work part-time, please also use section G of these instructions.



- 10 **Employment Level** → Row 7, column L. This calculation only works if you have entered your date of birth beforehand. This information is automatically transferred to the monthly sheets and the Annual Statement. The average hours per day change accordingly. It is now possible to enter your standard working hours per day if you work part-time. See section G 1 of these instructions for further details.
- 11 **Carryovers from the previous year** → Rows 29 to 33, column D. Please enter whether they are extra hours (+) or minus hours (-), transfer of figures from the Annual Statement for the previous year (cells K 28, U 28, and AC 28).
- 12 **Days off according to contract** → Row 34, column B “selection”: Entry of days off according to contract (§ 44 para. 3 VVO).

C Content of the Worksheet

- 1 **Employment level**; column H, row 25, shows the average employment level for the year.
- 2 **Required hours**; column I, rows 13 to 24, show the monthly required hours according to your employment level.
- 3 **Ø Hours per day**; column J, rows 13 to 24, show the average daily working hours or the standard working hours for a five-day week.
- 4 **Vacation entitlement in days**; column K, row 10, shows the vacation entitlement in days for the whole year.
- 5 **Vacation entitlement in hours**; column K, row 25, shows the vacation entitlement in hours for the whole year.
- 6 **Compensation entitlement; column F, row 25**
The compensation entitlement is based on § 124 VVO. It is only possible to compensate hours that have actually been worked in advance. Compensation of more than one consecutive day is only permitted after employees have taken all their vacation (§124 para. 3 VVO).
- 7 **Projects**; line managers can instruct their staff to record hours worked on projects for which the line managers are responsible.
Individual projects can be recorded in columns H–M, rows 31 to 45. The description in column H must be overwritten with the name of the project in order for the project to be automatically transferred to the project overview and the monthly sheet.
Column I → Project type with list of options.
Special Feature for Employees Working on Councils and as Delegates for Representative Body Associations (Project Type 7): Work on councils and delegate activities for representative body associations include meetings and preparation and follow-up work for those meetings and tasks mandated by the Executive Board of the University.
Special Feature for EU Projects (Project Type 3): The entry of information in columns J–M is mandatory (see section H).



- 8 **“Supplement on Overtime entitled” field:** This field may only be set to “YES” by employees with pay category 16 or below. Overtime must be ordered in writing by the employee’s line manager for a specific, clearly delimited period of time and for extraordinary projects or be approved retroactively as an exception.
- 9 **“Pay category >16” field:** Use this cell to indicate whether an employee is assigned to pay category 17 or higher. Employees must take time off to compensate for overtime within the calendar year. For pay category 16 and below, an overtime premium of 25% is granted. In exceptional cases, when operational circumstances prevent an employee from compensating additional hours, overtime may be remunerated with a supplement of 25% (max. 120 hours per calendar year). No supplement is paid to employees in pay category 17 and higher. The provisions of § 128 VVO apply to employees in pay category 24 and higher.
- 10 **“More Information” field:** This field is currently only used for ServiceCenter Irchel employees. It ensures that the overtime supplement is calculated correctly for shift work.

D Content of the Monthly Sheet

Certain entry rows on the monthly sheets are in the background. If required, the settings can be personalized as follows:

Menu bar → Review → Unprotect sheet → Set the desired view by clicking on the “+” sign on the left-hand side of the screen. Afterwards, it is essential to go back to menu bar → Review → and click on “Protect sheet” again. No password is required.

N.B.: Do not unprotect the sheet to make changes to formats or formulas under any circumstances!

Rows 34–44: On-call/standby duty.

Row 54: Required hours of work at 100%.

Row 57: Correction extra/minus hours.

Rows 84–93: Absences.

In the event of absences, the maximum figure that can be entered in rows 84–93 is the standard working hours. This means that, together with the hours worked, the time recorded for absences must not exceed the standard working hours (8:24 per day at employment level of 100%). (See section G for further information on standard working hours)



Kompensationsart								
Ferien				8:24				
Arztbesuch								
Krankheit				8:24				
Berufsunfall								
Nichtberufsunfall								
Militär/Zivilschutz								
Weiterbildung								
Besoldeter Urlaub								
Unbesoldeter Urlaub								

Row 62: Actual/compensated overtime.

Row 63: Correction overtime.

Row 94: Secondary employment during working hours; only needs to be recorded in special cases and with authorization.

Column AL: technically required balance column.

- 1 **Overtime**; ordered overtime is entered in row 60.
For it to be treated as overtime, overtime work must always be ordered by the line manager *in writing*.
- 2 **Overtime balance**; the overtime balance is calculated in column AI, rows 61 to 65.
No overtime supplement is calculated for overtime compensated in the same month.
Employees automatically receive an overtime supplement of 25% for overtime not compensated in the same month.
- 3 **Overtime paid out**; any overtime paid out can be entered in column AI, row 64.
- 4 **Correction vacation**; vacation corrections can only be made if they have been approved by means of an employment order ("Verfügung") (e.g. in the event of a long period of illness or unpaid leave). The entry is made in column AI, row 85.
- 5 **Deduction of extra hours**; any extra hours paid out can be entered in column AI, row 57.
Extra hours can only be paid out with the agreement of the HR department, and only if they cannot be compensated because the employee is leaving the University and/or for operational reasons.
- 6 **Actual hours worked**; row 51 shows the actual hours worked per day plus any offsettable absences from rows 84 to 93.
The daily surplus or shortfall in hours worked is shown in row 55. The current extra/minus hours per day is shown in row 56.
- 7 **Yearly balance by end of month (e.o.m.)**; the annual balance is shown in columns AO and AP. The first figure shows the balance at the end of the month in question. The second figure is today's current balance as of the end of the year.
- 8 **Compensated overtime**; compensated overtime is entered in row 61.



- 9 **Monthly required hours of work according to employment level;** this is shown in column AI, row 53.
- 10 **Monthly extra/minus hours;** column AI, row 35, shows the extra or minus hours for the month in question. AL, row 35 shows the extra/minus hours carried over to the following month.
- 11 **Monthly extra/minus hours including corrections;** column AI, row 56.
- 12 **Compensated extra hours;** the whole days on which extra hours were compensated are entered in row 67 (the entry must be made in hours, e.g. 8:24). These are offset against the compensation balance (in accordance with § 124 VVO). Only whole days can be entered as compensation days.
- 13 **Current extra/minus hours daily;** row 56 shows the daily extra and minus hours.
- 14 **Projects;** all projects defined on the worksheet are shown in rows 97–111. Please note: Working hours on projects must be recorded in addition to actual hours worked, as the sheet must show the number of hours of the actual hours worked that was spent on individual projects.
- 15 **Vacation balance;** the vacation balance as of the end of the year is shown in column AO, row 84.
- 16 **Monthly time credit;** column AK (hidden).
- 17 **Sum of the balances of the preceding months;** column AL.
- 18 **Carryover to next month;** column AM = sum of columns AI–AK.
- 19 **On-call/standby duty (row 18)**
 - a. Standby duty: In row 34, mark the beginning with B and the end with E. Enter the periods of time spent on standby in rows 35–40. Ordered overtime (row 60) is calculated automatically.
 - b. On-call duty: Deployment times are entered in rows 35–40.

No further manual entries are necessary. The table now records overtime worked automatically and enters any hours eligible for a time supplement in the rows “Evening work, Saturday/Sunday shift” (rows 80–82).

E Content of the Annual Statement

- 1 **Compensation entitlement/year;** column P, row 12.
- 2 **Vacation;** annual entitlement, column AC, row 12.
- 3 **Vacation, carryover from previous year;** column AC, row 13.
- 4 **Seniority allowance entry for current year;** column AM, row 12.
- 5 **Seniority allowance carried over from previous year;** column AM, row 13.
- 6 **Cumulative annual working hours;** column G, row 12 (total working hours in accordance with employment level).
- 7 **Overtime carried over from previous year;** column M, row 13 (including 25% supplement).
- 8 **Actual hours worked carried over from previous year;** column O, row 13.



- 9 **Sum of compensation days taken;** column P, row 27.
- 10 **Overtime balance at end of year;** column M, row 29.
- 11 **Sum of vacation taken;** column AC, row 27.
- 12 **Sum of each absence:** Column AC to AK, row 27.
- 13 **Actual hours worked at end of year;** column O, row 29.
- 14 **Total of first/second half-year;** rows 31 and 32 show the cumulative overtime balances for each half-year. The corresponding section must be opened by unprotecting the sheet (see section D, monthly sheet) for this.

F Data Entries in Next Year's Sheet (if < or > than 0)?

- 1 **Overtime balance;** column M, row 29.
- 2 **Vacation balance;** column AC, row 29.
- 3 **Seniority allowance balance;** column AM, row 29.
- 4 **Actual hours worked;** column O, row 29.

G Definition of Standard Working Hours

Basic Principle

The line manager agrees attendance hours with the part-time employees = standard working hours. This is then recorded in the employee time sheet using one of the following methods. When the figures are spread across the whole year, there is no difference between the individual methods.

A figure of 8:24 hours can be entered for special, all-day events (e.g. meeting days, continuing education days).

Method A

The employee spreads his/her average required working hours over five days a week (5 x 6:43 h = 80%).

Example:

An employee with an employment level of 80% works the required working hours spread over five days a week, which equates to 6:43 h per day.

Absences (vacation, sickness, accident, etc.) are therefore entered as 6:43 h per day.

Method B

The employee has agreed, predefined standard working hours that take into account operational and personal requirements.

Example:

An employee with an employment level of 80% works four full days a week (4 x 8:24 h = 80%) then takes the fifth day off.



In the event of absences (vacation, sickness, accident, etc.), the agreed standard working hours (8:24 h) are entered on the four days on which the employee normally works, and nothing is entered on the fifth day.

Method C

The employee spreads his/her standard working hours differently across the week.

Example:

An employee with an employment level of 90% works full days Monday to Thursday (4 x 8:24 h = 80%) and a full day every other Friday (1 x 8:24 h = 20%).

In the event of absences (vacation, sickness, accident, etc.), 8:24 h are entered for a full day from Monday to Thursday and 4:12 h for Friday.



Recording of Working Hours for Part-Time Employees

If it has been agreed that part-time work will take the form of certain attendance days during the week, this can be defined in column B, rows 39–45, of the worksheet. Unless the employee enters something different, the average working hours per day according to the employment level will be applied.

Example: The employment level is 60%, spread across three days of work per week.

Entry: The employment level is entered as 60% in column L, row 7. The three days of work are recorded as 8:24 working hours in column B, rows 39–45. "0" is entered for the employee's days off (please do not try to delete these!)

Regelarbeitszeit	
Montag	8:24
Dienstag	-
Mittwoch	8:24
Donnerstag	8:24
Freitag	-
Samstag	
Sonntag	

The attendance days defined and the working hours are transferred to the monthly sheets automatically.

-	-	8:00	8:00	8:00	-	-	-	-	-	-	-	-	-	-
-	-	-	8:24	8:24	-	-	-	8:24	-	8:24	8:24	-	-	-
-	-	5:02	5:02	5:02	5:02	-	-	5:02	5:02	5:02	5:02	5:02	-	-
-	-	8:24	8:24	8:24	8:24	-	-	8:24	8:24	8:24	8:24	8:24	-	-
-	-	2:57	2:57	2:57	-5:02	-	-	-5:02	-5:02	-5:02	-5:02	-5:02	-	-
-	-	2:57	5:55	8:52	3:50	3:50	3:50	- 1:12	- 6:14	- 11:16	- 16:19	- 21:21	- 21:21	- 21:21



H Handling an EU Project

Please go to the homepage of the Grants department for more detailed information. Please also adhere to the additional requirements for EU time sheets in this regard.

<https://www.uzh.ch/cmsssl/fi/en/dm/eu/time.html> (Fact Sheet on Employee Time Sheet).

Worksheet

The employee must also complete all fields for each EU project in the “Projects” block on the bottom right of the worksheet.

Example:

<i>Designation</i>	<i>Project acronym</i>
<i>Project type 3</i>	
<i>PSP element</i>	<i>E-ZZZZZ-ZZ-ZZ</i>
<i>Contract number</i>	<i>666666 (six-figure number from the EU)</i>
<i>Project head</i>	<i>Professor M. Muster (responsible project owner)</i>
<i>% employment</i>	<i>50% (employment level according to employment order (“Verfügung”))</i>

Monthly Sheet

On the monthly sheets, the total productive hours worked on each project must be entered on the row for the project in question each month.

Project Overview EU Projects

Under “Project Overview (E-/Q-projects),” you can check whether the productive hours have been reached for each project per month or per year.



I Change of Employment Level during the Year:

Worksheet The employment level must be changed in the month in question (column H, rows 13–24).

The calculations of the vacation, compensation, etc., will be adjusted automatically.

Monthly sheet (from the month in which the level of employment changes)

See section G for information on changing the standard working hours (column P to V, row 7).

This change will be made for all following months.

Please do not hesitate to contact your HR representative at your department or your HR administrator if you have any questions about the employee time sheet or these instructions.

This version of the instructions was last updated in December 2019