Daily working time record

Monthly timesheet · one per employee

Gesthoras

Company _____ **Tax ID (CIF)** _____

Employee _____ **ID number (NIF)** _____

Workplace _____ **Month and year** _____

Day	Start time	Finish time	Hours	Employee signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
Total hours for the month				

Company signature _____ **Employee signature** _____

Daily record of the exact start and finish time of each working day, required in Spain by article 34.9 of the Workers' Statute (Estatuto de los Trabajadores). Keep it for four years, available to the employee, their legal representatives and the Spanish Labour Inspectorate.

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