| BOKL        | J-Z       | eiterfassur                                  | ng fü                       | r Wisse                | nsc     | haft   | ersor   | nal     |               | <b>C</b> 3      |                              |                        |
|-------------|-----------|--|-----------------------------|------------------------|---------|--------|---------|---------|---------------|-----------------|------------------------------|------------------------|
| OrgEinh     |           |  |                             |                        |         |        |         | nodell: |               |                 |                              | BOKU                   |
| Mitarbeite  | r:        |  |                             | 1                      |         | ١      | orges/  | etzter: |               |                 |                              |                        |
| Monat: J    | änr       | ner 2026                                     |                             | Diens                  | stplan  | 1      | Nor     | malst   | unden         | Übertrag        |                              |                        |
|             | ıtag      | Tagesinforma                                 | tion                        | Wochen-AZ:             |         |        | St      | under   | า 1:1         |                 | Anmerl                       | kunden                 |
| Datum       | Wochentag | Feiertage<br>Wochenende<br>Urlaub, ZA, Krank | [U]rlaub<br>[Z]A<br>[K]rank | Normal-<br>Arbeitszeit | Soll    | MP     | Von     | Bis     | Plus<br>Minus | Saldo<br>akuell | Amilion                      | varigeri               |
| 01.01.2026  | Do        | Neujahrstag                                  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 02.01.2026  | Fr        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 03.01.2026  | Sa        | Wochenende                                   |                             |                        |         |        |         |         |               |                 |                              |                        |
| 04.01.2026  | So        | Wochenende                                   |                             |                        |         |        |         |         |               |                 |                              |                        |
| 05.01.2026  | Мо        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 06.01.2026  | Di        | HI. drei Könige                              |                             |                        |         |        |         |         |               |                 |                              |                        |
| 07.01.2026  | Mi        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 08.01.2026  | Do        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 09.01.2026  | Fr        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 10.01.2026  | Sa        | Wochenende                                   |                             |                        |         |        |         |         |               |                 |                              |                        |
| 11.01.2026  | So        | Wochenende                                   |                             |                        |         |        |         |         |               |                 |                              |                        |
| 12.01.2026  | Мо        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 13.01.2026  | Di        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 14.01.2026  | Mi        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 15.01.2026  | Do        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 16.01.2026  | Fr        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 17.01.2026  | Sa        | Wochenende                                   |                             |                        |         |        |         |         |               |                 |                              |                        |
| 18.01.2026  | So        | Wochenende                                   |                             |                        |         |        |         |         |               |                 |                              |                        |
| 19.01.2026  | Мо        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 20.01.2026  | Di        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 21.01.2026  | Mi        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 22.01.2026  | Do        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 23.01.2026  | Fr        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 24.01.2026  | Sa        | Wochenende                                   |                             |                        |         |        |         |         |               |                 |                              |                        |
| 25.01.2026  | So        | Wochenende                                   |                             |                        |         |        |         |         |               |                 |                              |                        |
| 26.01.2026  | Мо        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 27.01.2026  | Di        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 28.01.2026  | Mi        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 29.01.2026  | Do        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 30.01.2026  | Fr        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 31.01.2026  | Sa        | Wochenende                                   |                             |                        |         |        |         |         |               |                 |                              |                        |
| Arbeitstage | 20        |  |                             | Мо                     | nat Sto | lSald  | o (~15r | nin) >  |               |                 |                              |                        |
|             |           | •  |                             |                        | Vor     | monat  | Std.Sa  | aldo >  |               |                 |                              |                        |
|             |           |  |                             |                        | G       | esamt  | Std. Sa | aldo >  |               |                 |                              |                        |
|             |           |  |                             |                        | Übert   | rag St | td. Sal | ldo >   |               | < Dieser S      | Stunden-Saldo wird in das nä | chste Monat übertragen |
|             |           |  |                             |                        |         |        |         |         |               |                 |                              |                        |

| OrgEinh     |           | <u> eiterfassur</u>                          | ng tu                       | ir Wisse               | nsc    | natt  |         | odell: |               | nai             |                               | BOKU                  |
|-------------|-----------|--|-----------------------------|------------------------|--------|-------|---------|--------|---------------|-----------------|-------------------------------|-----------------------|
| Mitarbeite  |           |  |                             |                        |        | ,     | orges/  |        |               |                 |                               | UNIVERSITY            |
| Monat: F    | eb        | ruar 2026                                    |                             | Dien                   | stplan |       |         |        | unden         | Übertrag        | ,                             |                       |
|             | ag        | Tagesinforma                                 | ation                       | Wochen-AZ:             |        |       | St      | tunder | n 1:1         |                 | Anmork                        | unaan                 |
| Datum       | Wochentag | Feiertage<br>Wochenende<br>Urlaub, ZA, Krank | [U]rlaub<br>[Z]A<br>[K]rank | Normal-<br>Arbeitszeit | Soll   | MP    | Von     | Bis    | Plus<br>Minus | Saldo<br>akuell | Anmerk                        | ungen                 |
| 01.02.2026  | So        | Wochenende                                   |                             |                        |        |       |         |        |               |                 |                               |                       |
| 02.02.2026  | Мо        |  |                             |                        |        |       |         |        |               |                 |                               |                       |
| 03.02.2026  | Di        |  |                             |                        |        |       |         |        |               |                 |                               |                       |
| 04.02.2026  | Mi        |  |                             |                        |        |       |         |        |               |                 |                               |                       |
| 05.02.2026  | Do        |  |                             |                        |        |       |         |        |               |                 |                               |                       |
| 06.02.2026  | Fr        |  |                             |                        |        |       |         |        |               |                 |                               |                       |
| 07.02.2026  | Sa        | Wochenende                                   |                             |                        |        |       |         |        |               |                 |                               |                       |
| 08.02.2026  | So        | Wochenende                                   |                             |                        |        |       |         |        |               |                 |                               |                       |
| 09.02.2026  | Мо        |  |                             |                        |        |       |         |        |               |                 |                               |                       |
| 10.02.2026  | Di        |  |                             |                        |        |       |         |        |               |                 |                               |                       |
| 11.02.2026  | Mi        |  |                             |                        |        |       |         |        |               |                 |                               |                       |
| 12.02.2026  | Do        |  |                             |                        |        |       |         |        |               |                 |                               |                       |
| 13.02.2026  | Fr        |  |                             |                        |        |       |         |        |               |                 |                               |                       |
| 14.02.2026  | Sa        | Valentinstag                                 |                             |                        |        |       |         |        |               |                 |                               |                       |
| 15.02.2026  | So        | Wochenende                                   |                             |                        |        |       |         |        |               |                 |                               |                       |
| 16.02.2026  | Мо        |  |                             |                        |        |       |         |        |               |                 |                               |                       |
| 17.02.2026  | Di        |  |                             |                        |        |       |         |        |               |                 |                               |                       |
| 18.02.2026  | Mi        | Aschermittwoch                               |                             |                        |        |       |         |        |               |                 |                               |                       |
| 19.02.2026  | Do        |  |                             |                        |        |       |         |        |               |                 |                               |                       |
| 20.02.2026  | Fr        |  |                             |                        |        |       |         |        |               |                 |                               |                       |
| 21.02.2026  | Sa        | Wochenende                                   |                             |                        |        |       |         |        |               |                 |                               |                       |
| 22.02.2026  | So        | Wochenende                                   |                             |                        |        |       |         |        |               |                 |                               |                       |
| 23.02.2026  | Мо        |  |                             |                        |        |       |         |        |               |                 |                               |                       |
| 24.02.2026  | Di        |  |                             |                        |        |       |         |        |               |                 |                               |                       |
| 25.02.2026  | Mi        |  |                             |                        |        |       |         |        |               |                 |                               |                       |
| 26.02.2026  | Do        |  |                             |                        |        |       |         |        |               |                 |                               |                       |
| 27.02.2026  | Fr        |  |                             |                        |        |       |         |        |               |                 |                               |                       |
| 28.02.2026  | Sa        | Wochenende                                   |                             |                        |        |       |         |        |               |                 |                               |                       |
| Arbeitstage | 20        |  |                             | Мо                     |        |       | o (~15r |        |               |                 |                               |                       |
|             |           |  |                             |                        | G      | esamt | Std. Sa | aldo > |               |                 |                               |                       |
|             |           |  |                             |                        |        |       | td. Sal |        | L             | < Dieser S      | Stunden-Saldo wird in das näc | hste Monat übertragen |
|             |           |  |                             |                        |        |       |         |        |               |                 |                               |                       |

BOKU-Zeiterfassung für Wissenschaftliches Personal

| OrgEinh     |   | <u> Ceiterfassur</u>                         | ng tu                       | ir wisse               | ensc   | nart  |         | odell:  | ersor         | nai <u> </u>    | BOKU   |
|-------------|---|--|-----------------------------|------------------------|--------|-------|---------|---------|---------------|-----------------|--|
| Mitarbeite  | r:  |  |                             | 11                     |        | \     | orges/  | etzter: |               |                 |  |
| Monat: N    | /lär  | z 2026                                       |                             | Dien                   | stplar | )     | Nor     | malstı  | unden         | Übertrag        |  |
|             | ntag  | Tagesinforma                                 | ation                       | Wochen-AZ:             |        |       | St      | under   | า 1:1         |                 | Anmerkungen  |
| Datum       | Wochentag   | Feiertage<br>Wochenende<br>Urlaub, ZA, Krank | [U]rlaub<br>[Z]A<br>[K]rank | Normal-<br>Arbeitszeit | Soll   | MP    | Von     | Bis     | Plus<br>Minus | Saldo<br>akuell | 7 amontongon                                       |
| 01.03.2026  | So  | Wochenende                                   |                             |                        |        |       |         |         |               |                 |  |
| 02.03.2026  | Мо  |  |                             |                        |        |       |         |         |               |                 |  |
| 03.03.2026  | Di  |  |                             |                        |        |       |         |         |               |                 |  |
| 04.03.2026  | Mi  |  |                             |                        |        |       |         |         |               |                 |  |
| 05.03.2026  | Do  |  |                             |                        |        |       |         |         |               |                 |  |
| 06.03.2026  | Fr  |  |                             |                        |        |       |         |         |               |                 |  |
| 07.03.2026  | Sa  | Wochenende                                   |                             |                        |        |       |         |         |               |                 |  |
| 08.03.2026  | So  | Wochenende                                   |                             |                        |        |       |         |         |               |                 |  |
| 09.03.2026  | Мо  |  |                             |                        |        |       |         |         |               |                 |  |
| 10.03.2026  | Di  |  |                             |                        |        |       |         |         |               |                 |  |
| 11.03.2026  | Mi  |  |                             |                        |        |       |         |         |               |                 |  |
| 12.03.2026  | Do  |  |                             |                        |        |       |         |         |               |                 |  |
| 13.03.2026  | Fr  |  |                             |                        |        |       |         |         |               |                 |  |
| 14.03.2026  | Sa  | Wochenende                                   |                             |                        |        |       |         |         |               |                 |  |
| 15.03.2026  | So  | Wochenende                                   |                             |                        |        |       |         |         |               |                 |  |
| 16.03.2026  | Мо  |  |                             |                        |        |       |         |         |               |                 |  |
| 17.03.2026  | Di  |  |                             |                        |        |       |         |         |               |                 |  |
| 18.03.2026  | Mi  |  |                             |                        |        |       |         |         |               |                 |  |
| 19.03.2026  | Do  |  |                             |                        |        |       |         |         |               |                 |  |
| 20.03.2026  | Fr  |  |                             |                        |        |       |         |         |               |                 |  |
| 21.03.2026  | Sa  | Wochenende                                   |                             |                        |        |       |         |         |               |                 |  |
| 22.03.2026  | So  | Wochenende                                   |                             |                        |        |       |         |         |               |                 |  |
| 23.03.2026  | Мо  |  |                             |                        |        |       |         |         |               |                 |  |
| 24.03.2026  | Di  |  |                             |                        |        |       |         |         |               |                 |  |
| 25.03.2026  | Mi  |  |                             |                        |        |       |         |         |               |                 |  |
| 26.03.2026  | Do  |  |                             |                        |        |       |         |         |               |                 |  |
| 27.03.2026  | Fr  |  |                             |                        |        |       |         |         |               |                 |  |
| 28.03.2026  | Sa  | Wochenende                                   |                             |                        |        |       |         |         |               |                 |  |
| 29.03.2026  | So  | Palmsonntag                                  |                             |                        |        |       |         |         |               |                 |  |
| 30.03.2026  | Мо  |  |                             |                        |        |       |         |         |               |                 |  |
| 31.03.2026  | Di  |  |                             |                        |        |       |         |         |               |                 |  |
| Arbeitstage | rbeitstage 22 Monat StdSaldo (~15mi Vormonat Std.Sald |  |                             |                        |        |       |         |         |               |                 |  |
|             | Vormonat Std.Salde  Gesamt Std. Salde                 |  |                             |                        |        |       |         |         |               |                 |  |
|             |   |  |                             |                        |        |       |         |         |               |                 |  |
|             |   |  |                             |                        | Ubert  | rag S | td. Sal | ldo >   |               | < Dieser S      | Stunden-Saldo wird in das nächste Monat übertragen |
|             |   |  |                             |                        |        |       |         |         |               |                 |  |

BOKU-Zeiterfassung für Wissenschaftliches Personal

| OrgEinh     |           | <u> Zeiterfassur</u>                         | ng tu                       | ir Wisse               | nsc     | nart   |         | odell: |               | naı             |                              | BOKU                    |
|-------------|-----------|--|-----------------------------|------------------------|---------|--------|---------|--------|---------------|-----------------|------------------------------|-------------------------|
| Mitarbeite  |           |  |                             |                        |         | ,      | orges/  |        |               |                 |                              | UNIVERSITY              |
| Monat: A    | ٩pri      | I 2026                                       |                             | Diens                  | stplar  | )      | Nor     | malst  | unden         | Übertrag        |                              |                         |
|             | tag       | Tagesinforma                                 | ation                       | Wochen-AZ:             |         |        | St      | under  | n 1:1         |                 | Anmerl                       | /IIndon                 |
| Datum       | Wochentag | Feiertage<br>Wochenende<br>Urlaub, ZA, Krank | [U]rlaub<br>[Z]A<br>[K]rank | Normal-<br>Arbeitszeit | Soll    | MP     | Von     | Bis    | Plus<br>Minus | Saldo<br>akuell | Aiiiieii                     | varigeri                |
| 01.04.2026  | Mi        |  |                             |                        |         |        |         |        |               |                 |                              |                         |
| 02.04.2026  | Do        | Gründonnerstag                               |                             |                        |         |        |         |        |               |                 |                              |                         |
| 03.04.2026  | Fr        | Karfreitag                                   |                             |                        |         |        |         |        |               |                 |                              |                         |
| 04.04.2026  | Sa        | Wochenende                                   |                             |                        |         |        |         |        |               |                 |                              |                         |
| 05.04.2026  | So        | Ostersonntag                                 |                             |                        |         |        |         |        |               |                 |                              |                         |
| 06.04.2026  | Мо        | Ostermontag                                  |                             |                        |         |        |         |        |               |                 |                              |                         |
| 07.04.2026  | Di        | Osterdienstag                                |                             |                        |         |        |         |        |               |                 |                              |                         |
| 08.04.2026  | Mi        |  |                             |                        |         |        |         |        |               |                 |                              |                         |
| 09.04.2026  | Do        |  |                             |                        |         |        |         |        |               |                 |                              |                         |
| 10.04.2026  | Fr        |  |                             |                        |         |        |         |        |               |                 |                              |                         |
| 11.04.2026  | Sa        | Wochenende                                   |                             |                        |         |        |         |        |               |                 |                              |                         |
| 12.04.2026  | So        | Wochenende                                   |                             |                        |         |        |         |        |               |                 |                              |                         |
| 13.04.2026  | Мо        |  |                             |                        |         |        |         |        |               |                 |                              |                         |
| 14.04.2026  | Di        |  |                             |                        |         |        |         |        |               |                 |                              |                         |
| 15.04.2026  | Mi        |  |                             |                        |         |        |         |        |               |                 |                              |                         |
| 16.04.2026  | Do        |  |                             |                        |         |        |         |        |               |                 |                              |                         |
| 17.04.2026  | Fr        |  |                             |                        |         |        |         |        |               |                 |                              |                         |
| 18.04.2026  | Sa        | Wochenende                                   |                             |                        |         |        |         |        |               |                 |                              |                         |
| 19.04.2026  | So        | Wochenende                                   |                             |                        |         |        |         |        |               |                 |                              |                         |
| 20.04.2026  | Мо        |  |                             |                        |         |        |         |        |               |                 |                              |                         |
| 21.04.2026  | Di        |  |                             |                        |         |        |         |        |               |                 |                              |                         |
| 22.04.2026  | Mi        |  |                             |                        |         |        |         |        |               |                 |                              |                         |
| 23.04.2026  | Do        |  |                             |                        |         |        |         |        |               |                 |                              |                         |
| 24.04.2026  | Fr        |  |                             |                        |         |        |         |        |               |                 |                              |                         |
| 25.04.2026  | Sa        | Wochenende                                   |                             |                        |         |        |         |        |               |                 |                              |                         |
| 26.04.2026  | So        | Wochenende                                   |                             |                        |         |        |         |        |               |                 |                              |                         |
| 27.04.2026  | Мо        |  |                             |                        |         |        |         |        |               |                 |                              |                         |
| 28.04.2026  | Di        |  |                             |                        |         |        |         |        |               |                 |                              |                         |
| 29.04.2026  | Mi        |  |                             |                        |         |        |         |        |               |                 |                              |                         |
| 30.04.2026  | Do        |  |                             |                        |         |        |         |        |               |                 |                              |                         |
|             |           |  |                             |                        |         |        |         |        |               |                 |                              |                         |
| Arbeitstage | 21        |  |                             | Мо                     | nat Sto | dSald  | o (~15r | nin) > |               |                 |                              |                         |
|             |           |  |                             |                        | Voi     | rmonat | Std.Sa  | aldo > |               |                 |                              |                         |
|             |           |  |                             |                        | G       | esamt  | Std. Sa | aldo > |               |                 |                              |                         |
|             |           |  |                             |                        | Übert   | rag S  | td. Sa  | ldo >  |               | < Dieser S      | Stunden-Saldo wird in das nä | ichste Monat übertragen |
|             |           |  |                             |                        |         |        |         |        |               |                 |                              |                         |

BOKU-Zeiterfassung für Wissenschaftliches Personal

| OrgEinh             | . :       | <u> </u>                                     | 1 <b>9</b> TU               | ir wisse               | ensc   |       | Zeitn   | nodell: |               | nai             | BOKU   |    |
|---------------------|-----------|--|-----------------------------|------------------------|--------|-------|---------|---------|---------------|-----------------|--|----|
| Mitarbeite Monat: N |           | 2026   |                             | Dien                   | stplar |       | /orges  |         | unden         | Übertrag        |  |    |
| - Monati II         |           | Tagesinforma                                 | tion                        | Wochen-AZ:             |        | -     |         | tundei  |               | Obertrug        |  |    |
| Datum               | Wochentag | Feiertage<br>Wochenende<br>Urlaub, ZA, Krank | [U]rlaub<br>[Z]A<br>[K]rank | Normal-<br>Arbeitszeit | Soll   | MP    | Von     | Bis     | Plus<br>Minus | Saldo<br>akuell | Anmerkungen                                      |    |
| 01.05.2026          | Fr        | Staatsfeiertag                               |                             |                        |        |       |         |         |               |                 |  |    |
| 02.05.2026          | Sa        | Wochenende                                   |                             |                        |        |       |         |         |               |                 |  |    |
| 03.05.2026          | So        | Wochenende                                   |                             |                        |        |       |         |         |               |                 |  |    |
| 04.05.2026          | Мо        |  |                             |                        |        |       |         |         |               |                 |  |    |
| 05.05.2026          | Di        |  |                             |                        |        |       |         |         |               |                 |  |    |
| 06.05.2026          | Mi        |  |                             |                        |        |       |         |         |               |                 |  |    |
| 07.05.2026          | Do        |  |                             |                        |        |       |         |         |               |                 |  |    |
| 08.05.2026          | Fr        |  |                             |                        |        |       |         |         |               |                 |  |    |
| 09.05.2026          | Sa        | Wochenende                                   |                             |                        |        |       |         |         |               |                 |  |    |
| 10.05.2026          | So        | Muttertag                                    |                             |                        |        |       |         |         |               |                 |  |    |
| 11.05.2026          | Мо        |  |                             |                        |        |       |         |         |               |                 |  |    |
| 12.05.2026          | Di        |  |                             |                        |        |       |         |         |               |                 |  |    |
| 13.05.2026          | Mi        |  |                             |                        |        |       |         |         |               |                 |  |    |
| 14.05.2026          | Do        | Christi Himmelfahrt                          |                             |                        |        |       |         |         |               |                 |  |    |
| 15.05.2026          | Fr        |  |                             |                        |        |       |         |         |               |                 |  |    |
| 16.05.2026          | Sa        | Wochenende                                   |                             |                        |        |       |         |         |               |                 |  |    |
| 17.05.2026          | So        | Wochenende                                   |                             |                        |        |       |         |         |               |                 |  |    |
| 18.05.2026          | Мо        |  |                             |                        |        |       |         |         |               |                 |  |    |
| 19.05.2026          | Di        |  |                             |                        |        |       |         |         |               |                 |  |    |
| 20.05.2026          | Mi        |  |                             |                        |        |       |         |         |               |                 |  |    |
| 21.05.2026          | Do        |  |                             |                        |        |       |         |         |               |                 |  |    |
| 22.05.2026          | Fr        |  |                             |                        |        |       |         |         | -             |                 |  |    |
| 23.05.2026          | Sa        | Wochenende                                   |                             |                        |        |       |         |         |               |                 |  |    |
| 24.05.2026          | So        | Pfingsten                                    |                             |                        |        |       |         |         |               |                 |  |    |
| 25.05.2026          | Мо        | Pfingstmontag                                |                             |                        |        |       |         |         |               |                 |  |    |
| 26.05.2026          | Di        |  |                             |                        |        |       |         |         | -             |                 |  |    |
| 27.05.2026          |           |  |                             |                        |        |       |         |         |               |                 |  |    |
| 28.05.2026          | Do        |  |                             |                        |        |       |         |         |               |                 |  |    |
| 29.05.2026          | Fr        |  |                             |                        |        |       |         |         |               |                 |  |    |
| 30.05.2026          |           | Wochenende                                   |                             |                        |        |       |         |         |               |                 |  |    |
| 31.05.2026          | So        | Wochenende                                   |                             |                        |        |       |         |         |               |                 |  |    |
| Arbeitstage         | 18        |  |                             | Мо                     |        |       | o (~15r |         |               |                 |  |    |
|                     |           |  |                             |                        |        |       | Std.Sa  |         |               |                 |  |    |
|                     |           |  |                             |                        |        |       | Std. Sa |         |               |                 |  |    |
|                     |           |  |                             |                        | Übert  | rag S | td. Sa  | ldo >   |               | < Dieser S      | Stunden-Saldo wird in das nächste Monat übertrag | en |
|                     |           |  |                             |                        |        |       |         |         |               |                 |  |    |

BOKU-Zeiterfassung für Wissenschaftliches Personal

| OrgEinh     |           | <u>Zeiterfassur</u>                          | ng tu                       | ir wisse               | nsc     | nart   |         | odell: | ersoi         | naı             |                              | BOKU                   |
|-------------|-----------|--|-----------------------------|------------------------|---------|--------|---------|--------|---------------|-----------------|------------------------------|------------------------|
| Mitarbeite  |           |  |                             |                        |         | ,      | orges/  |        |               |                 |                              | UNIVERSITY             |
| Monat: J    | Juni      | i 2026                                       |                             | Diens                  | stplar  | )      | Nor     | malst  | unden         | Übertrag        |                              |                        |
|             | tag       | Tagesinforma                                 | ation                       | Wochen-AZ:             |         |        | St      | under  | n 1:1         |                 | Anmerl                       | /ungon                 |
| Datum       | Wochentag | Feiertage<br>Wochenende<br>Urlaub, ZA, Krank | [U]rlaub<br>[Z]A<br>[K]rank | Normal-<br>Arbeitszeit | Soll    | MP     | Von     | Bis    | Plus<br>Minus | Saldo<br>akuell | Aillieil                     | varigeri               |
| 01.06.2026  | Мо        |  |                             |                        |         |        |         |        |               |                 |                              |                        |
| 02.06.2026  | Di        |  |                             |                        |         |        |         |        |               |                 |                              |                        |
| 03.06.2026  | Mi        |  |                             |                        |         |        |         |        |               |                 |                              |                        |
| 04.06.2026  | Do        | Fronleichnam                                 |                             |                        |         |        |         |        |               |                 |                              |                        |
| 05.06.2026  | Fr        |  |                             |                        |         |        |         |        |               |                 |                              |                        |
| 06.06.2026  | Sa        | Wochenende                                   |                             |                        |         |        |         |        |               |                 |                              |                        |
| 07.06.2026  | So        | Wochenende                                   |                             |                        |         |        |         |        |               |                 |                              |                        |
| 08.06.2026  | Мо        |  |                             |                        |         |        |         |        |               |                 |                              |                        |
| 09.06.2026  | Di        |  |                             |                        |         |        |         |        |               |                 |                              |                        |
| 10.06.2026  | Mi        |  |                             |                        |         |        |         |        |               |                 |                              |                        |
| 11.06.2026  | Do        |  |                             |                        |         |        |         |        |               |                 |                              |                        |
| 12.06.2026  | Fr        |  |                             |                        |         |        |         |        |               |                 |                              |                        |
| 13.06.2026  | Sa        | Wochenende                                   |                             |                        |         |        |         |        |               |                 |                              |                        |
| 14.06.2026  | So        | Vatertag                                     |                             |                        |         |        |         |        |               |                 |                              |                        |
| 15.06.2026  | Мо        |  |                             |                        |         |        |         |        |               |                 |                              |                        |
| 16.06.2026  | Di        |  |                             |                        |         |        |         |        |               |                 |                              |                        |
| 17.06.2026  | Mi        |  |                             |                        |         |        |         |        |               |                 |                              |                        |
| 18.06.2026  | Do        |  |                             |                        |         |        |         |        |               |                 |                              |                        |
| 19.06.2026  | Fr        |  |                             |                        |         |        |         |        |               |                 |                              |                        |
| 20.06.2026  | Sa        | Wochenende                                   |                             |                        |         |        |         |        |               |                 |                              |                        |
| 21.06.2026  | So        | Wochenende                                   |                             |                        |         |        |         |        |               |                 |                              |                        |
| 22.06.2026  | Мо        |  |                             |                        |         |        |         |        |               |                 |                              |                        |
| 23.06.2026  | Di        |  |                             |                        |         |        |         |        |               |                 |                              |                        |
| 24.06.2026  | Mi        |  |                             |                        |         |        |         |        |               |                 |                              |                        |
| 25.06.2026  | Do        |  |                             |                        |         |        |         |        |               |                 |                              |                        |
| 26.06.2026  | Fr        |  |                             |                        |         |        |         |        |               |                 |                              |                        |
| 27.06.2026  | Sa        | Wochenende                                   |                             |                        |         |        |         |        |               |                 |                              |                        |
| 28.06.2026  | So        | Wochenende                                   |                             |                        |         |        |         |        |               |                 |                              |                        |
| 29.06.2026  | Мо        |  |                             |                        |         |        |         |        |               |                 |                              |                        |
| 30.06.2026  | Di        |  |                             |                        |         |        |         |        |               |                 |                              |                        |
|             |           |  |                             |                        |         |        |         |        |               |                 |                              |                        |
| Arbeitstage | 21        |  |                             | Мо                     | nat Sto | lSald  | o (~15r | nin) > |               |                 |                              |                        |
|             |           |  |                             |                        | Voi     | rmonat | Std.Sa  | aldo > |               |                 |                              |                        |
|             |           |  |                             |                        | G       | esamt  | Std. Sa | aldo > |               |                 |                              |                        |
|             |           |  |                             |                        | Übert   | rag S  | td. Sa  | ldo >  |               | < Dieser S      | Stunden-Saldo wird in das nä | chste Monat übertragen |
|             |           |  |                             |                        |         |        |         |        |               |                 |                              |                        |

BOKU-Zeiterfassung für Wissenschaftliches Personal

|                       |           | <u>'eiterfassur</u>                          | ig tü                       | r Wisse                | nsc     | natt   |                 |                    | ersoi         | nai             |                              | BOKU                   |
|-----------------------|-----------|--|-----------------------------|------------------------|---------|--------|-----------------|--------------------|---------------|-----------------|------------------------------|------------------------|
| OrgEinh<br>Mitarbeite |           |  |                             |                        |         | ,      | Zeitn<br>orges/ | nodell:<br>etzter: |               |                 |                              | UNIVERSITY             |
| Monat: J              |           | 2026   |                             | Dien                   | stplar  |        |                 |                    | unden         | Übertrag        |                              |                        |
|                       | ag        | Tagesinforma                                 | ition                       | Wochen-AZ:             |         |        | St              | under              | n 1:1         |                 | Anmort                       | (lingon                |
| Datum                 | Wochentag | Feiertage<br>Wochenende<br>Urlaub, ZA, Krank | [U]rlaub<br>[Z]A<br>[K]rank | Normal-<br>Arbeitszeit | Soll    | MP     | Von             | Bis                | Plus<br>Minus | Saldo<br>akuell | Anmerk                       | kungen                 |
| 01.07.2026            | Mi        |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 02.07.2026            | Do        |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 03.07.2026            | Fr        |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 04.07.2026            | Sa        | Wochenende                                   |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 05.07.2026            | So        | Wochenende                                   |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 06.07.2026            | Мо        |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 07.07.2026            | Di        |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 08.07.2026            | Mi        |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 09.07.2026            | Do        |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 10.07.2026            | Fr        |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 11.07.2026            | Sa        | Wochenende                                   |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 12.07.2026            | So        | Wochenende                                   |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 13.07.2026            | Мо        |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 14.07.2026            | Di        |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 15.07.2026            | Mi        |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 16.07.2026            | Do        |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 17.07.2026            | Fr        |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 18.07.2026            | Sa        | Wochenende                                   |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 19.07.2026            | So        | Wochenende                                   |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 20.07.2026            | Мо        |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 21.07.2026            | Di        |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 22.07.2026            | Mi        |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 23.07.2026            | Do        |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 24.07.2026            | Fr        |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 25.07.2026            | Sa        | Wochenende                                   |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 26.07.2026            | So        | Wochenende                                   |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 27.07.2026            | Мо        |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 28.07.2026            | Di        |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 29.07.2026            | Mi        |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 30.07.2026            | Do        |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| 31.07.2026            | Fr        |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |
| Arbeitstage           | 23        |  |                             | Мо                     | nat Sto | dSald  | o (~15r         | nin) >             |               |                 |                              |                        |
|                       |           |  |                             |                        | Voi     | rmonat | Std.Sa          | aldo >             |               |                 |                              |                        |
|                       |           |  |                             |                        | G       | esamt  | Std. Sa         | aldo >             |               |                 |                              |                        |
|                       |           |  |                             |                        | Übert   | rag S  | td. Sa          | ldo >              |               | < Dieser S      | Stunden-Saldo wird in das nä | chste Monat übertragen |
|                       |           |  |                             |                        |         |        |                 |                    |               |                 |                              |                        |

BOKU-Zeiterfassung für Wissenschaftliches Personal

| OrgEinh     | . :       | <u> </u>                        | 1 <b>9</b> 10   | ir wisse    | ensc   |          | Zeitn   | nodell: | ersoi | naı        | BOKU   | ļ  |
|-------------|-----------|---------------------------------|-----------------|-------------|--------|----------|---------|---------|-------|------------|--|----|
| Monate      |           | uot 2026                        |                 | Dien        | otolor |          | /orges  |         | unden | Übertrag   |  |    |
| Monat: A    | _         | Tagesinforma                    | ation           | Wochen-AZ:  | stplar | <u> </u> |         | tunder  |       | Obertrag   |  |    |
| Datum       | Wochentag | Feiertage                       | [U]rlaub        | Normal-     |        |          | 3       |         | Plus  | Saldo      | Anmerkungen                                      |    |
|             | Wool      | Wochenende<br>Urlaub, ZA, Krank | [Z]A<br>[K]rank | Arbeitszeit | Soll   | MP       | Von     | Bis     | Minus | akuell     |  |    |
| 01.08.2026  | Sa        | Wochenende                      |                 |             |        |          |         |         |       |            |  |    |
| 02.08.2026  | So        | Wochenende                      |                 |             |        |          |         |         |       |            |  |    |
| 03.08.2026  | Мо        |                                 |                 |             |        |          |         |         |       |            |  |    |
| 04.08.2026  | Di        |                                 |                 |             |        |          |         |         |       |            |  |    |
| 05.08.2026  | Mi        |                                 |                 |             |        |          |         |         |       |            |  |    |
| 06.08.2026  | Do        |                                 |                 |             |        |          |         |         |       |            |  |    |
| 07.08.2026  | Fr        |                                 |                 |             |        |          |         |         |       |            |  |    |
| 08.08.2026  | Sa        | Wochenende                      |                 |             |        |          |         |         |       |            |  |    |
| 09.08.2026  | So        | Wochenende                      |                 |             |        |          |         |         |       |            |  |    |
| 10.08.2026  | Мо        |                                 |                 |             |        |          |         |         |       |            |  |    |
| 11.08.2026  | Di        |                                 |                 |             |        |          |         |         |       |            |  |    |
| 12.08.2026  | Mi        |                                 |                 |             |        |          |         |         |       |            |  |    |
| 13.08.2026  | Do        |                                 |                 |             |        |          |         |         |       |            |  |    |
| 14.08.2026  | Fr        |                                 |                 |             |        |          |         |         |       |            |  |    |
| 15.08.2026  | Sa        | Maria Himmelfahrt               |                 |             |        |          |         |         |       |            |  |    |
| 16.08.2026  | So        | Wochenende                      |                 |             |        |          |         |         |       |            |  |    |
| 17.08.2026  | Мо        |                                 | _               |             |        |          |         |         |       |            |  |    |
| 18.08.2026  | Di        |                                 | _               |             |        |          |         |         |       |            |  |    |
| 19.08.2026  | Mi        |                                 |                 |             |        |          |         |         |       |            |  |    |
| 20.08.2026  |           |                                 | ₩.              |             |        |          |         |         |       |            |  |    |
| 21.08.2026  | Fr        |                                 | ₩.              |             |        |          |         |         |       |            |  |    |
| 22.08.2026  |           | Wochenende                      | _               |             |        |          |         |         |       |            |  |    |
| 23.08.2026  | So        | Wochenende                      | -               |             |        |          |         |         |       |            |  |    |
| 24.08.2026  |           |                                 | -               |             |        |          |         |         |       |            |  |    |
| 25.08.2026  |           |                                 | -               |             |        |          |         |         |       |            |  |    |
| 26.08.2026  |           |                                 | _               |             |        |          |         |         |       |            |  |    |
| 27.08.2026  |           |                                 | -               |             |        |          |         |         |       |            |  |    |
| 28.08.2026  |           |                                 | -               |             |        |          |         |         |       |            |  |    |
| 29.08.2026  |           | Wochenende                      |                 |             |        |          |         |         |       |            |  |    |
| 30.08.2026  |           | Wochenende                      | -               |             |        |          |         |         |       |            |  |    |
| 31.08.2026  |           |                                 |                 |             |        |          |         |         |       |            |  |    |
| Arbeitstage | 21        |                                 |                 | Мо          |        |          | o (~15ı |         |       |            |  |    |
|             |           |                                 |                 |             |        |          | Std.Sa  |         |       |            |  |    |
|             |           |                                 |                 |             |        |          | Std. Sa |         |       |            |  |    |
|             |           |                                 |                 |             | Ubert  | rag S    | td. Sa  | ldo >   |       | < Dieser S | Stunden-Saldo wird in das nächste Monat übertrag | en |
|             |           |                                 |                 |             |        |          |         |         |       |            |  |    |

BOKU-Zeiterfassung für Wissenschaftliches Personal

| BOKU<br>OrgEinh.    |           | <u>eiterfassur</u>                           | ıg tü                       | r Wisse                | nsc     | natt   |                  | odell: | ersor         | nal             |                              | BOKU                   |
|---------------------|-----------|--|-----------------------------|------------------------|---------|--------|------------------|--------|---------------|-----------------|------------------------------|------------------------|
| OrgEinn. Mitarbeite |           |  |                             |                        |         | ١      | Zeitm<br>orgese/ |        |               |                 |                              | UNIVERSITY             |
|                     |           | tember 2026                                  |                             | Diens                  | stplan  |        |                  |        | unden         | Übertrag        |                              |                        |
|                     | tag       | Tagesinforma                                 | tion                        | Wochen-AZ:             |         |        | St               | under  | า 1:1         |                 | Anmerl                       | rungen                 |
| Datum               | Wochentag | Feiertage<br>Wochenende<br>Urlaub, ZA, Krank | [U]rlaub<br>[Z]A<br>[K]rank | Normal-<br>Arbeitszeit | Soll    | MP     | Von              | Bis    | Plus<br>Minus | Saldo<br>akuell | Anner                        | kungen                 |
| 01.09.2026          | Di        |  |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 02.09.2026          | Mi        |  |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 03.09.2026          | Do        |  |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 04.09.2026          | Fr        |  |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 05.09.2026          | Sa        | Wochenende                                   |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 06.09.2026          | So        | Wochenende                                   |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 07.09.2026          | Мо        |  |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 08.09.2026          | Di        |  |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 09.09.2026          | Mi        |  |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 10.09.2026          | Do        |  |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 11.09.2026          | Fr        |  |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 12.09.2026          | Sa        | Wochenende                                   |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 13.09.2026          | So        | Wochenende                                   |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 14.09.2026          | Мо        |  |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 15.09.2026          | Di        |  |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 16.09.2026          | Mi        |  |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 17.09.2026          | Do        |  |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 18.09.2026          | Fr        |  |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 19.09.2026          | Sa        | Wochenende                                   |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 20.09.2026          | So        | Wochenende                                   |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 21.09.2026          | Мо        |  |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 22.09.2026          | Di        |  |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 23.09.2026          | Mi        |  |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 24.09.2026          | Do        |  |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 25.09.2026          | Fr        |  |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 26.09.2026          | Sa        | Wochenende                                   |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 27.09.2026          | So        | Wochenende                                   |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 28.09.2026          | Мо        |  |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 29.09.2026          | Di        |  |                             |                        |         |        |                  |        |               |                 |                              |                        |
| 30.09.2026          | Mi        |  |                             |                        |         |        |                  |        |               |                 |                              |                        |
|                     |           |  |                             |                        |         |        |                  |        |               |                 |                              |                        |
| Arbeitstage         | 22        |  |                             | Мо                     | nat Std | lSald  | o (~15n          | nin) > |               |                 |                              |                        |
|                     |           |  |                             |                        | Vor     | monat  | Std.Sa           | ldo >  |               |                 |                              |                        |
|                     |           |  |                             |                        | G       | esamt  | Std. Sa          | ldo >  |               |                 |                              |                        |
|                     |           |  |                             |                        | Übert   | rag St | d. Sal           | do >   |               | < Dieser S      | Stunden-Saldo wird in das nä | chste Monat übertragen |
|                     |           |  |                             |                        |         |        |                  |        |               |                 |                              |                        |

BOKU-Zeiterfassung für Wissenschaftliches Personal

| BOKL        | J-Z       | Zeiterfassur                                 | ng fü                       | r Wisse                | nsc     | haft   | liche   | es P    | ersor         | nal             |                              | <b>C</b> 3             |
|-------------|-----------|--|-----------------------------|------------------------|---------|--------|---------|---------|---------------|-----------------|------------------------------|------------------------|
| OrgEinh     |           |  |                             |                        |         |        |         | nodell: |               |                 |                              | BOKU                   |
| Mitarbeite  | r:        |  |                             | 1                      |         | \      | /orges  | etzter: |               | 0               |                              |                        |
| Monat: C    | Okto      | ober 2026                                    |                             | Diens                  | stplan  | 1      | Nor     | malst   | unden         | Übertrag        |                              |                        |
|             | ıtag      | Tagesinforma                                 | tion                        | Wochen-AZ:             |         |        | St      | tunde   | n 1:1         |                 | Anmerl                       | kunden                 |
| Datum       | Wochentag | Feiertage<br>Wochenende<br>Urlaub, ZA, Krank | [U]rlaub<br>[Z]A<br>[K]rank | Normal-<br>Arbeitszeit | Soll    | MP     | Von     | Bis     | Plus<br>Minus | Saldo<br>akuell | 7 4 1111011                  | .u.igoii               |
| 01.10.2026  | Do        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 02.10.2026  | Fr        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 03.10.2026  | Sa        | Wochenende                                   |                             |                        |         |        |         |         |               |                 |                              |                        |
| 04.10.2026  | So        | Wochenende                                   |                             |                        |         |        |         |         |               |                 |                              |                        |
| 05.10.2026  | Мо        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 06.10.2026  | Di        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 07.10.2026  | Mi        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 08.10.2026  | Do        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 09.10.2026  | Fr        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 10.10.2026  | Sa        | Wochenende                                   |                             |                        |         |        |         |         |               |                 |                              |                        |
| 11.10.2026  | So        | Wochenende                                   |                             |                        |         |        |         |         |               |                 |                              |                        |
| 12.10.2026  | Мо        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 13.10.2026  | Di        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 14.10.2026  | Mi        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 15.10.2026  | Do        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 16.10.2026  | Fr        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 17.10.2026  | Sa        | Wochenende                                   |                             |                        |         |        |         |         |               |                 |                              |                        |
| 18.10.2026  | So        | Wochenende                                   |                             |                        |         |        |         |         |               |                 |                              |                        |
| 19.10.2026  | Мо        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 20.10.2026  | Di        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 21.10.2026  | Mi        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 22.10.2026  | Do        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 23.10.2026  | Fr        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 24.10.2026  | Sa        | Wochenende                                   |                             |                        |         |        |         |         |               |                 |                              |                        |
| 25.10.2026  | So        | Wochenende                                   |                             |                        |         |        |         |         |               |                 |                              |                        |
| 26.10.2026  | Мо        | Nationalfeiertag                             |                             |                        |         |        |         |         |               |                 |                              |                        |
| 27.10.2026  | Di        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 28.10.2026  | Mi        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 29.10.2026  | Do        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 30.10.2026  | Fr        |  |                             |                        |         |        |         |         |               |                 |                              |                        |
| 31.10.2026  | Sa        | Wochenende                                   |                             |                        |         |        |         |         |               |                 |                              |                        |
| Arbeitstage | 21        |  |                             | Мо                     | nat Sto | lSald  | nin) >  |         |               |                 |                              |                        |
|             |           |  |                             |                        | Vor     | rmonat | Std.Sa  | aldo >  |               |                 |                              |                        |
|             |           |  |                             |                        | G       | esamt  | Std. Sa | aldo >  |               |                 |                              |                        |
|             |           |  |                             |                        | Übert   | rag S  | td. Sa  | ldo >   |               | < Dieser S      | Stunden-Saldo wird in das nä | chste Monat übertragen |
|             |           |  |                             |                        |         |        |         |         |               |                 |                              |                        |

| BOKL        | J-Z       | Zeiterfassur                                 | ng fü                       | ır Wisse               | nsc     | haft  | liche   | ersor   | nal           |                 | <b>[]</b>                   |                         |
|-------------|-----------|--|-----------------------------|------------------------|---------|-------|---------|---------|---------------|-----------------|-----------------------------|-------------------------|
| OrgEinh     |           |  |                             |                        |         |       |         | odell:  |               |                 |                             | BOKU UNIVERSITY         |
| Mitarbeite  | r:        |  |                             | il .                   |         |       | orges/  | etzter: |               | ı.              |                             |                         |
| Monat: N    | Vov       | ember 2026                                   |                             | Dien                   | stplan  | )     | Nor     | malst   | unden         | Übertrag        |                             |                         |
|             | ntag      | Tagesinforma                                 | tion                        | Wochen-AZ:             |         |       | St      | under   | า 1:1         |                 | Anmer                       | kungen                  |
| Datum       | Wochentag | Feiertage<br>Wochenende<br>Urlaub, ZA, Krank | [U]rlaub<br>[Z]A<br>[K]rank | Normal-<br>Arbeitszeit | Soll    | MP    | Von     | Bis     | Plus<br>Minus | Saldo<br>akuell | 7                           |                         |
| 01.11.2026  | So        | Allerheiligen                                |                             |                        |         |       |         |         |               |                 |                             |                         |
| 02.11.2026  | Мо        | Allerseelen                                  |                             |                        |         |       |         |         |               |                 |                             |                         |
| 03.11.2026  | Di        |  |                             |                        |         |       |         |         |               |                 |                             |                         |
| 04.11.2026  | Mi        |  |                             |                        |         |       |         |         |               |                 |                             |                         |
| 05.11.2026  | Do        |  |                             |                        |         |       |         |         |               |                 |                             |                         |
| 06.11.2026  | Fr        |  |                             |                        |         |       |         |         |               |                 |                             |                         |
| 07.11.2026  | Sa        | Wochenende                                   |                             |                        |         |       |         |         |               |                 |                             |                         |
| 08.11.2026  | So        | Wochenende                                   |                             |                        |         |       |         |         |               |                 |                             |                         |
| 09.11.2026  | Мо        |  |                             |                        |         |       |         |         |               |                 |                             |                         |
| 10.11.2026  | Di        |  |                             |                        |         |       |         |         |               |                 |                             |                         |
| 11.11.2026  | Mi        |  |                             |                        |         |       |         |         |               |                 |                             |                         |
| 12.11.2026  | Do        |  |                             |                        |         |       |         |         |               |                 |                             |                         |
| 13.11.2026  | Fr        |  |                             |                        |         |       |         |         |               |                 |                             |                         |
| 14.11.2026  | Sa        | Wochenende                                   |                             |                        |         |       |         |         |               |                 |                             |                         |
| 15.11.2026  | So        | St. Leopold                                  |                             |                        |         |       |         |         |               |                 |                             |                         |
| 16.11.2026  | Мо        |  |                             |                        |         |       |         |         |               |                 |                             |                         |
| 17.11.2026  | Di        |  |                             |                        |         |       |         |         |               |                 |                             |                         |
| 18.11.2026  | Mi        |  |                             |                        |         |       |         |         |               |                 |                             |                         |
| 19.11.2026  | Do        |  |                             |                        |         |       |         |         |               |                 |                             |                         |
| 20.11.2026  | Fr        |  |                             |                        |         |       |         |         |               |                 |                             |                         |
| 21.11.2026  | Sa        | Wochenende                                   |                             |                        |         |       |         |         |               |                 |                             |                         |
| 22.11.2026  | So        | Wochenende                                   |                             |                        |         |       |         |         |               |                 |                             |                         |
| 23.11.2026  | Мо        |  |                             |                        |         |       |         |         |               |                 |                             |                         |
| 24.11.2026  | Di        |  |                             |                        |         |       |         |         |               |                 |                             |                         |
| 25.11.2026  | Mi        |  |                             |                        |         |       |         |         |               |                 |                             |                         |
| 26.11.2026  | Do        |  |                             |                        |         |       |         |         |               |                 |                             |                         |
| 27.11.2026  | Fr        |  |                             |                        |         |       |         |         |               |                 |                             |                         |
| 28.11.2026  | Sa        | Wochenende                                   |                             |                        |         |       |         |         |               |                 |                             |                         |
| 29.11.2026  | So        | 1. Advent                                    |                             |                        |         |       |         |         |               |                 |                             |                         |
| 30.11.2026  | Мо        |  |                             |                        |         |       |         |         |               |                 |                             |                         |
|             |           |  |                             |                        |         |       |         |         |               |                 |                             |                         |
| Arbeitstage | 21        |  | •                           | Мо                     | nat Sto | lSald | o (~15r | nin) >  |               |                 |                             |                         |
|             |           |  |                             |                        | Vor     | monat | Std.Sa  | aldo >  |               |                 |                             |                         |
|             |           |  |                             |                        | G       | esamt | Std. Sa | aldo >  |               |                 |                             |                         |
|             |           |  |                             |                        | Übert   | rag S | td. Sal | ldo >   |               | < Dieser S      | Stunden-Saldo wird in das n | ächste Monat übertragen |
|             |           |  |                             |                        |         |       |         |         |               |                 |                             |                         |
|             |           |  |                             |                        |         |       |         |         |               |                 |                             |                         |

| BOKL        | J-Z       | Leiterfassur                                 | ıg fü                       | ır Wisse               | nsc     | haft   | liche   | es P    | ersor         | nal             |                              | <b>[]</b>             |
|-------------|-----------|--|-----------------------------|------------------------|---------|--------|---------|---------|---------------|-----------------|------------------------------|-----------------------|
| OrgEinh     |           |  |                             |                        |         |        |         | nodell: |               |                 |                              | BOKU                  |
| Mitarbeite  | er:       |  |                             | Tr.                    |         |        | orges/  | etzter: |               | 1               |                              |                       |
| Monat: E    | Dez       | ember 2026                                   |                             | Diens                  | stplar  | 1      | Nor     | malst   | unden         | Übertrag        |                              |                       |
|             | ıtag      | Tagesinforma                                 | tion                        | Wochen-AZ:             |         |        | St      | under   | า 1:1         |                 | Anmerk                       | ungen                 |
| Datum       | Wochentag | Feiertage<br>Wochenende<br>Urlaub, ZA, Krank | [U]rlaub<br>[Z]A<br>[K]rank | Normal-<br>Arbeitszeit | Soll    | MP     | Von     | Bis     | Plus<br>Minus | Saldo<br>akuell | Aimon                        | .ungon                |
| 01.12.2026  | Di        |  |                             |                        |         |        |         |         |               |                 |                              |                       |
| 02.12.2026  | Mi        |  |                             |                        |         |        |         |         |               |                 |                              |                       |
| 03.12.2026  | Do        |  |                             |                        |         |        |         |         |               |                 |                              |                       |
| 04.12.2026  | Fr        |  |                             |                        |         |        |         |         |               |                 |                              |                       |
| 05.12.2026  | Sa        | Wochenende                                   |                             |                        |         |        |         |         |               |                 |                              |                       |
| 06.12.2026  | So        | St. Nikolaus                                 |                             |                        |         |        |         |         |               |                 |                              |                       |
| 07.12.2026  | Мо        |  |                             |                        |         |        |         |         |               |                 |                              |                       |
| 08.12.2026  | Di        | Maria Empfängnis                             |                             |                        |         |        |         |         |               |                 |                              |                       |
| 09.12.2026  | Mi        |  |                             |                        |         |        |         |         |               |                 |                              |                       |
| 10.12.2026  | Do        |  |                             |                        |         |        |         |         |               |                 |                              |                       |
| 11.12.2026  | Fr        |  |                             |                        |         |        |         |         |               |                 |                              |                       |
| 12.12.2026  | Sa        | Wochenende                                   |                             |                        |         |        |         |         |               |                 |                              |                       |
| 13.12.2026  | So        | 3. Advent                                    |                             |                        |         |        |         |         |               |                 |                              |                       |
| 14.12.2026  | Мо        |  |                             |                        |         |        |         |         |               |                 |                              |                       |
| 15.12.2026  | Di        |  |                             |                        |         |        |         |         |               |                 |                              |                       |
| 16.12.2026  | Mi        |  |                             |                        |         |        |         |         |               |                 |                              |                       |
| 17.12.2026  | Do        |  |                             |                        |         |        |         |         |               |                 |                              |                       |
| 18.12.2026  | Fr        |  |                             |                        |         |        |         |         |               |                 |                              |                       |
| 19.12.2026  | Sa        | Wochenende                                   |                             |                        |         |        |         |         |               |                 |                              |                       |
| 20.12.2026  | So        | 4. Advent                                    |                             |                        |         |        |         |         |               |                 |                              |                       |
| 21.12.2026  | Мо        |  |                             |                        |         |        |         |         |               |                 |                              |                       |
| 22.12.2026  | Di        |  |                             |                        |         |        |         |         |               |                 |                              |                       |
| 23.12.2026  | Mi        |  |                             |                        |         |        |         |         |               |                 |                              |                       |
| 24.12.2026  | Do        | HI. Abend                                    |                             |                        |         |        |         |         |               |                 |                              |                       |
| 25.12.2026  | Fr        | Christtag                                    |                             |                        |         |        |         |         |               |                 |                              |                       |
| 26.12.2026  | Sa        | Stefanitag                                   |                             |                        |         |        |         |         |               |                 |                              |                       |
| 27.12.2026  | So        | Wochenende                                   |                             |                        |         |        |         |         |               |                 |                              |                       |
| 28.12.2026  | Мо        |  |                             |                        |         |        |         |         |               |                 |                              |                       |
| 29.12.2026  | Di        |  |                             |                        |         |        |         |         |               |                 |                              |                       |
| 30.12.2026  | Mi        |  |                             |                        |         |        |         |         |               |                 |                              |                       |
| 31.12.2026  | Do        | Silvester                                    |                             |                        |         |        |         |         |               |                 |                              |                       |
| Arbeitstage | 21        |  |                             | Мо                     | nat Sto | dSald  | o (~15r | nin) >  |               |                 |                              |                       |
|             |           | -  |                             |                        | Voi     | rmonat | Std.Sa  | aldo >  |               |                 |                              |                       |
|             |           |  |                             |                        | G       | esamt  | Std. Sa | aldo >  |               |                 |                              |                       |
|             |           |  |                             |                        | Übert   | rag S  | td. Sal | ldo >   |               | < Dieser S      | Stunden-Saldo wird in das nä | chste Jahr übertragen |
|             |           |  |                             |                        |         |        |         |         |               |                 |                              |                       |
|             |           |  |                             |                        |         |        |         |         |               |                 |                              |                       |