



WEEKLY HOUR REPORT

Helsinki Employment Services uses this form to track the working hours of jobseekers

Employee's name _____

Personal identity number _____

Job title _____

Employment start and end dates _____

Maximum working hours of a full-time employee or teaching obligation per week _____

Employer _____

Contact person _____ Tel. _____

Please enter the employee's **actual weekly working hours** for the period
____ / ____ 20__ - ____ / ____ 20__. in the columns below. If the employee has had paid time off,
please write the number of hours used as the basis for the salary, followed by a "V".

Year

Weeks	1	14	27	40
	2	15	28	41
	3	16	29	42
	4	17	30	43
	5	18	31	44
	6	19	32	45
	7	20	33	46
	8	21	34	47
	9	22	35	48
	10	23	36	49
	11	24	37	50
	12	25	38	51
	13	26	39	52

Date _____

Signature of the employer's representative _____

Name in print _____