Information for all student and graduate assistants
with a workload of 10 hours per week or less
and assistants for externally funded projects

The Minimum Wage Act (Mindestlohngesetz) of 11.08.2014 (MiLoG, Bundesgesetzblatt I p. 1348) came into force a considerable time ago.

According to MiLoG § 17, an employer who employs workers in marginal employment relationships is obligated to record commencement, end and duration of daily working time of these workers at the latest by the end of the seventh calendar day following the day on which the work was performed and to retain these records for at least two years from the effective date applicable to the record.

MiLoG § 17 generally applies to student and graduate assistants with a volume of employment of 10 hours per week or less. This means that working time must be recorded for this group of people, and that these documents must be retained.

Additionally, the working hours of assistants for externally funded projects must be recorded, regardless of how often they work. Documents for externally funded projects must be retained and stored in a separate location for 10 years after the project has been completed. The assistant’s recorded working hours are included in these documents. If you are working for an externally funded project, please therefore also give a copy of your hours worked to the management of the project.

For this reason, we have developed an Excel sheet in which to directly record all necessary information; this Excel sheet must be verified by the superior and decentrally stored in the faculty. The form can be downloaded using the link below:

http://www.verwaltung.personal.uni-mainz.de/28.php

However, we are open to alternative forms of organisation. The most important factor is that the records are stored decentrally in the faculty.

Please contact your respective department to find out about recording working time and how to proceed from there!