



GUIDELINES ON REGISTRATION OF WORKING TIME AT AARHUS UNIVERSITY

Employees at Aarhus University are covered by the national rules on the registration of working time. This means that:

- As a general rule, employees at AU must register their total daily working time.
- Researchers and teaching staff as well as people managers may be exempted from the requirement to register their working time. Exemptions will be granted by management on a case-by-case basis. Such exemptions must be noted in the employee's employment contract or in an addendum to employment contract.

Board members, external co-examiners, external members of assessment committees and emeritus professors are examples of persons who are not employed by AU, strictly speaking. Such persons are not required to register their working time.

What must be registered?

Employees must register their total daily working time. For full-time employees, the norm is 7.4 hours.

'Working time' is defined as the time during which the employee works and is at their employer's disposal during the performance of their work duties. The opposite of working time is daily/weekly rest.

Time spent on daily transportation to and from the workplace is considered part of the daily rest period. Transportation to and from a different place of work than the workplace is also considered part of the daily rest period, unless this travel time exceeds the amount of time normally spent on transportation to and from the workplace. In such cases, the extra travel time is considered working time.

Working time must be registered in AU's working time registration form

As a general rule, AU employees must register their working time by filling out this form (link). The standard full-time weekly working hours (37 hours) have been filled out in advance, and the form will be updated in advance every year. Part-time employees can manually adjust their standard weekly working hours on the form. The form will then automatically adjust the total daily working hours accordingly.

Employees only need to register their working time on days when they work more or less than their normal daily working hours.

Employees should continue to register holiday and absence in mitHR as usual, not on the form. In other words, if an employee takes holiday or is absent, the pre-registered working hours on the form should be left unchanged.

This form will be suitable for most AU employees.





Exceptions

- Units and employees who work under exceptional working conditions that the form cannot accommodate may use their own customised forms.
- Hourly-paid employees should register their total daily working time on timesheets approved by management. These timesheets register these employees' working time, so this group should not use the working time registration form.

Guidance on storage of working time registration form

The university must store documentation of employees' working hours for five years.

Regardless of what kind of form is used to register working time, including timesheets for hourly-paid employees, this information must be stored in the following way:

- Each department should create a local SharePoint site where employees' forms are stored. [Learn how to create a SharePoint site here](#). In SharePoint, data can be stored securely for 5 years, as required by law. A Teams site can also be used if the unit already has one.
- A folder named 'working time registration' must be created on the local SharePoint site. A form for each employee in the unit must be uploaded to this folder. A sub-folder must also be created, named 'archive', in which the previous year's forms are stored. An employee's form should only be accessible to the employee and their manager. No one else in the unit should have access. There's a setting on the form itself for restricting access.
- At the end of a calendar year, the forms for the year should be saved in the archive folder, and all employees should start filling out a new form for the year.

Follow-up on working time registration

Managers are responsible for:

- Ensuring that employees are familiar with the guidelines for working time registration at Aarhus University, with regard to both registration and storage of documentation of their working hours.
- Ensuring that employees to whom the guidelines apply register their working hours.
- Ensuring that employees have access to a SharePoint site where they can update and save their forms in compliance with the guidelines.
- Ensuring that the forms are stored for five years, in compliance with the guidelines
- Performing a case-by-case assessment of employees eligible for exemption from the guidelines.
- Informing employees who have been exempted from the working time registration require that this has been added to their employment contract or an addendum to their employment contract.
- Following up on employees' working time and ensuring an appropriate balance between tasks and working time. This applies regardless of whether the employee is required to register their working time or has been exempted from this requirement.



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- The 48-hour rule, which stems from an EU directive, is particularly important to keep in mind in this connection. Under the 48-hour rule, employees may not work more than 48 hours a week on average over a four-month reference period.

Employees are responsible for:

- Updating their working time registration form as needed and contacting their manager if they work significantly more or less than the locally agreed level/period.

Why do we have to register working time?

The working time registration requirement comes from an EU directive that was implemented into Danish law on 1 July 2024. The purpose of the act on working time registration is to protect the rights of workers and ensure that employers comply with applicable regulations on working time.

Like the other universities in Denmark, Aarhus University will adhere to the recommendations of the Danish Employee and Competence Agency with regard to how the act should be interpreted and implemented in the university sector.

AU's obligation as an employer to comply with working time regulations and occupational health and safety regulations is not affected by the implementation of the new act on working time registration.