

Deviation register for part-time employees, hospitality example

One line per deviation from the schedule. Started later: write it at the start. Stopped earlier: write it at the end. Work outside the schedule: start, end and breaks, each at the moment itself.

Company

Period from

to

Date	Employee	Scheduled start	Scheduled end	Actual start	Actual end	Break from	Break to	Difference (hours)	Reason for deviation	Written at
05/10/2026	Lotte Peeters	18:00	22:00	18:00	23:15			+1,25	Terrace full, closed later	23:15
06/10/2026	Yassine El Amrani	11:00	15:00	11:45	15:00			-0,75	Started later at the venue's request, few bookings	11:45
07/10/2026	Ine Claes			17:00	22:30	19:30	20:00	+5,00	Covering for a sick colleague (day off)	17:00 and 22:30
09/10/2026	Lotte Peeters	18:00	22:00	18:00	21:00			-1,00	Went home earlier, quiet evening	21:00

Deviation register for part-time employees, hospitality example: how to use

What it is for

Recording every deviation from the schedule of a part-time employee, with a fixed as well as a variable schedule.

How to fill it in

One row per deviation. If the employee starts later than scheduled, write the start and end time at the start. If they stop earlier, write them at the end. If they work outside their schedule, write the start, end and rest breaks each at the moment itself. Under Written at, fill in the time you wrote the line. Difference (hours) calculates itself: actual duration minus the break outside the schedule, minus the scheduled duration. For a day outside the schedule, leave Scheduled start and end empty.

Important

The official deviation document must follow the model imposed by the royal decree of 08/03/1990. This template is not that model: use it as a worksheet, or ask your social secretariat for the official model. The alternative is a time tracking system that records start, end and rest breaks of all work per day, keeps them for five years and is accessible to the employee and the inspectorate (FPS Employment).

Retention

From the last mandatory entry until five years after the end of the month following the quarter in which the entry was made. If deviations are not recorded, the employee is presumed, unless proven otherwise, to work full time (FPS Employment).

Limits

An Excel file or a paper sheet can be changed afterwards without anyone noticing. No Belgian rule forbids Excel, but writing it down later than the moment itself does not meet what the FPS asks.

Hospitality

The example rows are fictitious. This register covers part-time employees with an employment contract. For flexi-jobs, the NSSO lists five ways of registering of their own, including the registered cash system (GKS) and the daily Dimona with start and end time. This register does not replace that registration. The target group reduction for permanent hospitality employees, with its own registration via the GKS or ASA, was discontinued on 1 July 2026.

Sources

FPS Employment, monitoring part-time work (Dutch): <https://werk.belgie.be/nl/themas/arbeidsreglementering/deeltijdse-arbeid/toezicht-op-de-prestaties-van-de-deeltijdse-NSSO>, flexi-jobs (Dutch): https://www.socialsecurity.be/site_nl/employer/infos/flexi-jobs.htm NSSO, target group reduction hospitality, discontinued 01/07/2026 (Dutch): https://www.socialsecurity.be/employer/instructions/dmfa/nl/latest/instructions/deductions/structuralreduction_targetgroupreductions/horecanew.html