

Weekly timesheet

Per employee and per day: start, break and end of work. Write it down at the time and have the employee sign every week.

Company _____

Week from _____ to _____

Date	Employee	Start	Break from	Break to	End	Hours worked	Note	Employee signature

Total hours worked _____

Weekly timesheet: how to use

What it is for

Recording per employee and per day the start, the break and the end of work, with the number of hours worked.

How to fill it in

One row per employee per day. Times as 08:30, dates as 05/10/2026. The Hours worked column calculates itself: end minus start, minus the break. A shift past midnight is counted. Write it down at the time, not afterwards from memory. Have the employee sign at the end of the week, print the sheet and keep it.

What the rules ask

With flexible working hours (glijdend uurrooster): a time tracking system recording each employee's identity and the duration of work per day, accessible to the employee, kept for five years (Labour Act, art. 20ter). The law prescribes no form. For part-time employees, a time tracking system records start, end and rest breaks at the moment they begin or end (FPS Employment).

Limits

An Excel file or a paper sheet can be changed afterwards without anyone noticing. No Belgian rule forbids Excel, but the announced general registration duty speaks of a system that records working time objectively and reliably. Whether an editable file meets that is not settled yet. For flexi-jobs, the NSSO lists five ways to register; an Excel sheet or paper list is not one of them.

Status on 10/10/2026

The general registration duty has been announced with 1/1/2027 as the target date, but it has not been voted or published. The National Labour Council issued a divided opinion on 30/09/2026 (no. 2.499).

Sources

Labour Act of 16 March 1971, art. 20ter (Dutch): <https://www.ejustice.just.fgov.be/eli/wet/1971/03/16/1971031602/justel>

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

National Labour Council, opinion no. 2.499 (Dutch): <https://cnt-nar.be/sites/default/files/documents/nl/advies-2499.pdf>