Difference between scheduled and worked hours · What to record?

For: Paušalni obrt · Obrtnici · j.d.o.o. · d.o.o.

Practical business guidance · Reviewed: 2026-11-22

Applicability: According to the profile and circumstances of the described case.

Keep the actual start and end of work, as well as the approved corrections, in accordance with the rules.

Record and working document

Compare the differences with the basis for calculating relative salary items.

When the records are unclear, check the circumstances with the employee and the person responsible before processing.

Working example · Difference between schedule and hours worked

Compare the differences with the basis for calculating relative salary items.

Specific next steps

1. Compare the differences with the basis for calculating relative salary items.
2. When the records are unclear, check the circumstances with the employee and the person responsible before processing.
3. Introduce a review of entries before closing the pay period.

Limits of application

For a Croatian employment relationship, in accordance with applicable regulations and the contract.

Sources

Ministry of Labour · Labour Law, Frequently Asked Questions

https://mrosp.gov.hr/pristup-informacijama-16/najcesca-pitanja-i-odgovori/zakon-o-radu/5698

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https://adriatrends.hr/poslovni-vodic/en/pitanja/praksa-sati-rad-razlika-dokazi