

Staff & PE put hours worked on EU grants

Person: Joe Bloggs

February 2010

Only yellow cells can be edited
Don't add hours for weekends

Number of hours envisaged i.e. according to the employment contract: 37.5 hours/week

You must account for all hours worked, not just work on the EU Project.
Weekends

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
EU Project	7.5																															150
EUFG (Proj Acronym)	7.5																															150
Project b																																0
Project c																																0
Project d																																0
Total RTO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EUFG (Proj Acronym)																																0
Project b																																0
Project c																																0
Project d																																0
Total Management	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Management																																0
EUFG (Proj Acronym)																																0
Project b																																0
Project c																																0
Project d																																0
Total Management	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Activities																																0
EUFG (Proj Acronym)																																0
Project b																																0
Project c																																0
Project d																																0
Total Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Projects																																0
Academic Activities	7.5																															73.5
Project x																																0
Project y																																0
Project z																																0
Total Other Projects	7.5	0	5.5	0	0	0	0	0	0	2.5	0	0	7.5	0	0	5.5	7.5	0	0	0	0	7.5	7.5	7.5	7.5	7.5	0	0	0	0	73.5	
Annual Leave																																0
Special Leave																																0
Illness																																0
Total Absences	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total productive hours	0	7	3	0	0	0	0	0	0	5	7.5	0	0	0	2	0	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	46.5
Total hours																																150

Send original timesheets to the grants supervisor to sign monthly

Record any ALL & absences

Signed: Joe Bloggs

Date:

Approved: Signed by line manager

Date:

Productive hours per project: Proj Acronym)	46.5
Project b	0
Project c	0
Project d	0

Total hours worked

List other projects you are working on

PI complete if I end on the EU grant.

Rarely used