

UNDERSTANDING A TIMESHEET

Timesheets are a requirement of the European Commission for all staff whose time is charged to EU projects and needs completing each month when work is undertaken on an EU Project.

The timesheet should reflect 100% of an individual's time including work on other projects, absences and holidays. This allows the RSO to calculate the hourly rate of individuals on their projects, as a percentage of time spent on the project over total productive hours. It also shows an individual's full working hours in the University and acts as proof that an individual has worked on a project and as backup to show that any one individual is not being funded more than 100% by an EU grant. All members of staff working on the project need to complete timesheets and this includes Unitemps staff and PI's & Co PI's. The weekly timesheet that is completed by Unitemps is sufficient for this purpose.

The main headings we use are EU Projects, Other Projects and Absences. The row titled 'Demonstration' rarely needs to be completed, 'Management' is if you are PI on an EU grant and you are the lead institution (which is very rare) and 'Other Activities' rarely gets used.

To complete the Timesheet

Please refer to the example of a completed timesheet for reference.

There were 28 days in Feb 10, but only 20 of them were working days (do not count Sat/Sun or bank holiday/closure days). Academics and Research Staff work 37.5 hrs/week. If you are 100% fte, you would be working 20 days @ 7.5hrs/day = working 150hrs for Feb 2010. Obviously some months have more working days than other. Now you need to decide how those hours are split between work spent on EU projects and non-EU project work. In the example this person is working 39.5hrs on EU projects, 7 hours as lead on an EU Grant, 73.5hrs working on other projects. 22.5hrs on a/leave and 7.5hrs on absences. The total hours equate to 150.

If you are working part time, please make sure where possible the hours you work reflect the percentage time that you are employed on the grant – for example if you take annual leave you should ensure that the productive hours are still split correct as per your employment contract. Thus if you are employed at 40% FTE, you should ensure that 40% of your productive hours are allocated to the EU grant. Any differences will affect the salary costs that we can recover from the EU.

Things to remember

- Complete timesheets for every month you are charged to the grant
- Record all annual leave and absences on the form
- Sign all timesheets and obtain the PI signature. Please ensure these are signed off on a monthly basis (not all signed using the same date). Auditors like to see the forms signed & dated for each month the form is completed.
- Send the hard copy timesheets to hsgrants@le.ac.uk (Room 4.31, CfM) on a monthly basis.