

FP7 Timesheet Guidelines

Procedure

It is a Commission requirement that all staff working on Framework Programme 7 (FP7) funded projects must complete timesheets, this includes the PIs and Co-Is as well as the researchers and technicians.

This is not a paper exercise – these timesheets are required in order to be able to claim the salary costs from the Commission. They must be completed.

The UEA timesheet is an excel spreadsheet and should be downloaded from the REN website.

There are two six month instalments of the timesheet for each year – Jan to June and July to December. Please make sure you download the correct version for the right year. i.e. project starting in Feb 09 will need the Jan-Jun 09 spreadsheet.

Timesheets should be completed on a regular basis; we would recommend a weekly basis.

Each month the timesheet should be printed off and signed by the person it refers to.

At the end of June and again at the end of December the summary sheet should be printed off and signed by the Supervisor. For most people on the project this will be the PI. For the PI this will have to be the Head of School. Each January and July a new timesheet should be downloaded from the website.

Completed timesheets should be submitted to your REN Finance Administrator at the end of each June and December.

Please be aware that this data is not used for any other purpose than to reconcile the staff costs on FP7 projects. UEA is simply fulfilling a requirement of the Commission.

Guidance

The timesheet needs to be completed so that it contains a record of **all the hours worked ('productive hours')** – not just the hours on the FP7 project.

When completing the timesheets you need to be aware that the UEA standard working hours per year is **1590**. The table below outlines how this figure is calculated.

UEA PRODUCTIVE HOURS	Days
Days in a year	365
Weekends	104
Annual leave	30
Statutory/custom	14
Illness	5
Total working days	212
Total Hours (assumes 7.5hrs/day)	1590

Detailed completion of timesheets

The first worksheet contains some **Guidance Notes** – a summary of the information included in this document.

The next worksheet is the **Project details**

- The **Project details** sheet should be completed with your details and the project details. The timesheet start dates should be completed as the date your work on the project starts.

Each following excel worksheet is a monthly timesheet.

- The project details at the top of each monthly sheet are automatically populated with the detail entered on the Project details sheet.
- Labels in the left column outline the classifications under which time can be recorded.
- The **Research Project Number** e.g. R12345, will be automatically entered in the left column. The time spent working on that FP7 project should be entered under the relevant activity – ‘Research Activities’ in most cases. The timesheet includes space for two projects time to be recorded.
- The **Other Non-EU Productive Activities** covers all hours spent at work not on the FP7 projects. This is just one figure and does not have to be broken down any further.

NOTE: if you are working 100% time on a project for a given time period then all your productive hours should be entered under the relevant project code.

- **Annual leave** should be entered when it is taken. A day of leave would be equal to 7.5 hrs. We have assumed approx 30 days of annual leave each year.
- **Statutory/custom holidays** are days when the University is closed and include Bank holidays, Christmas and Easter closure – for UEA this is 14 days a year
- **Illness** – days off due to sickness should also be included. A day off would be 7.5 hrs.
- The **Description of tasks and activities** in the next column refers to the various activities undertaken within the range of FP7 projects. In the majority of cases activity will be under the Research Activities heading. If you aren't sure please check with the project PI or REN Project Officer.
- All time should be recorded in hours and entered in the yellow shaded boxes.
- The dates in the top rows will be automatically populated with the correct dates for a Mon-Fri week in any particular month.

The final worksheet is the **Summary** sheet

- Summary sheet should be printed off at the end of the period (June or December) and authorised by your line manager and submitted to your REN Finance Administrator with copies of each monthly time sheet signed by the person the timesheet refers to.