

Notes on the use of timesheets for eTEN projects

In accordance with the eTEN Grant Agreement, Annex II, Article 14.1 (a), the working time of each employee of each participant spent on the project shall be recorded and certified at least once a month.

The time records should be certified/signed by the person(s) designated by that participant to direct their work on the project – in accordance with the eTEN Grant Agreement, Annex 2, Article 2.2 (b). If this is not possible then the time records are to be certified/signed in accordance with the normal practice of the participant. This could be by the person's immediate superior or by another hierarchical or administrative overseer from the participant.

Such employees must be directly hired by the participant in accordance with her/his national legislation, be under the sole supervision of the latter and the results of their work must belong to the participant.

Following requests from participants of eTEN projects, a simple and user-friendly model for a monthly timesheet, which meets minimum requirements, is provided with these notes in Excel format.

It is important to note that the use of this model timesheet is not obligatory. Whatever time recording system is used should record hours worked on the eTEN project and should also enable reconciliation of total hours in cases where personnel work on several projects during the same period.

It is important to remember that an effective time-recording system (a system which certifies the reality of the hours worked) is a requisite for the eligibility of the costs. A simple estimation of hours worked is not sufficient.

Productive hours must be calculated according to the beneficiary's normal practices. Productive hours per year should exclude annual leave, public holidays, training and sick leave. A figure of 210 working days per year could be considered representative in most cases. For example:

- Total days in a year: 365
- Weekends: 104
- Annual holidays: 21
- Statutory holidays: 15
- Illness/Others: 15
- Workable days in a year: 210

The above will vary depending on the personnel category, industry sector, unions, contracts and national legislation which should all be taken into account.

Some practical hints

The timesheet should be updated in a timely manner - ideally every working day.

The completed timesheet for a given month should be signed and approved in a timely manner - e.g. during the first week of the following month.

The timesheet of a project manager or coordinator should be approved by her/his superior.

The decimal system is used to report periods others than full hours, e.g. for 5 hours 30 minutes please report 5.5.