

University Hospital Basel

Financial Ressort – Fund Controlling

Factsheet about EU's FP7

TIMESHEETS (V.1.01)

On the following pages you will find useful advices for the execution of FP7-Timesheets. The timesheets are one of the most important parts of the projects. Correct timesheets guarantee that the money received from the EC will not be reclaimed.

If you need any further assistance, feel free to contact the department „Fondsbuchhaltung/Drittmittelcontrolling“ at the University Hospital Basel. Contact information is available on the last page.

General Conditions:

- Only the hours worked on the project can be charged!
- The working time which is charged has to be recorded on timesheets.
 - ➔ The timesheets have to present a true and fair view.
- **The absence of timesheets leads to a reclaim of the EC. The beneficiary will have to repay the received money that is not substantiated by timesheets.**
- Employees have to record their time on a daily, weekly or monthly basis ➔ use a paper or a computer-based system.
- The time records must be authorised by the project manager or other superior.
- May include permanent and temporary employees.

General Content of the Timesheets:

- The timesheets have to meet at least the following **basic requirements**:
 - o Full name of beneficiary as indicated in the ECGA
 - o Full name and signature of the employee directly contributing to RTD project
 - o Title of the project as indicated in the ECGA
 - o Project account number

- Periodicity of filling in (for instance on daily, weekly, monthly basis) according to the beneficiary's normal practice.
 - Total amount of hours claimed on the RTD project. All hours claimed must be verifiable in a reliable manner.
 - Full name and a signature of a supervisor (person in charge of the project).
 - The timesheets must be reconcilable with the absences for holidays, illness, travels or others.
- **Additional criteria (recommended):**
- The time records disclose the hours worked on a daily basis.
 - A reference to the tasks or work packages included in the Description of Work, allowing an easy reconciliation of the work done with the work assigned.
 - A reference to the type of activity (RTD, management, other...) to which the work has been attributed.
 - A description of the actions carried out by the staff, allowing to understand the work done and substantiate it, in particular in the case of a technical audit.

Important: If someone does not exclusively work for the FP7 project during the same period the time sheet has to show the other activities (EU projects, internally funded research, administration, absences etc.). The total hours per person must be evident, listing all activities.

An employment contract would not be sufficient but must be provided in case of audits together with the timesheets.

Productive hours

The number of hours indicated in the timesheets should not be based on a simple estimation but on the number of annual productive hours of the institution/organisation

- by using a standard number of productive hours used for all employees.
- by calculating an actual individual number of productive hours for each employee.

Productive hours per year

- should exclude annual leave, public holidays, training , sick leave
- but may include administrative time, etc.

Productive hours have to be clearly justified and should match the underlying time records. If the beneficiary uses the standard productive hours, it cannot claim more hours than the standard productive hours, even if the actual time spent exceeds them. If the beneficiary uses the actual productive hours, it cannot claim more hours than the individual actual productive hours.

Example of calculation:

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

Productive hours include all working activities of the personnel of the beneficiary; they include also activities such as:

- Sales and Marketing
- Preparation of proposals
- Administrative time

- "Unsold time"/ "non billable" hours
- Non-project related, general research activities
- In the case of universities or similar bodies: teaching, training or similar hours.

Particular cases:

For particular cases like „Teleworking“, overtime, benefits, parental leave, recruitment costs, etc. take a look at page 56ff. of the „guide to Financial Issues relating to FP7 Indirect Actions“.

Contact Information:

Thilo Wiczorek

Universitätsspital Basel
Ressort Finanzen
Drittmittelcontrolling
Hebelstr. 36
CH-4031 Basel

Phone: +41 - (0)61 - 556 56 85
Fax: +41 - (0)61 - 265 38 79
mail to: wiczorekt@uhbs.ch
web: www.uhbs.ch