Timesheets H2020

Fill out for each month:

- the ‘Project Acronym’ (like in the proposal or grant Agreement) in the Header and in the blue box in the chart
- the ‘Beneficiary’s name’ in the Header (= UPB)
- your name in the Header (‘Name of person’)
- the ‘Grant Agreement Number’ in the Header
- the ‘Number of hours envisaged i.e. according to the employment contract per week’ in the header (100% = 39.83 hours/week; 75% = 29.88 hours/week)
- for each working day provide the working hours in the corresponding WPs
- if you work part-time for another project enter the corresponding hours under ‘other activities’
- you have to give a ‘Short description of activities carried out in the month’ (WP or task level)
- you and your supervisor have to sign. Make sure that the date of signature is ‘reported month’ + 1!

Remarks:

- ‘Annual leave’ means vacation
- ‘Other absences’ are e.g. illness, maternity leave, etc.
- travel times are no ‘Other activities’ or ‘Absences’, but should be stated as normal working time in the corresponding WPs (blue section)
- in case you are financed at 100% of the project budget, you do not have ‘Other activities’
- teaching hours will not be reimbursed!
- 24th and 31st of December are no working days at UPB
- No working time on weekends
- As a guideline: full employment (100%) = max 8-10 h/day, 75% = max 6-8 h/day
- You are not allowed to exceed 10 working hours/day
- Please send your timesheets to the Forschungsreferat/EU quarterly