

GUIDANCE - MODEL TIME SHEET

Alpine Space Programme
European Territorial Cooperation 2007 - 2013

Please make sure that the time sheet is **informing on the project participant, the employee and the time frame** concerned.



Monthly timesheet for staff working hours

IDENTIFICATION OF THE PROJECT PARTICIPANT

Project acronym	ALPSEXAMPLE
Project reference n°	1-1-1-A
Project Participant	Land Salzburg (PP 1)

IDENTIFICATION OF THE EMPLOYEE

Name	X. Ypsilon
Function	Project Manager
Extent of employment in % (100%=fully employed)	100%

TIME FRAME

Month/Year	October 2008
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Day	Project related activities			Activities not related to this ASP project			Total working hours	Hours off (vacation, illness...)	Total hours
	Time (from)	Time (to)	Hours	Time (from)	Time (to)	Hours			
1.	8:30	12:00	3:30	12:30	17:45	5:15	8:45	0:00	8:45
2.	8:15	10:45	2:30	10:45	13:00	2:15	8:45	0:00	8:45
2.	14:00	18:15	4:15	18:15	18:00	1:45	6:45	0:00	6:45
3.	8:15	12:00	3:45	13:00	16:00	3:00	6:45	0:00	6:45

Please make sure that the indicated starting and ending time is showing the same **level of detail** as the time recording in your institution (either exact time or rounded on quarterly basis). Furthermore **use the right formatting:**

9 am => 09:00
1 pm => 13:00

The hours will be **calculated automatically** (if the excel file provided by the programme is used).

Please do not forget the **WP indication** when describing the work performed.

The total actual working hours are calculated automatically (sum of project related activities and activities not related to your project). Please make sure that the indicated hours are **coherent with the time recording of your institution** (it is therefore essential that **all activities** are recorded in this time sheet).

If there are **any interruptions** (e.g. project related work in the morning and in the afternoon – lunch break in between, or activities for different work packages) **please copy-paste** the respective line as often as needed – make sure that the calculated total working hours of the day are correct!

Day	Time		Hours	Activity (description of activity and concerned work package)	Time		Hours	Activity (if related to another project, indicate project title)	Total working hours	Hours off (vacation, illness...)	Total hours
	(from)	(to)			(from)	(to)					
1.	8:30	12:00	3:30	drafting first progress report (WP2)	12:30	17:45	5:15	general tasks	8:45	0:00	8:45
2.	8:15	10:45	2:30	meeting with external expert - evaluation (WP4)	10:45	13:00	2:15	project XY	8:45	0:00	8:45
2.	14:00	16:15	2:15	drafting text for project brochure (WP 3)	16:15	18:00	1:45	general tasks			
3.	8:15	12:00	3:45	drafting first progress report (WP2)	13:00	16:00	3:00	project XY	6:45	0:00	6:45
4.			0:00	SATURDAY			0:00	SATURDAY	0:00	0:00	0:00
5.			0:00	SUNDAY			0:00	SUNDAY	0:00	0:00	0:00
6.			0:00	vacation			0:00	vacation	0:00	8:00	8:00
7.	8:15	12:00	3:45	internal meeting: project brochure (WP 3)	12:45	18:15	5:30	general tasks	9:15	0:00	9:15
8.	8:30	12:15	3:45	drafting text for project brochure (WP 3)	13:15	14:45	1:30	project XY	8:30	0:00	8:30
8.			0:00	-	14:45	18:00	3:15	general tasks			
9.	8:45	10:00	1:15	finalisation first progress report (WP2)	11:15	12:30	1:15	general tasks	7:45	0:00	7:45
9.	10:00	11:15	1:15	drafting text for project brochure (WP 3)	13:15	17:15	4:00	project XY			
10.			0:00	-	8:15	14:00	5:45	project XY	5:45	0:00	5:45
11.			0:00	SATURDAY			0:00	SATURDAY	0:00	0:00	0:00
12.			0:00	SUNDAY			0:00	SUNDAY	0:00	0:00	0:00
13.	8:15	12:00	3:45	finalising text project brochure (WP 3)	12:30	17:30	5:00	general tasks	8:45	0:00	8:45
14.			0:00	illness			0:00	illness	0:00	8:00	8:00
15.			0:00	illness			0:00	illness	0:00	8:00	8:00
.....											
28.	13:00	17:15	4:15	meeting: discuss evaluation (WP 4)	8:30	12:15	3:45	general tasks	8:00	0:00	8:00
29.	8:15	10:00	1:45	redrafting first progress report (WP 2)	10:00	13:30	3:30	project XY	5:15	0:00	5:15
29.	14:00	17:00	3:00	exchange RP 2 – evaluation results (WP 4)			0:00	-	3:00	3:00	6:00
30.	13:00	18:00	5:00		8:15	12:30	4:15	general tasks	9:15	9:15	18:30
79:45:00				85:00:00				164:45:00		36:15:00	201:00:00
Signature of the employee:				Signature of the employer:							
Date:				Date:							

Please avoid deficiencies like this: if project related working hours are indicated but a description of the work performed is missing, the hours cannot be allocated to the project and will therefore not be certified and co-funded.

As a matter of completeness, **hours off** (due to vacation, illness, training) shall be indicated too – even if **not relevant for the calculation of the hourly rate!** Please follow the standards of your institution when doing so (**normal working hours** defined) in order to secure the comparability of the time sheet with the time recording of your institution.

Monthly timesheet for staff working hours

IDENTIFICATION OF THE PROJECT PARTICIPANT

Project acronym	ALPSEXAMPLE
Project reference n°	1-1-1-A
Project Participant	Land Salzburg (PP 1)

TIME FRAME

Month/Year	October 2008
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IDENTIFICATION OF THE EMPLOYEE

Name	X. Ypsilon
Function	Project Manager
Extent of employment in % (100%=fully employed)	100%

Day	Project related activities			Activities not related to this ASP project			Total working hours	Hours off (vacation, illness...)	Total hours
	Time (from) (to)	Hours	Activity (description of activity and concerned work package)	Time (from) (to)	Hours	Activity (if related to another project, indicate project title)			
1.	8:30 12:00	3:30	drafting first progress report (WP2)	12:30 17:45	5:15	general tasks	8:45	0:00	8:45
2.	8:15 10:45	2:30	meeting with external expert - evaluation (WP4)	10:45 13:00	2:15	project XY	8:45	0:00	8:45
2.	14:00 16:15	2:15	drafting text for project brochure (WP 3)	16:15 18:00	1:45	general tasks	6:45	0:00	6:45
3.	8:15 12:00	3:45	drafting first progress report (WP2)	13:00 16:00	3:00	project XY	0:00	0:00	0:00
4.		0:00	SATURDAY		0:00	SATURDAY	0:00	0:00	0:00
5.		0:00	SUNDAY		0:00	SUNDAY	0:00	0:00	0:00
6.		0:00	vacation		0:00	vacation	0:00	8:00	8:00
7.	8:15 12:00	3:45	internal meeting: project brochure (WP 3)	12:45 18:15	5:30	general tasks	9:15	0:00	9:15
8.	8:30 12:15	3:45	drafting text for project brochure (WP 3)	13:15 14:45	1:30	project XY	8:30	0:00	8:30
8.		0:00	-	14:45 18:00	3:15	general tasks	7:45	0:00	7:45
9.	8:45 10:00	1:15	finalisation first progress report (WP2)	11:15 12:30	1:15	general tasks	5:45	0:00	5:45
9.	10:00 11:15	1:15	drafting text for project brochure (WP 3)	13:15 17:15	4:00	project XY	0:00	0:00	0:00
10.		0:00	-	8:15 14:00	5:45	project XY	8:45	0:00	8:45
11.		0:00	SATURDAY		0:00	SATURDAY	0:00	0:00	0:00
12.		0:00	SUNDAY		0:00	SUNDAY	0:00	0:00	0:00
13.	8:15 12:00	3:45	finalising text project brochure (WP 3)	12:30 17:30	5:00	general tasks	8:45	0:00	8:45
14.		0:00	illness		0:00	illness	0:00	8:00	8:00
15.		0:00	illness		0:00	illness	0:00	8:00	8:00
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29.	14:00 17:00	3:00	exchange PP 2 - evaluation results (WP 4)		0:00	-	3:00	3:00	6:00
30.	13:00 18:00	5:00		8:15 12:30	4:15	general tasks	9:15	9:15	18:30
79:45:00			85:00:00			164:45:00	38:15:00	201:00:00	

Signature of the employee:	Signature of the employer:
Date:	Date:

Finally please make sure that the time sheets are **signed** by the employee and the superior.

Furthermore ensure that the correct data is used for calculating the hourly rate i.e. the total of the project related activities and the total of the total working hours (NOT incl. hours off!)