Timesheet

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| Time recording is mandatory for all personnel working in FP7-projects (Seventh Framework Programme) and H2020-projects (Horizon 2020). |
| The time recording system must enable complete reconciliation of total hours per person, listing all activities such as: |
| EU projects, non EU projects, internally funded research, administration, absences etc. |
| For H2020 projects it is mandatory to specify time worked divided per Workpackage. |
| A time-recording system is a requisite for the eligibility of the costs. |
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| Print every single month and "Summary page", and have them signed monthly by both the employee and the person in charge of the project (or head of the department when the employee and the person in charge is the same). |
| The signed timesheet originals are to be stored for up to 5 years after the end of the project. |
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| Uppsala university’s yearly Timesheet templates can be downloaded from (<https://mp.uu.se/web/info/stod/ekonomi/forskningsstod/eu/mallar> ) and they are updated to meet the minimum criteria required by H2020, being:  |
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1) The title and number of the action as specified on the GA;

2) The Beneficiary’s full name, as specified on the GA;

3) The name, date and signature of the person working on the action;

4) The number of hours worked on the action (with at least month level granularity);

5) The supervisors name and signature;

6) Reference to the action tasks or WP’s

Follow the instructions (in the Instructions sheet) on how to use the UU timesheets and your time sheets will meet all criteria above.