

LIFE 10 ENV/SE037

## Reporting time

Version Dec 2015

This instruction is valid and mandatory from October 2012. During 2015 contact information has been updated.

Time sheets already delivered to CB do not have to be re-sent if they are correct. However, if time NOT has been reported from Sep 2011 to Sep 2012 this new instruction is recommended.

The major difference from the earlier version is how the personnel cost is calculated. From now on we requests documents that show actual gross salary on annual basis plus obligatory social charges according to Common Provision Article 25.2.

- 1) Copy documents showing actual gross salary or wages plus obligatory social charges for all individuals reporting time. The documents should preferably be from your human resources/ salary department.
- 2) Calculate the annual personnel cost considering the following elements.

Item	Text
1	Annual gross salary including 13 <sup>th</sup> and 14 <sup>th</sup> salaries, if applicable.
+ 2	Holiday allowance, if not included in #1 above
+ 3	Obligatory/compulsory social charges imposed by law, such as pension schemes, health schemes, insurance schemes, contribution to labour market funds, etc
+ 4	Pension schemes according to general trade union agreements
+ 5	Company specific pension schemes (that existed before the submission of project proposal) if offered to all employees in a non-discriminatory manner
- 6	Compensation received from insurance or other schemes in case of sickness, maternity leave, re-employment schemes to reactivate unemployed people, etc
=	Annual personnel cost (sum of 1-5 minus 6)

All additional and individual pension schemes and/or sickness insurances are not eligible, as well as company cars, bonuses and any other similar fringe benefits. Start with annual personnel cost based on year 2011.

- 3) Calculate the annual working time. The annual working time is the number of productive hours in one year. As before do not include holidays, flexitime compensations, weekends, sickness and other absences.
- 4) The copied documents, the calculated annual cost and the annual working hours for each individual are to be sent to the financial officer in the project at Region Jämtland Härjedalen. From December 2015 scanned documents should be sent via mail to [maria.arnstal@regionjh.se](mailto:maria.arnstal@regionjh.se)
- 5) Each beneficiary keep their original documents at there place, but they should be easy accessible for audit and monitoring. They might also be needed by coordinating beneficiary later.
- 6) Open the timesheet template. This template is at the web site.  
<http://www.pvcfreebloodbag.eu>
- 7) Add your working time. For example a day when you attend a PMG meeting you should add the hours for the PMG meeting under Action 4 **and the hours for the rest of the day in the column “Other work”**.  
If you work in another EC project you also have to add time in that column.
- 8) Print your monthly report
- 9) Get your superiors signature.
- 10) Scan the report and send it to [efva.svelander@regionjh.se](mailto:efva.svelander@regionjh.se)  
Those working in Jämtland may give their originals straight to Efva.
- 11) Save all originals at your place.

Efva will archive the timesheets for audit and monitoring by EC, but they will not be published on web site.