

Il database dei timesheets integrati

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INFN – Servizio Fondi Esterni



Sommario

- Il contesto
- Il database dei timesheets integrato
- Indicazioni operative
- Le novità introdotte con Horizon 2020



Contesto

Gli enti finanziatori, e in particolar modo la Commissione Europea, richiedono che l'ente beneficiario si doti di un sistema che permetta, nel caso di personale che lavora su più attività e progetti, di rilevare non solo il tempo dedicato al progetto finanziato ma anche alle altre attività che concorrono al monte ore annuo, al fine di evitare sovraesposizione delle ore ed eventuale rischio di *double funding*, cioè il rischio di finanziare costi per una stessa attività.



Contesto – Indicazioni UE

“Only the hours worked on the project can be charged. **Working time to be charged must be recorded throughout the duration of the project by timesheets**, adequately supported by evidence of their reality and reliability. In the absence of timesheets, the beneficiary must substantiate the cost claimed by reasonable means (alternative evidence) giving an equivalent level of assurance, to be assessed by the auditor”.

Fonte: Guide to Financial Issues relating to FP7 Indirect Actions – p.55



Requisiti timesheet – Indicazioni UE 1/4

Il timesheet per rispettare i requisiti previsti dalla base giuridica dell'FP7 deve esporre le seguenti informazioni:

- full name of beneficiary as indicated in the ECGA;
- full name and signature of the employee directly contributing to RTD project;
- title of RTD project as indicated in the ECGA;
- project account number;
- periodicity of filling in (for instance on daily, weekly, monthly basis) according to the beneficiary's normal practice;

Fonte: Guide to Financial Issues relating to FP7 Indirect Actions – p.56



Requisiti timesheet – Indicazioni UE 2/4

- amount of hours claimed on the RTD project. All hours claimed must be able to be verified 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.



Requisiti timesheet – Indicazioni UE 3/4

Ulteriori requisiti:

- the time records disclose the hours worked on a daily basis;
- a reference to the tasks or WP 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.



Requisiti timesheet – Indicazioni UE 4/4

Il timesheet deve rappresentare tutto il tempo dedicato all'attività lavorativa

«In cases where personnel work on several projects during the same period the time recording system must enable complete reconciliation of total hours per person, listing all activities (EU projects, internally funded research, administration, absences etc.)»



Il database dei timesheets integrato INFN

Il 30 luglio 2014 con la **Disposizione n.16642 del Presidente dell'INFN** si introduce l'utilizzo del database dei timesheets integrato per il calcolo del tempo produttivo del personale afferente a progetti derivanti da bandi competitivi nazionali ed internazionali, in ottemperanza a quanto richiesto dai regolamenti degli enti finanziatori.

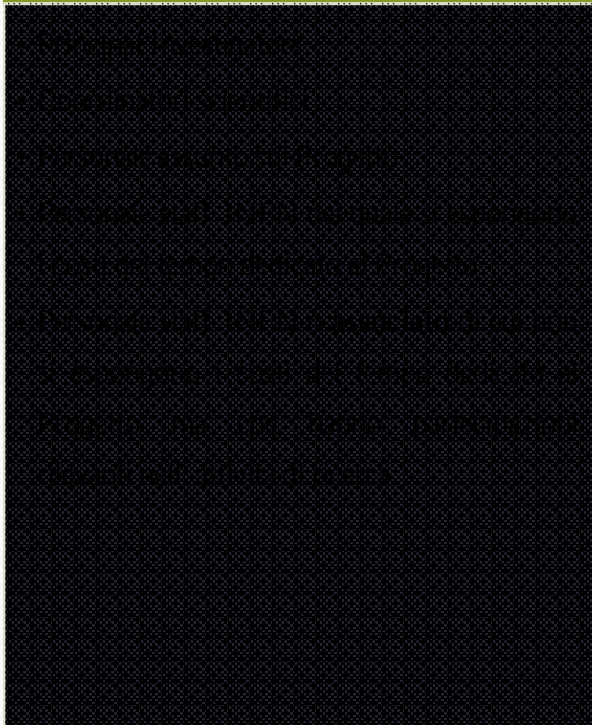
Il database dei timesheets è disponibile al seguente link:

<http://www.infn.it/gestioneTimeSheet>

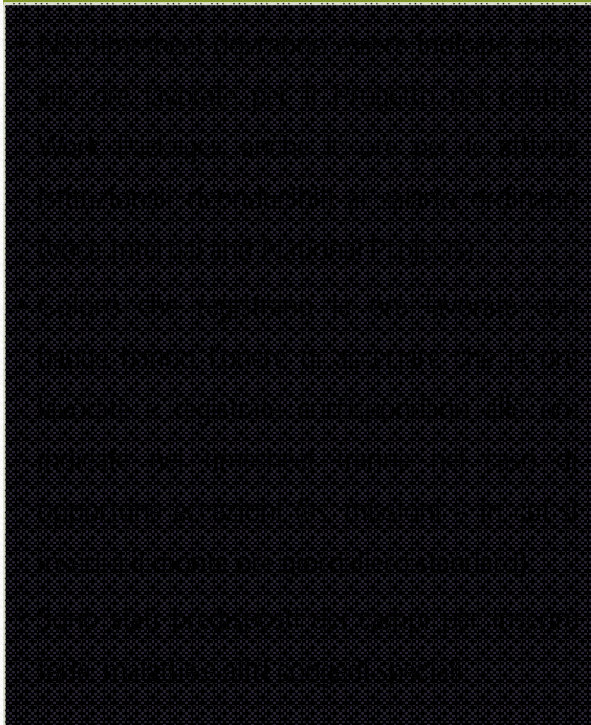


Indicazioni operative 1/3

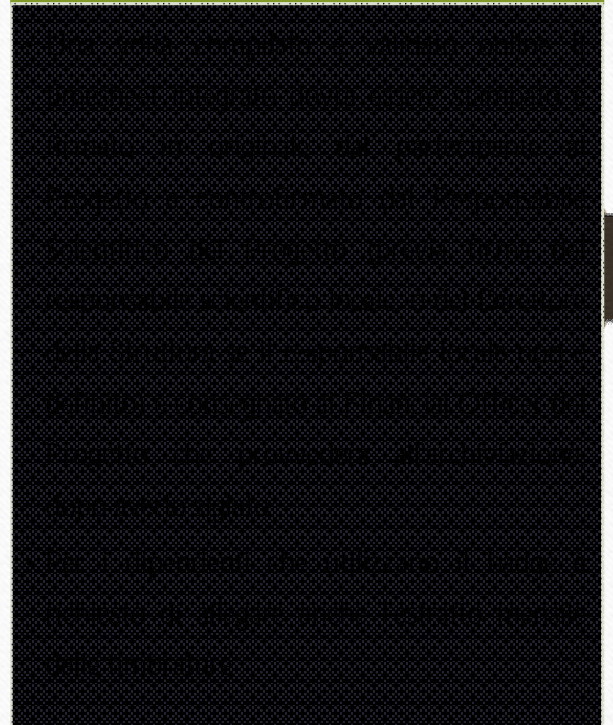
Personale tenuto alla compilazione



Metodo di compilazione



Firma del timesheet integrato





Indicazioni operative 2/3

Il timesheet dovrà essere compilato entro 7 giorni dalla chiusura del mese precedente e validato on-line

Il responsabile scientifico locale provvederà a verificarlo e validarlo non oltre il 10° giorno del mese seguente

Il responsabile nazionale del progetto dovrà validarlo non oltre il 15° giorno

Validato dal responsabile nazionale il timesheet sarà consolidato e immutabile



Indicazioni operative 3/3

- Il Financial Officer e il Responsabile Scientifico dell'esperimento avranno accesso alla visualizzazione completa dei timesheets del progetto per il relativo monitoraggio*
- Potranno usufruire dei privilegi di inserimento e modifica dei workpackages e delle categorie
- L'inserimento o la modifica delle afferenze e delle responsabilità del personale sul progetto sono gestite tramite Godiva (dagli incaricati nelle Sezioni a gestire le associazioni)
- Ogni richiesta gestionale o segnalazione di problemi tecnici riguardante il database dei timesheets deve essere sottoposta attraverso il sistema di ticketing Jira raggiungibile dall'area Supporto del Portale del Servizio Coordinamento Fondi Esterni

*L'inserimento delle ore resta in carico a ciascun team member



II template UE

Person : Prof. W.

Number of hours envisaged i.e. according to the employment contract: 20 hours/week

2008 January

Indicate the time in hours												Only the yellow cells are writeable																			Total	
Date	1	2	3	4	5	6	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Day	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo		
EU Projects																																
R&D Activities																																
Project x			3	4	7	8								3,5			3	2	8	9	4									7	58,5	
Project y			5	5			5,5																								15,5	
Project z																															0	
Total RTD	0	8	9	7	8	5,5	0	0	0	0	0	0	0	3,5	0	0	3	2	8	9	4	0	0	0	0	0	0	0	0	7	74	
Demonstration																																
Project x																															0	
Project y																															0	
Project z																															0	
Total Demonstration	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Management																																
Project x													8	3,5				5			1									17,5		
Project y																															0	
Project z																															0	
Total Management	0	0	0	0	0	0	0	0	0	0	0	0	8	3,5	0	0	0	5	0	0	1	0	0	0	0	0	0	0	0	0	17,5	
Other Activities																																
Project x							3								5																8	
Project y																															0	
Project z																															0	
Total Other	0	0	0	0	0	0	3	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	
Internal and National Projects																																
Teaching																																
B						2,5										6	1			3											12,5	
C																															0	
Total	0	0	0	0	0	2,5	0	0	0	0	0	0	0	0	0	6	1	0	0	3	0	0	0	0	0	0	0	0	0	0	12,5	
Absences																																
Annual Leave																																
Special Leave							0																		8	8	8	8			32	
Illness																																
Total Absences	0	0	0	0	0	0	0	0	8	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	8	8	8	8	0	0	0	24
Total Absences	0	0	0	0	0	0	0	0	8	8	8	0	0	0	0	0	0	0	0	0	0	0	0	8	8	8	8	0	0	0	56	
Total productive hours	0	8	9	7	8	8	3	0	0	0	0	8	7	0	5	9	8	8	9	8	0	0	0	0	0	0	0	0	0	7	112	
Total hours																															168	

Signed:

Approved:

Productive hours per project:	Project x	84
	Project y	15,5
	Project z	0



Il template INFN

Istituto Nazionale di Fisica Nucleare

November 2014 timesheet for Nome Cognome

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total	
Day	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
EU-Projects																																
R&D Activities																																
AIDA																																
Gen. Act.			8:08																													8:08
Demonstration																																
AIDA																																
Gen. Act.																																
Management																																
AIDA																																
Gen. Act.																																
Other Activities																																
AIDA																																
Gen. Act.			8:01	8:21	5:30																											21:52
Internal and National Projects																																
Teaching																																
Research																																
Other					2:40	7:56			8:23	8:15	8:08	8:10	4:53			8:05	8:12	8:09	7:53	6:33				8:09	8:07	8:16	7:21				119:10	
Total Internal and National Projects					2:40	7:56			8:23	8:15	8:08	8:10	4:53			8:05	8:12	8:09	7:53	6:33				8:09	8:07	8:16	7:21				119:10	
Absences																																
Annual Leave																															8:00	
Special Leave																																
Illness																																
Total Absences																															8:00	
Total productive hours			8:08	8:01	8:21	8:10	7:56		8:23	8:15	8:08	8:10	4:53			8:05	8:12	8:09	7:53	6:33				8:09	8:07	8:16	7:21				149:10	
Total hours			8:08	8:01	8:21	8:10	7:56		8:23	8:15	8:08	8:10	4:53			8:05	8:12	8:09	7:53	6:33				8:00	8:09	8:07	8:16	7:21				157:10

Progetto x

nome e cognome Val. on 30-JAN-15 10.29.08

nome e cognome Val. on 30-JAN-15 11.16.42

Local Responsible



La compilazione

Lato Utente



Menu Personale

Timesheet

Finance

Le mie proposte

I miei progetti

Finanziamenti

Finanziamenti Internazionali

Fondi SIE e Finanziamenti Nazionali

Utilità

Progetti INFN

Pic Number UE e LEAR

Participant Portal UE

Documenti Utili

Formazione

Info e Contatti

Tweet

Segui



ERC Europe
@ERC_Research

4 Feb

How to obtain an #ERC grant: Tips & tricks from Prof. Andreas Zeller, #ERC Advanced grantee 2011! bit.ly/16mVp21

Ritwittato da INFN External Funds

Espandi



INFN LANCIA A MILANO IL PRIMO INNOVATION MEETING

Il 20 novembre il primo Innovation Meeting organizzato dall'Istituto Nazionale di...

Eventi

10-12-2014: Giornata di supporto ERC Consolidator Grant

Giornata di supporto ERC Consolidator Grant

20-01-2015: E' nato il canale you tube del Servizio

Coordinamento Fondi Esterni

E' nato il canale you tube del Servizio Coordinamento Fondi Esterni

11-12-2013: Benvenuti ai tweet INFN Fondi Esterni!

Benvenuti ai tweet INFN Fondi Esterni!

30-06-2014: Giornata di Supporto ERC Advanced Grant 2014

Giornata di Supporto ERC Advanced Grant 2014

Call

WIDESPREAD-2014-1 TEAMING

Identifier: H2020-WIDESPREAD-2014-1Pillar: Spreading excellence and widening participationType: Call for ProposalsOpening Date: ...

Reflective societies: cultural heritage and European identities

Identifier: H2020-REFLECTIVE-6-2015Pillar: Societal ChallengesType: Call for ProposalsOpening Date: Wed, 10 Dec 2014Deadline: ...

Calls for proposals for ERC Proof of Concept Grant

Identifier: ERC-2015-PoCPillar: Excellent ScienceType: Call for ProposalsOpening Date: Fri, 7 Nov 2014Deadline: Thu, 1 Oct 2015 ...

Marie Skłodowska-Curie Research and Innovation Staff Exchange (RISE)

Identifier: H2020-MSCA-RISE-2015Pillar: Excellent ScienceType: Call for ProposalsOpening Date: Tue, 6 Jan 2015Deadline: Tue, 28 ...



Validations	Person	Loc.Resp	Nat.Resp
AIDA 			

<< 2014 November >>

Person:



Logged in as Pellizzoni Sabina

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total		
Day	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun			
EU-Projects																																	
R&D Activities																																	
AIDA-FE																																	
General.Act.			7:20	5:11	8:45	8:55	4:18			7:38	9:00	7:17	7:41	8:05			8:01	9:05	8:03	8:55	6:17			7:18	7:41	8:17	8:37	5:40				144:02	
Total R&D Activities			7:20	5:11	8:45	6:55	4:16			7:38	9:00	7:17	7:41	6:05			8:01	9:05	8:03	6:55	6:17			7:18	7:41	8:17	6:37	5:40				144:02	
Demonstration																																	
AIDA-FE																																	
General.Act.																																	
Total Demonstration																																	
Management																																	
AIDA-FE																																	
General.Act.																																	
Total Management																																	
Other Activities																																	
AIDA-FE																																	
General.Act.																																	
Total Other Activities																																	
Networking																																	
AIDA-FE																																	
General.Act.																																	
Total Networking																																	



Istituto Nazionale di Fisica Nucleare

November 2014 timesheet for Nome Cognome

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total	
Day	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
EU-Projects																																
R&D Activities																																
AIDA																																
Gen. Act.			7:20	5:11	8:45	6:55	4:16			7:38	9:00	7:17	7:41	6:05			8:01	9:05	8:03	6:55	6:17			7:18	7:41	8:17	6:37	5:40			144:02	
Demonstration																																
AIDA																																
Gen. Act.																																
Management																																
AIDA																																
Gen. Act.																																
Other Activities																																
AIDA																																
Gen. Act.																																
Networking																																
AIDA																																
Gen. Act.																																
Internal and National Projects																																
Teaching																																
Research																																
Other																																
Total Internal and National Projects																																
Absences																																
Annual Leave																																
Special Leave																															0:16	0:16
Illness																																
Total Absences																															0:16	0:16
Total productive hours			7:20	5:11	8:45	6:55	4:16			7:38	9:00	7:17	7:41	6:05			8:01	9:05	8:03	6:55	6:17			7:18	7:41	8:17	6:37	5:40			144:02	
Total hours			7:20	5:11	8:45	6:55	4:16			7:38	9:00	7:17	7:41	6:05			8:01	9:05	8:03	6:55	6:17			7:18	7:41	8:17	6:37	5:56			144:18	

AIDA

N,cognome Val. on 27-JAN-15 03.14.09

N. Cognome Val. on 27-JAN-15 04.49.31

Local Responsible



Istituto Nazionale di Fisica Nucleare

2014 review for Nome Cognome

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
EU-Projects													
R&D Activities													
LUCIFER													
R&D Activities	134,0	134,0	132,0	127,0	142,0	133,0	136,0	140,0					10 78,0
Total LUCIFER	134,0	134,0	132,0	127,0	142,0	133,0	136,0	140,0					10 78,0
Demonstration													
LUCIFER													
Demonstration													
Total LUCIFER													
Management													
LUCIFER													
Management													
Total LUCIFER													
Other Activities													
LUCIFER													
Other Activities													
Total LUCIFER													
Internal and National Projects													
Teaching													
Research													
Other													
Total Internal and National Projects													
Absences													
Annual Leave													
Special Leave													
Illness													
Total Absences													
Total Productive Hours	134,0	134,0	132,0	127,0	142,0	133,0	136,0	140,0					10 78,0
Total Hours	134,0	134,0	132,0	127,0	142,0	133,0	136,0	140,0					10 78,0



La gestione e il monitoraggio

Responsabile Scientifico e Financial Officer



Ruoli operativi

- Responsabile Scientifico (Responsabile Nazionale)
- Responsabile Locale (Locale)
- Financial Officer (Finaoff)
- Supporto al Fo National (National Financial Responsible)



Project: UE-AIDA
 National Responsible(s): Meroni Chiara
 Local Responsible(s): Silvestris Lucia (BA)
 Boscherini Davide (BO)
 Tricomi Alessia Rita (CT)
 Calabrese Roberto (FE)
 Civinini Carlo (FI)
 Darbo Giovanni (GE)
 Chiodini Gabriele (LE)
 Mazzitelli Giovanni (LNF)
 Citterio Mauro (MI)
 Bisello Dario (PD)
 Cecchi Claudia (PG)
 Re Valerio (PV)
 Di Ciaccio Anna (ROMA2)

Financial Officer(s) : Campanale Angela Kornioukhina Ekaterina

<< 2014 October >>
 Logged in as Pellizzoni Sabina

Inserimento /
 modifica
 Work packages
 e categorie

	Validated by person					Validated by local responsible							Validated by national responsible								
--	---------------------	--	--	--	--	--------------------------------	--	--	--	--	--	--	-----------------------------------	--	--	--	--	--	--	--	--

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Day	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	

EU-Projects

R&D Activities

General Activities																															
Iaselli G. (BA)																															
Silvestris L. (BA)																															
Colaleo A. (BA)																															
Polini A. (BO)																															
Bruni A. (BO)																															
Bruni G. (BO)																															
Gessi C. (BO)																															
Romano M. (BO)																															
Boscherini D. (BO)																															
Tricomi A. (CT)																															
Cappello G. (CT)																															
Malaguti R. (FE)																															
Donati A. (FE)																															
Squerzanti S. (FE)																															
Andreotti M. (FE)																															
Civinini C. (FI)																															
Darbo G. (GE)																															
Chiodini G. (LE)																															
Saviano G. (LNF)																															
Benussi L. (LNF)																															
Bianco S. (LNF)																															
Mazzitelli G. (LNF)																															
Caponero M. (LNF)																															
Buonomo B. (LNF)																															
Foggetta L. (LNF)																															
Kornioukhina E. (MI)																															



Gestisci i WP

Categories Management
Go to Workpackages Management

Le categorie di default: possono essere nascoste solo se non sono presenti ore caricate da nessun team member

R&D Activities
Total WPs for this Category: 0
Total hours on all WPs: 4108.3596

Default categories cannot be modified | Only categories with 0 hours can be hidden or deleted

Demonstration
Total WPs for this Category: 0
Total hours on all WPs: 6

Default categories cannot be modified | Only categories with 0 hours can be hidden or deleted

Management
Total WPs for this Category: 0
Total hours on all WPs: 8

Default categories cannot be modified | Only categories with 0 hours can be hidden or deleted

Other Activities
Total WPs for this Category: 0
Total hours on all WPs: 143.1168

Default categories cannot be modified | Only categories with 0 hours can be hidden or deleted

Networking
Total WPs for this Category: 0
Total hours on all WPs: 840.4

Rename workpackage

New Category

nuove: categorie possono essere aggiunte, rinominate e rimosse



Workpackages Management

[Go to Categories Management](#)

Workpackage successfully created !



prova
Total hours for this WP: 0

Set category

- Not set --
- Not set --
- R&D Activities
- Demonstration
- Management
- Other Activities
- Networking

Set

Rename workpackage

prova

Rename

Delete

New WorkPackage

Add

Cosa manca?

- Integrazione col sistema rilevazione presenze
- Personalizzazione delle anagrafiche sui singoli workpackages
- Introduzione anagrafica responsabili workpackages



Le novità in H2020

Il personale al 100% sui progetti non dovrà fare i timesheets ma compilare una dichiarazione di commitment congiunta con l'Host Institution per ciascun reporting period del progetto

“As an exception, for persons working exclusively on the action, there is no need to keep time records, if the beneficiary signs **a declaration** confirming that the persons concerned have worked exclusively on the action”

Attenzione!

Only one declaration per reporting period. **Intermittent** (i.e. sporadic or random) periods of 'exclusive' dedication can NOT be covered by a declaration. If the person worked for the action also after the uninterrupted time-period covered by the declaration, then it **must keep time records for that period**



Declaration on a person working exclusively on a H2020 action

Action		
Title of the action (acronym)		Grant Agreement number

Beneficiary's/linked third party's name	
---	--

Reporting period covered by this declaration ¹		
Reporting period number	from (date)	to (date)

This document certifies that² has worked for the beneficiary/linked third party exclusively on the above-mentioned H2020 action during (chose one below):

- the whole reporting period
- from³ until⁴
(This period must cover at least one full natural month)⁵

Short description of the activities carried out during the period covered by this declaration	
Reference (e.g. work package)	Activities

SIGNATURES

For the beneficiary/linked third party (supervisor)

Name:

Date:/...../.....

Signature:

For the person working exclusively on the action

Date:/...../.....

Signature:

¹ Only one declaration can be made per reporting period for each person working in the action.

² Insert name of the person.

³ Insert date.

⁴ Insert date.

⁵ The person must keep timesheets for any hours worked for the action outside the period indicated herein.



Le novità in H2020

Il personale non al 100% dovrà utilizzare il database dei timesheets con le stesse modalità presentate per le azioni del 7PQ

“For persons who do NOT work exclusively for the action, the beneficiaries must: – show the actual hours worked, with reliable time records (i.e. timesheets) either on paper or in a computer-based time recording system. Time records must be dated and signed at least monthly by the person working for the action and his/her supervisor.”

Establishing systems from the start:

You must keep time records!

Regular errors:

- Staff working on the project and sick or on holiday at the same time!!
- Hours claimed cannot be supported
- Impossible number of hours claimed



Establishing systems from the start:

Staff working on the project must keep time records (MGA Article 18)!

- staff must record the hours they spend on the project
- regularly (daily, weekly)
- countersigned by a supervisor



Tempo produttivo in H2020

Three options:

- 1720 hours for persons working full time (or corresponding pro-rata for persons not working full time) (**'1720 fixed hours'**)
- the total number of hours worked by the person in the year for the beneficiary (**'individual annual productive hours'**)
- the 'standard number of annual hours' generally applied by the beneficiary for its personnel in accordance with its usual cost accounting practices (**'standard annual productive hours'**)

Options	What does it mean?	When can it be used? How should it be used?	What happens if you make a mistake?
Option 1 1 720 fixed hours	<p>The number of hours is fixed for full-time employees (and it is pro-rata for employees working part-time or working only part of the year for the beneficiary).</p>	<p>Can be used in all cases; any beneficiary can use this option.</p> <p>A pro-rata of 1720 hours can be used if:</p> <ul style="list-style-type: none"> - the employee has not worked the full year for the beneficiary or - the employee's contract explicitly states (or allows to determine) a precise percentage of a full-time-equivalent covered by such contract. <p><i>Examples (pro-rata calculations):</i></p> <p><i>1. Researcher X worked for Beneficiary Z from 1 October to 31 December; i.e. 3 full months. The pro-rata of the annual productive hours would be calculated as follows:</i></p> $1720 / 12 \text{ (months)} * 3 \text{ (October, November, December)} = 430 \text{ productive hours}$ <p><i>2. The contract of Researcher Y with Beneficiary Z establishes that it must work 20 hours per week, while a full-time employee at Beneficiary Z works 40 hours per week. Working days and leave entitlements are the same. The annual productive hours would be calculated as follows:</i></p> $1720 * [20 \text{ hours (Researcher Y)} / 40 \text{ hours (full-time employee)}] = 1720 * 50 \% \text{ (part-time percentage)} = 860 \text{ productive hours}$	

Grazie dell'attenzione

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