

A quick guide for completion of Timesheets

Timesheets must be:

- completed monthly and signed by the individual undertaking the work to reflect **actual hours** worked;
- checked and approved (signed) by their line manager on a **MONTHLY** basis;
- returned to research accounts each quarter for final review and cost calculation.

Guidance on individual funder requirements – European Commission, Innovate UK, UK and Research Councils – are explained below.

Absence Records

All authorised absence hours must be recorded on the comprehensive timesheet. This includes annual leave, college closure and bank holidays, sick leave, maternity and paternity leave.

It is essential that staff maintain an electronic absence management system via CHIME. Auditors retain the right to view annual leave records to ensure they are consistent with the absences declared on timesheets. For European Commission Horizon 2020 Certificate on Financial Statements (CFS), absence records must be submitted to the auditors alongside timesheets if requested by the auditors.

Funder Requirements

European Commission (EC) FP7 and H2020

All categories of staff (including PIs, Co-Is, PhD Students, Research Staff) charged to EC funded projects (FP7 and H2020) are required to complete timesheets.

Please note that staff working 100% on an EC grant may also be required to provide additional evidence of time worked on the project, and must provide person month information per work package, therefore it is strongly recommended that all staff complete full timesheets.

Information about absences included in timesheets must match records of annual and sick leave taken. Time taken for work-related travel must be supported by appropriate evidence, e.g. conference documentation, project meeting notes etc, as this will be verified against the timesheet to ensure it relates to the project.

All time sheets must distinguish between productive time (i.e. actual time dedicated to particular tasks) and non-productive time (i.e. contractual time when an employee is not being productive, for example annual leave and public holidays).

Total hours recorded must be consistent with the Full Time Equivalent (FTE) as per the Contract of Employment.

Innovate UK (part of UKRI)

Directly Incurred full or part-time staff working less than 100% of their time on one or more Innovate UK project must complete a timesheet.

Innovate UK would prefer those staff Directly Allocated to the project and those Directly Incurred working 100% of time to also complete timesheets.

Where staff costs are incurred by a subcontractor or collaborator, an invoice will be accepted as evidence of costs incurred and no timesheets need to be retained by the third party organisation.

Research Councils (part of UKRI)

Directly incurred staff (e.g. research assistants; research fellows; technicians; administrative staff) working less than 100% of their time on one Research Council project must complete a comprehensive timesheet.

Timesheets are NOT required for:

- staff on part-time contracts whose salary costs are charged fully to a single UKRI project;
- postgraduate Research Students who are charged either full or part-time to UKRI projects;
- staff funded by the UKRI Academic Fellowship scheme if they can demonstrate 100% time commitment, even if not fully funded by the fellowship.

Summary

Who should complete a timesheet

The following is a list of funders who usually expect timesheets, however, the list is not exhaustive and you should check if your funder requires a completed timesheet and for which parties.

Funder	Principal Investigators and Co-Investigators	Research, technical, JobShop* and admin staff	PhD Students
EU** Please detail time against Work Packages	Yes	Yes	Yes
InnovateUK	Yes	Yes	N/A.
UKRI	Yes - if on part-time grants	Yes - if on part-time contracts	N/A

* - JobShop staff have to submit online timesheets!

Who can approve timesheets?

Normally the following protocols apply - however these may change according to the funder or the particular line manager pathway.

Member of staff	Approver
Directly Allocated Staff - e.g. Principal Investigators or Co-Investigators	Line manager - usually Head of Department or Vice Provost for the College
Directly Incurred staff e.g. Research assistants Research fellows Technical/Administrative staff appointed to the project	Principal Investigator