

HANDOUT

How to fill in your EU Project's time sheets:

In EU Horizon Europe Projects it is mandatory to fill in the EU's time sheet form and apply the EU's rules on filling in information. The minimum requirements of reporting are covered by the document "TIME RECORDING FOR A HORIZON 2020 ACTION – Minimum requirements".

- The **acronym** and **grant agreement number** of the project must be entered in the top row of the table. In the second line, please enter the **beneficiary** of your project, the German Rheumatism Research Centre Berlin (DRFZ). In addition, please enter your **name** in the third line.
- For each **work package or WP** (line 6), indicate the **hours** (line 5) worked on the project. In general, the hours reported must be consistent with your employment contract; therefore, there are certain restrictions on the amount of time that can be reported. No hours may be reported that were not explicitly worked for the project (public holidays, holidays according to the employment contract, illness and, if applicable, time for other projects, teaching).

Furthermore, please always respect the following employment regulations when filling in your timesheets:

1. The contractual working hours of a full-time employee at DRFZ are 39 hours per week. If you are employed part-time, your weekly working hours are reduced proportionately to the percentage of your part-time employment.
2. Postgraduate research assistants ("wissenschaftliche Hilfskräfte") can be employed for a maximum of 20 hours per week.
3. According to German labour legislation, employees are not allowed to work for more than 10 hours per day (cf. § 3 ArbZG).
4. If you have accumulated more than your average contractual working hours (please note the maximum value of 1,440 minutes), please ensure that you reduce your working hours accordingly.

- Your timesheets should be filled in on a regular basis. At the end of **each calendar month, you and your superior must both sign the document**. (In case you are the PI of your project, please ask the administrative Director or HR Department to sign your timesheets.) Signing timesheets retroactively, e.g., at the end of each calendar year, is not possible. Please make sure that you also **include your name and the date of your signature**.