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## **Factsheet: How to fill in timesheets for Horizon 2020 and Horizon Europe EU-projects**

Dear project participant,

This factsheet has been designed to support you in filling in your timesheets for EU-projects funded under Horizon 2020 and Horizon Europe. All documents mentioned below can be downloaded from our website:

<https://www.uni-bielefeld.de/verwaltung/dezernat-fft/eu-forschung/leitfaeden-und-infos/>

Please do not hesitate to contact us should any further questions arise.

Sincerely,

Your EU-Liaison Office at Bielefeld University

### **1.) Explanations on how to fill in your timesheets:**

- Please fill in the acronym and the grant agreement number of the project at the top of the “Summary”. The Beneficiary of your project is University Bielefeld. In addition, please insert your name in the third line. Below please insert “name of person”, “name of supervisor” and name of an authorized person from your faculty’s administration to confirm that the absences stated in the summary correspond to the absences recorded in the administration’s files. This Information will be taken automatically to the monthly timesheets.
- In every single monthly timesheet please state your contractual weekly working hours at Bielefeld University. In addition please state your contractual weekly hours working in the project (e.g. fulltime contract with 50% part-time in the project: 39,83 hours and 19,92 hours).
- Please indicate how many hours per day you actually dedicated to each project-related work package (WP). The timesheet calculates the total hours automatically. Make sure that your work packages are numbered correctly (i.e., correspond to Annex I).
- In case you do not work exclusively on the EU project in question, please use the line “Other Activities” to fill in the number of working hours per day which you spent on activities outside the EU project (e.g. for other projects, teaching).
- Please respect the following employment regulations when filling in your timesheets:
  - The contractual working hours of a full-time employee at Bielefeld University are 39.83 per week (i.e., 39 hours and 50 minutes). If you are employed part-time, your weekly working hours are reduced proportionately to the percentage of your part-time employment.
  - Postgraduate research assistants (“wissenschaftliche Hilfskräfte”) can be employed for a maximum of 19 hours per week.
  - According to German labour legislation, employees are not allowed to work for more than 10 hours per day (cf. § 3 ArbZG).
  - In case you have accumulated more than your average contractual working hours, please make sure that you reduce your working hours accordingly within six months or within the next 24 weeks.
- You should fill in your annual leave under “Absences – annual leave”. In case of parental leave please document this absence under “Absences - parental/maternal leave”. All other kinds of absences (e.g. sick leave) must be documented under “Other absences”.
- Please summarize shortly the activities you carried out per WP for the project in the respective month.
- 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 dean of your faculty 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. “Name of person” and “name of supervisor” will be taken automatically from the “Summary”.

- The filled hours in the single monthly timesheets will be automatically taken in the “Summary”.
- Your monthly working hours will be added automatically. Please refrain from changing them manually.
- The document has to be signed the same way all your monthly timesheets are signed. In addition, an authorized person from your faculty’s administration has to countersign to confirm that the absences stated in the summary correspond to the absences recorded in the administration’s files.

**2.) Explanations on how to fill in the “Declaration on a person working exclusively on a H2020 action”:  
Please note that the declaration is only required for H2020 projects.**

- Only one declaration can be filled in per person and reporting period.
- Under “Action”, please fill in your project’s acronym and the number of its Grant Agreement.
- The Declaration is always only valid for one reporting period. Thus, please give the number of the reporting period and indicate its start and end date.
- Please insert your name onto the dotted line and tick the appropriate box below to indicate whether you have worked on the project for the entire reporting period or only for a fraction of that time.
- Please indicate for which WP you worked during the respective reporting period and summarize your activities for each of the WP. In case you worked for more than one WP, also state how much percent of your working hours you spent on each WP.
- The Declaration must be signed both by yourself and your superior. In case you are the PI of your project, the dean of your faculty has to sign the Declaration, too. Please make sure that to also include your superior’s name and the date of your signatures.
- Please make sure that the information given in your timesheets and in this Declaration match.