



RA Circular 06/2013

To: Project Leaders

From: Head of Responsible Authority

Date: 17th May 2013

Subject: Staff Costs and Timesheets

The RA would like to remind all Beneficiaries of the importance of Timesheets in relation to Staff Costs, the latter being one of the categories of eligible expenditure within the ERF, IF, RF and EBF funded projects. These Regulations reflect what is found within the Manual of Procedures Version 1.1, Section 6.1.7.1 *and* on page 37 of the European Commission's 'Manual of the Eligibility Rules of costs reported for EU support in the context of the General Programme 'Solidarity and Management of Migration Flows' Version 4. This Circular thus serves to encourage beneficiaries to use the timesheet system for time management, even if this is not required in the contractual conditions.

An effective timesheet system can help meet several important objectives:

- Allocating staff costs to the project according to the actual amount of time spent working on the project;
- Allocating work to the correct activity in the project;
- Documenting staff work on the project.

Appropriate measures to make a timesheet system more effective include:

- Arrange for timesheets to be filled directly by those who perform the work. Have them sign their timesheets to acknowledge their responsibility for their input.
- Require project staff to submit their timesheets no later than one or two days after the end of the timesheet period. To encourage reliability, monitor this deadline.
- Make the timesheet period sufficiently short (at most monthly).
- Set up a standardised timesheet format which must be used by all staff which template may be found uploaded on our website at https://secure2.gov.mt/fpd/manual_procedures .
- Have timesheets reviewed and approved by direct superiors.

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- Once the timesheet has been filled in and approved, the staff member should not be able to amend it.
- If staff work on several projects simultaneously, maintain an overview of the time spent by each individual on the different projects, which should tally with his/her total time worked. This practise should ensure that time cannot be charged twice.

Note that any timesheets which do not respect the above-mentioned regulations will not be considered as sufficient and correct. Hence it is essential that the Beneficiaries follow these regulations for the successful implementation of the projects. Notwithstanding this, the RA can always be contacted in case of any difficulties.

A handwritten signature in black ink, appearing to read 'Raphaël Scerri'.

Raphaël Scerri
Head of the Responsible Authority
Funds and Programmes Division