

## Guidance on time recording

### Minimum requirements for time records

According to the AMGA V4.1 time records should include, as a minimum:

- the title and number of the action, as specified in the GA
- the beneficiary's full name, as specified in the GA
- the full name, date and signature of the person working for the action
- the number of hours worked for the action in the period covered by the time record
- the supervisor's full name and signature
- a reference to the action tasks or work packages of Annex 1, to which the person has contributed by the reported working hours.

Information included in time-sheets must match records of annual leave, sick leave, other leaves and work-related travel. A template for time-sheets with these minimum requirements is available. This template is not mandatory; beneficiaries may use their own model, provided that it fulfils the minimum conditions and it contains at least the information detailed above.

### Declaration on exclusive work for the action

For persons working exclusively on the action (full- or part-time employed), the beneficiary may sign a *declaration on exclusive work for the action (one per reporting period)*, to confirm that the person has worked exclusively on the project, either for the full duration of the reporting period or during an uninterrupted time-period, covering at least a full calendar month within the reporting period. The declaration must be dated and signed by the person concerned **and** his/her supervisor. In this case there is no need to keep time records, however, it is strongly recommended to keep time records of actual hours worked on the action nevertheless (e.g. time-sheets), in particular to prove the time of secondments spent at partner organization. If a person works under different regimes during the reporting period the declaration may be used **ONLY** for one period of exclusive work. The other months must be recorded with time-sheets.

### Filling in the time sheets

A template for time recording for HORIZON 2020 action is also available from the EU office of TU Berlin. The following rules should be respected when filling in the time sheets:

- the actual working time (productive hours) spent on the project has to be recorded. Matching the working hours recorded to proofs of absence (e.g. vacation records, sick notices, travel dates etc.) are subject to verification!

- Enter the working hours actually performed, although **no more than 10 hours per day**. According to the Working Hours Act and the Working Time Regulations, exceeding 10 hours per day can only happen in rare exceptions and a convincing justification and the superior's approval is required.
- Please note the rules on breaks in the collective wage agreement, i.e. that your time of attendance is usually more than your actual working hours. Breaks may not be recorded as working hours.
- Please note the regulations in the collective wage agreement on travel time. Time spent travelling is usually counted as free time, but in special cases it can be recognized as working time.
- In case you have been working on weekends or bank holidays, you will need to provide a written explanation.
- Any absences have to be matched to the appropriate category "Annual Leave", "Special Leave" (flexible working hours, special leave, leave without pay as well as parental leave) or "Illness". Enter the hour-equivalent of working days (e.g. 1 day of absence = 7.8 hours (see below)). During illness, vacation or any other absence it is usually not allowed to record working hours. Exceptions might be, for instance, in case of attending important events during a period of parental leave and accumulating a time credit as part of a flexible working hours scheme. For transparency, such cases need a written explanation. Matching the working hours recorded to proofs of absence (e.g. vacation records, sick notices, travel dates etc.) are subject to verification!
- A description of the activities including a reference (e.g. WP) needs to be provided.
- For greater clarity weekends and bank holidays are highlighted.
- All time sheets need to be personally signed by the member of staff and the project supervisor using their full name. Signatures sent by fax, digital signatures as well as rubber stamps containing signatures will **NOT** be accepted as "original signatures" within the context of EU projects.

## Calculation of productive hours

The productive hours for a full-time employment at TU Berlin (employment contract according TVL) are calculated as follows:

Total days in a year	365
less: Saturday and Sundays	104
less: annual leave	30
less: public holidays	9
less: average annual sick leave	9
less: days of general training	3
Productive days per year (A)	210
Working hours per day (for a contract with 39 hours a week) (B)	7.8
Standard annual productive hours per year (A*B)	1638
Standard annual productive hours per month (A*B/12)	136.5