Timesheets Common Errors

Funders will deem the following errors on timesheets as ineligible salary costs and these costs will be disallowed and the costs borne by the department where the staff member resides

- Timesheets have not been signed by the PI and/or countersigned by HoD
- Timesheets are not signed within 10 days of end of each month

- Timesheets submitted have been signed off and approved <u>before</u> month end, or not dated at all

- Timesheets have been signed and dated in the same month for a multiple batch of months.

- Submitted timesheet hours fall short of 100% FTE

- Timesheet not showing any details of authorised absence, such as annual leave

- Missing timesheets throughout the year, which doesn't tally to total number of hours for year, hence claiming less in reporting period

- Timesheets submitted in a different format to the timesheet template created by the Research Office and ratified by the college auditors

- PI timesheets signed incorrectly by Departmental Manager and not by the HoD.

- Timesheet missing project code and/or work package (CEC only)

- **Timesheets not received by the deadline set by auditors and therefore unable to claim any costs for the staff member during the reporting period.**

    o The knock on effect of this means the coordinator/EU question as to who has been working on the project and question our own internal procedures for the collation of timesheets

Marie Curie-Skoldowska Awards (MSCA)

- Living, Mobility and Family (if applicable) Allowance should be combined under the salary for the fellow/researcher
    o Mobility is not a separate travel budget heading