<u>Timesheets Checklist</u>

http://www.imperial.ac.uk/research-and-innovation/research-office/managing-projects/timesheets/

All EU timesheets to be sent to EU JRO Timesheets mailbox (eujrotsheets@imperial.ac.uk) on a monthly basis.

Copy to respective SGA if staff are also working on US Fed Agency and/or UKRI and/or Innovate UK

☐ Ensure all Personal Data has been completed on timesheet (inc Award/Project No.)

☐ Ensure Activity or Work Package information is provided (CEC Only)

☐ Authorised absence must be shown on timesheet (sick leave/annual leave etc)

☐ Check staff maintain a separate annual leave record using a paper based document or the electronic absence management system TeamSeer. Absence Records

☐ Comprehensive - Timesheet hours must show 100% Charged

☐ Check timesheets have not been signed off and approved before month end (or on bank holidays, weekends, college closure days)

☐ Check timesheets have been dated (and not all dated in the same month (if completed as a multiple batch) - Must be signed and date 10 working days from end of month

☐ Check timesheets have been countersigned by supervisor

☐ Check PI timesheets have <u>not</u> been signed by Dept Manager. Timesheets for PIs <u>must be</u> signed/approved by HOD

☐ Ensure Timesheets are submitted for all staff working on FP7 and H2020, otherwise a lesser amount of salary costs will be claimed on Form C. Check with EU JRO team if unsure.

Timesheets for members of staff working during the reporting period, which are not received by the deadline set by auditors will unable to be claimed on the Form C for CEC, which will in costs not being claimed. The knock-on effect of this means the Coordinator/EU will question who has been working on the project and question our own internal procedures for the collation of timesheets.