

Screen shot reference	Title on form	Guide to completion
A1	Name of Member of Staff	First and Last Name e.g. Joe Bloggs
A2	Employee Payroll number	This should come from the employee records/payslip
A3	Employer/ beneficiary	Name of Organisation
A4	Job Title/role	Staff member should enter their job title/role
A5	Strategic Intervention Name (SI)	Enter the name of the SI as it appears on EUMIS
A6	Operation Name	Enter the name of the Operation as it appears on EUMIS
A7	Operation Reference	Enter the reference of the Operation as it appears on EUMIS
B1	Pay Period	Enter the amount of days the pay period covers. (ie 7, 14,28)
B2	Pay Period	Enter the first day of the Pay Period as dd/mm/yy - this will insert the dates into the form.
B3	Short description of eligible activity	Staff member should enter the ESIF activities carried out for each day - the eligibility of the tasks can be found in the National Rules. No requirement to enter details for Non-ESIF activity
B4	No of ESIF Hours	Staff member should enter the amount of time they have worked on ESIF activities for each day. Enter time in decimals: 45 minutes =0.75 Amounts should be to nearest 15 minutes 3 hours 15 minutes would be shown as 3.25 on the timesheet. Quarter hour times should be shown as follows:- 15 minutes = 0.25; 30 minutes = 0.50; 45 minutes = 0.75; 60 mins = 1
B5	Total number of ESIF and Non ESIF hours worked	Staff member should enter the total number of hours worked in that day for ESIF plus Non-ESIF hours. Annual Leave should always be declared as non-ESIF as this has been calculated within the annual contracted hours.
B6	Total ESIF Funded hours	Automatically calculated - adds up cells E16 to E46
B7	ESIF funded work cost	This is a calculated field taking the total ESIF Funded Hours and multiplying it by the hourly rate
B8		Cell F48 calculates the percentage of ESIF hours worked against the total hours of ESIF and Non-ESIF hours worked by staff member. This should be more than 40% of the total time worked to be eligible
C1	Basic Pay	This should be taken from the payroll/payslip - it may be named differently on your system (gross pay etc.). It is the full pay before deductions.
C2	Employer's National Insurance	This is the amount of National Insurance that the employer pays (also known as ERNIC)
C3	Employer's Superannuation	Pension that the employer pays into pension fund for said employee
C4	Allowances etc	1) Unsocial Hours Payments 2) Responsibility Payments 3) Pension Salary Sacrifice 4) Islands Allowance 5) Holiday Pay in the month in which it is incurred by the employer. Items 2 and 3 above must relate directly to the basic salary of the individual and be paid at the same rate per month
C5	Total Monthly Salary Cost	This is total of the basic pay, NI, Superannuation, allowances and less SSP/OSP - this is a calculated field
C6	Annual contracted hours	Annual hours minus Public and Annual Holidays (Total number of hours as per organisation's policy/staff member's contract of employment). If this is not provided then the MA will use 1720 hours as detailed in 3.2 of the ESIF Guidance on Simplified Cost Options (this is a standard annual 'working time' that can be used directly, without there being a requirement for the Member State to perform any calculation). The figure once calculated should be entered in cell E58 on the form
C7	Total number of pays in year	Enter the number of pays the employee receives in one calendar year e.g. if paid monthly the number would be 12; every 4 weeks the number would be 13
C8	Hourly rate of pay	This calculates the hourly rate of pay by multiplying the total monthly salary cost by the total number of pays in the year and dividing the Annual Gross Salary cost by the number of annual contracted hours.
C9	Total to claim	If the EU funded work cost is above the Total monthly salary cost then the amount will be capped to that amount - this is a calculated field
D1	Staff Member Declaration	This should be signed and dated by the staff member and passed to Line Manager or EU Manager for approval
D2	Confirmation from Line Manager.....	This should be signed by line manager or EU manager
D3	Name	First and Last Name of manager (who has signed the form) e.g. Joe Bloggs
D4	Job Title/Role	Job Title of manager (who has signed the form)
D5	Date	Date signed



Single Operation Timesheet



Name of Member of Staff: Joe Bloggs	
Employee/payroll/unique reference number: 12345	SI Name: ABC
Employer/beneficiary: ABC	Job Title/role: Caseworker
Operation Name: Employ All	Operation Reference: Working it out 0001

Days in Pay Period: 31	Enter time in decimals: 45 minutes = 0.75 Amounts should be to nearest 15 minutes
First Day of Pay Period: 01/05/2017	

Date	Short description of Eligible Activity	No. of ESIF hours	Total No. of ESIF and Non ESIF Hours Worked
01/05/2017	Preparation for Project Team Meeting, Project Team meeting, preparation for meeting participants	7.00	7.00
02/05/2017			7.00
03/05/2017	Meeting Participants and preparation for participant activities	6.50	7.00
04/05/2017			7.00
05/05/2017	Participant Records Administration	2.75	7.00
06/05/2017			
07/05/2017			
08/05/2017	Preparation for Project Team Meeting, Project Team meeting and Participant activities	7.00	7.00
09/05/2017			7.00
10/05/2017	Preparation for Meeting Participants and meeting with participants	6.50	7.00
11/05/2017			7.00
12/05/2017	Participant Records administration and Preparing participant activities	5.75	7.00
13/05/2017			
14/05/2017			
15/05/2017	Preparation for Project Team Meeting, Project Team meeting, preparation for meeting participants	7.00	7.00
16/05/2017			7.00
17/05/2017	Meeting Participants and participant activities	7.00	7.00
18/05/2017			7.00
19/05/2017	Participant Records administration and Participant Training Workshop	7.00	7.00
20/05/2017			
21/05/2017			
22/05/2017	Preparation for Project Team Meeting, Project Team meeting, preparation for meeting participants	7.00	7.00
23/05/2017			7.00
24/05/2017	Meeting Participants and participant activities	6.50	7.00
25/05/2017			7.00
26/05/2017	Participant Records Administration	2.75	7.00
27/05/2017			
28/05/2017			
29/05/2017	Preparation for Project Team Meeting, Project Team meeting and Participant activities	7.00	7.00
30/05/2017			7.00
31/05/2017	Preparation for Meeting Participants and meeting with participants	6.75	7.00
		Total ESIF Funded hours	161.00
		ESIF funded work cost	1659.94

If the ESIF funded work cost is above Total paid then the amount will be capped to that figure. To be eligible to claim the employee has to work a minimum of 40% of time on ESIF funded Operations within a payroll month.

Basic Pay	£ 1,999.24	from payslip
Employer's National Insurance	£ 292.20	from payslip
Employer's Superannuation	£ 459.50	from payslip
Allowances	£ -	
Total Monthly Salary Cost	£ 2,750.94	
Annual Contracted Hours	1720	from contract
Total number of pays in year	12	
Hourly rate of pay for this period (retain supporting documents showing calculations)	£19.19	
Total to claim	£1,659.94	

Staff Member declaration
The above details are accurate and have not been included in any other projects?

Signature: _____
Date: _____

Confirmation from Line Manager or, if different, the EU Project Manager
I am satisfied that the time and activity information is accurate. I confirm that the hourly rate of pay is correct and is supported by payroll evidence.

Signature: _____
Name: _____
Job Title/Role: _____
Date: _____