



Jardín Botánico de Cartagena

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Staff Timesheet Requirements

Directly incurred staff (e.g. research assistants; research fellows; technicians; administrative staff) working less than 100% of their time on one Research Project must complete a timesheet.

Timesheets are NOT required for:

- Staff working 100%, but charged for only part of the project duration, e.g. someone works for 6 months at 100% during a three year project.
- Staff on part-time contracts whose salary costs are charged fully to a single research project.
- Postgraduate Research Students who are charged either full or part-time to research projects.

Departments are required to collate the timesheets during the course of a research grant and make these available to Financial Director on a quarterly basis.

Notes for the completion of Time Sheets

- Normal hours are taken as 37.5 hours per week, or 44 weeks per year or 1,650 hours annually.
- Time sheets must be completed at project level, i.e. one Time Sheet per project, per person, per month.
- Each Time Sheet should cover a calendar month.
- The completed Time Sheet must be signed by the person performing the work, and passed to the Principal Investigator for certification.