

TIMESHEETS

Please keep timesheets for all persons involved in your SSNO project. These timesheets should show the time spent on project activities per day. They should be signed by the employee and reviewed and signed off by the relevant manager on a regular basis, for example, weekly or monthly. Please make sure that the amounts claimed in the half year returns reconcile to the hours worked on the timesheets.

Timesheets have to include:

- Name of Grantee as per the Grant Agreement
- Grant Project ID:
- Name of Project
- Employee Name
- Employee Personnel Number
- Employee RSI/PPS Number
- Start and End Times – Morning/Afternoon times (am/pm)
- Brief Description of tasks
- Period covered
- Signature and date of employee
- Signature and date of line/project manager