

# Timesheet

Organisation: **name of institution**

Person : **Valentin Draft**

Number of hours envisaged i.e. according to the employment contract: **20 hours/week**

**2011 May**

Indicate the time in hours Only the yellow cells are writeable

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Notes	
Day	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue			
<b>EU-Projects</b>																																		
RTD Activities																																		
Project x																																	0	WP3
Project y																																	0	WP8
Project z																																	0	
Total RTD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Demonstration</b>																																		
Project x																																	0	
Project y																																	0	
Project z																																	0	
Total Demonstration	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Management</b>																																		
Project x																																	0	WP1
Project y																																	0	
Project z																																	0	
Total Management	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Other Activities</b>																																		
Project x																																	0	WP7
Project y																																	0	
Project z																																	0	
Total Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Internal and National Projects</b>																																		
Teaching																																	0	
B																																	0	
C																																	0	
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Absences and activities not to be part of productive hours</b>																																		
Annual Leave																																	0	
Special Leave																																	0	
Illness																																	0	
Training / internal meetings																																	0	
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total productive hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total hours																																	0	

Signed:

Approved:

Productive hours per project:	Project x	0
	Project y	0
	Project z	0

Time of illness and training / internal meetings:	
Hours:	0
Days (here 8 hours are one day):	0,0
If the days are higher than 15 for a duration of one year the time should be duly justified (Financial Guide, Version 02/04/2009, page 45)	