



PPT/EU for EMI

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CERN GS-AIS-PM

EMI

kick-off

26 May 2010

Agenda

- **Why timesheets?**
- **History & future**
- **How? Individuals & supervisors**
- **Support**
- **Q & A**

Why timesheets?

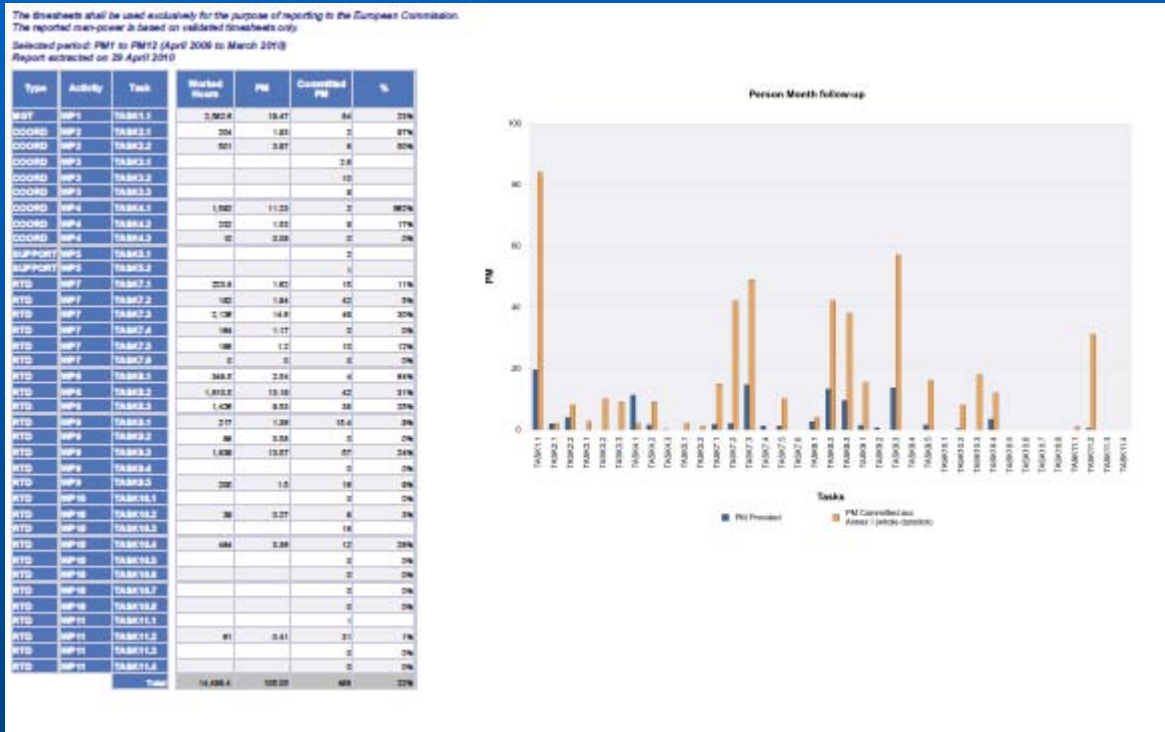
Guide to Financial Issues relating to FP7 Indirect Actions

Article II.15 of ECGA – Identification of direct and indirect costs

- „Employees have to record their time on a daily, weekly, or monthly basis using a paper or a computer-based system. The time-records have to be authorised by the project manager or other superior.”
- „It is important to remember that an effective time-recording system (a system which certifies the reality of the hours worked) is a requisite for the eligibility of the costs.
A contract, as a document signed before the work is actually performed, would not be sufficient.”

Why timesheets?

- Quarterly / annual effort reports



History & future

- EGEE (2004), EGEE II (2006), **EGEE III** (2008)
- ETICS (2006), **ETICS 2** (2008)
- **SLHC-PP** (2008)
- **EuCARD** (2009)
- **EMI** (2010)
- **EGI-InSPIRE** (2010)
- **1 FTE committed**

How? Reminders & deadlines

once a reporting month is finished:

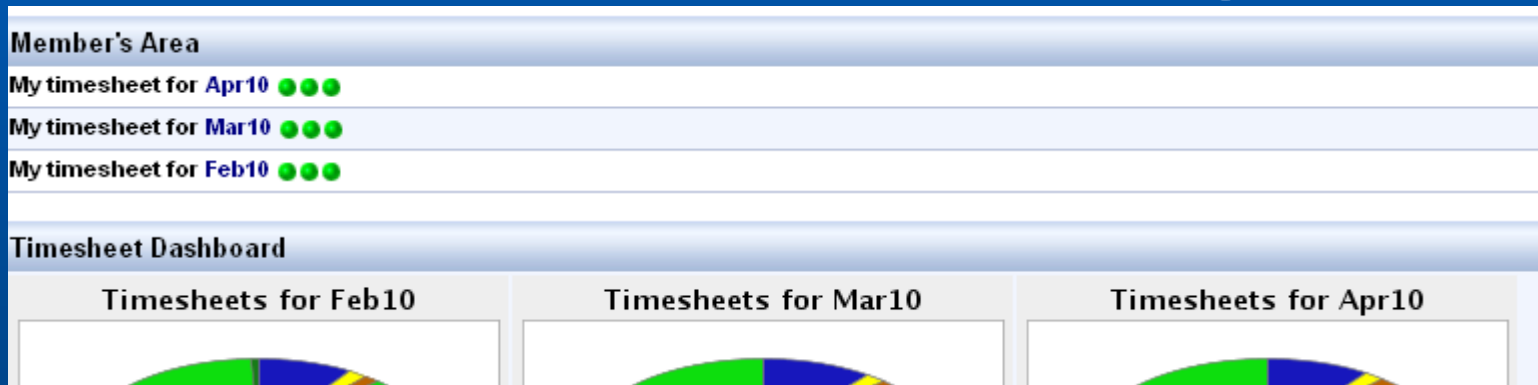
- reminders to individual members
- deadline for individual members
SUBMISSION (10 days)
- reminders for supervisors
- deadline for supervisors
VALIDATION (15 days)

late? contact EMI Project Office

project-eu-emi-po@cern.ch

How? Accessing timesheet

- CERN AIS/NICE account
- URL from reminder
Alias: pptemi.cern.ch
- last 3 timesheets on Welcome Page



- Timesheets tab
- Access restrictions

Supervisor's Area		
COUCHOUX France	Apr10	●●●
	Mar10	●●●
	Feb10	●●●
GATER Catherine	Apr10	●●●
	Mar10	●●●
	Feb10	●●●

How? Timesheet

Welcome Page > View timesheet

Project Member ?	ROPKA Michal
Partner ?	1 - CERN
Status ?	●●●
Supervisor ?	JONES Robert
Time Period ?	1-Apr-2010 to 30-Apr-2010

April 2010

▶ Mon	Tue	Wed	Thu	Fri	Sat	Sun
▶			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		

Days: 10

Hours / day:

Total hours:

For selecting week/month click on the arrow in the first column.

Hours worked on the project

Funded *	0.00	📅
Unfunded *	68.00	📅
Total: ?	68.00	

Hours worked on other EU projects

Project Name	Hours Worked
1. <input type="text"/>	0.00 📅
2. <input type="text"/>	0.00 📅
3. <input type="text"/>	0.00 📅
4. <input type="text"/>	0.00 📅
5. <input type="text"/>	0.00 📅

CERN

Total Absence	EDH *	24.00
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Overall Total	EDH: 160.00 ?	92.00
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Activity ?	Task Code ?	Task Title ?	Description of the Work Performed ?	Hours Spent *	Comments ?
NA1	NA1.3	Technical management	End users support.	68.00	
Add Task				Total: ?	68.00

Save Cancel

How? Adding Tasks

	Activity	Task Code	Task Title
<input type="checkbox"/>	NA1	NA1.1	Management of the NA1 activity and the work of the Project Office
<input type="checkbox"/>	NA1	NA1.2	Project and consortium management
<input type="checkbox"/>	NA1	NA1.5	Sustainability
<input type="checkbox"/>	NA1	NA1.6	Organisation of EGEE events and meetings
<input checked="" type="checkbox"/>	NA1.A	NA1.A.1	Deliverables formal review
<input type="checkbox"/>	NA1.A	NA1.A.2	Activity Coordination (Internal meeting, activity workshop, cross activities meeting)
<input type="checkbox"/>	NA1.A	NA1.A.4	EU reviews (preparation & attendance)
<input type="checkbox"/>	NA1.A	NA1.A.5	Participation to standardisation bodies (OGF)
<input type="checkbox"/>	NA1.A	NA1.A.6	EGEE-III publications (journal papers)
<input type="checkbox"/>	NA1.A	NA1.A.7	Dissemination (other related conferences, press)
<input type="checkbox"/>	NA1.A	NA1.A.8	EGEE-III training (as a trainee)
<input type="checkbox"/>	NA1.A	NA1.A.9	EGEE-III training (as a trainer including preparation)
<input type="checkbox"/>	NA1.A	NA1.A.10	Partner related tasks (administration, timesheets)

- Empty Add task list?
contact Project Office
project-eu-emi-po@cern.ch

Support

- PPT Help

http://ais.web.cern.ch/ais/apps/ppt/eu_projects/online_help.html

- EMI Project Office (registration, deadlines):

project-eu-emi-po@cern.ch

- PPT/EU Technical support:

Ais.Support@cern.ch



Summary

- Monthly basis
- Takes only a few minutes!
- Respect deadlines!
- EMI PPT/EU available in June?
- EMI Project Office
project-eu-emi-po@cern.ch
- PPT/EU Technical support
Ais.Support@cern.ch

Q & A

