

European Network on Archival Cooperation "ENArC"

Documentation of personnel costs - checklist:

	Type of costs	Necessary documentation	
Personnel costs	Staff working for the project 100% (= full project involvement)	Working contract (for newly employed staff) – including work description , amount of working hours per month or week, project name!	
		Note: In case the person is not a newly employed staff member: deliver initial working contract + secondment decision stating the full project involvement of the named person	
		Payroll or salary slips (= documentation showing the gross salary plus all additional expenses of the employing institution (on-costs))	
		Timesheets stating the project work time (with a short work description) – please use the given templates- document actual working time only (no hours-entry for illness, holidays etc.!)	
	Staff working for the project less than 100% (part time project involvement)	Usually in this case the staff member is a person already working in the institution prior to the project – in this case: deliver the initial working contract + secondment decision stating the partial project involvement of the named person and a short work description!	
		Payroll or salary slips (= documentation showing the gross salary plus all additional expenses of the employing institution (on-costs))	
Timesheets stating the project work time (with a short work description) – please use the given templates- document actual working time only (no hours-entry for illness, holidays etc.!) – Also indicate the work time NOT used for the project (e.g. if a person is employed for 40 hrs/week and works for ENArC 50% of the time, the timesheets have to document the other 50% of his regular work as well! No work description is needed here!)			