

# European Network on Archival Cooperation “ENArC”

## Personnel costs & work documentation

### Definition and eligibility of personnel costs:

Personnel costs are costs of staff assigned to the project, comprising actual salaries plus social security charges and other statutory costs included in the remuneration.

Personnel costs are eligible, if the involvement in the project is evidenced by specific documents:

- in case of a person specifically hired for the implementation of the project: *the contract, job description, timesheets, salary slips/payrolls.*
- in case of a person normally working for the organisation but seconded to the implementation of the project on a full-time basis: *a clear secondment decision, job description, timesheets and salary slips/payrolls.*
- in case a person normally working for the organisation but seconded to the implementation of the project not on a full-time basis: *a clear secondment decision, job description, salary slips/payrolls and timesheets covering the person's complete time-involvement with the organisation.*

**Note:** If the person works for the organisation at 100%, but only for 50% in the framework of the project, the timesheets must cover both his 50% for the project AND the other 50%. That means for permanent or temporary staff partly involved in the implementation of the project, only the equivalent percentage of the allocated time is eligible.

Staff fully involved in the project (= 100%) does not have to fill in the timesheets, but we strongly advise to keep some kind of working time documentation. An involvement of 100% has to be stated in the contract itself or an additional formal letter by the employer.

### How to fill-in the timesheets for the work documentation:

The compulsory project timesheets can be found in the download section of our website [www.icar-us.eu](http://www.icar-us.eu) (members' area – login necessary!)

Please fill in these excel sheets constantly and submit them as explained in the chapter on “reporting” on a regular basis. The excel document contains 2 folders – a summary worksheet and monthly timesheets

→ Please enter the following data into the **summary worksheet**:

- year
- partner (partner number and acronym)
- name of the employee
- working field (scientist, technician, manager, trainer etc.)
- start and end of employment in the project
- working hours per week
- employment in the project (full or part time)
- total employment costs (incl. social security charges and other statutory costs)

“Project 1“ is assigned to ENArC, where a difference is made between general tasks concerning the implementation of the project and specific administrative tasks. Administration covers dealing with and clearing up details of content and finance, preparation of reports for the coordinator, management of the project within the institution, project meetings twice a year.

**Note:** Administration costs of partners must be kept very low (ca. € 5000, -- per year), as these costs can only comprise 20% of the overall costs of the project and the personnel costs of DASP and ICARUS, which are primarily responsible for project management, are assigned to this category.

In case an employee is involved in ENArC as well as in another EU project within the same institution, the other project is to be indicated as “Project 2“.

All data entered into the summary sheet is automatically transferred into the monthly time sheets.

→ Please enter the following data into the **monthly time sheets**:

- start and end of work morning (in format hh:mm)
- start and end of work afternoon (in format hh:mm)
- The entire working hours will be calculated automatically.  
*!!! In case your working hours do not correspond to this pattern, just enter times so that the total number of hours spent at work is illustrated!!!*
- working hours in the ENArC project (general + administration) (in format hh:mm)
- description of activities / reasons for absence
- working hours in “Project 2” (if applicable)

In order to calculate the personnel costs, enter the general personnel costs into the summary sheet. The average hourly rate will be calculated automatically.