



DEALING WITH TIME SHEETS

Fifth Meeting of the WG 2 Finance
COST Targeted Network TN1302: BESTPRAC

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COMPLETION OF TIME SHEETS

- Real vs. Fixed hours (8)
- Time recording system (help or a burden?)
- Ways of completing time sheets (software solution, excel templates)
- Organisation of time sheet completion (researchers, administration)
- Employees with shortened schedule (asymmetrical time distribution)
- E-signatures

REAL vs. FIXED HOURS (8)

SYSTEM WITH REAL HOURS:

- In case of following real hours – filling time sheets with minute accuracy or circling ?
- Consideration of Saturdays, Sundays and holidays
- Cutting/adding hours (real/salary hours)
- Daily control of hours per project

REAL vs. FIXED HOURS (8)

SYSTEM WITH FIXED HOURS:

- Easier administration
- Time sheet adjusted with salary sheet (hours on time sheet = hours on payslip)
- Logical circulation on full hour (or half an hour)

TIME RECORDING SYSTEM

(help or a burden?)

- Existence of time recording system
- Audit examination over time recording system
- Harmonizing time recording system with time sheets
- Dealing with peculiarities (lunch break recognition, multiple parallel projects handling)

WAYS OF COMPLETING TIME SHEETS

- Software solution
- Excel or other resembling way of completion
- Combination
- Other (fixed template)



ORGANISATION OF TIME SHEET COMPLETION

- Researchers do it by themselves
- Administration takes over this task
- Other solutions (combination, department level)

EMPLOYEES WITH SHORTENED SCHEDULE

- Usually with asymmetrical time distribution
- Time sheet reconciliation with other institutions
- Employees with only supplement tasks



E-SIGNATURES

- Future trends
- Organization readiness
- Facsimile or standard e-signature
- Data safe keeping