ANNEX V D templates staff costs (examples – your own templates can be used)

Instructions:

For the reporting of (internal or external) staff costs, it would be useful to send upon request if applicable:

- 1) overview of staff employment see example Annex V.D.1
- 2) <u>Time- sheets</u> see examples <u>Annex V D.2</u>:

only necessary if the staff member is <u>remunerated</u> on the basis of number of hours <u>actually worked</u> (i.e. supplementary pay /overtime). You can use your own templates.

3) Breakdown (Ratio) -see examples Annex V D.3:

of time spent on Conference Interpreting course compared to other tasks unrelated to that course.

This information is required if the staff member receives a monthly salary and at the same time has other activities. If so please provide us with the percentage/ratio of time devoted to the Conference Interpreting course. You can use your own templates

4) Contract or remuneration/work agreement:

applies when the staff member works only for the conference interpreting course or if the time spent working on the conference interpreting course and remuneration is clearly defined.

This should however be clearly stipulated in writing by the university authorities.

MA Conference Interpreting Course (CIC) - study year 2017/2018- Example

USE YOUR OWN TEMPLATES IF AVAILABLE - OR ADAPT THIS EXAMPLE TO YOUR COURSE - EXPLAIN ABREVIATIONS BELOW

'ear	Subject	OB/ OPT	ECTS		hours /WT	hours/ ST	Nr. St.	Student Group	нав.	Ped. Staff	INT/EXT FT/PT	staff category
	Theory, ethics, deontology	ОВ	0	LE	30	0	5					# 1
-			1		15	0			PR	Name		contract - specific for course
			1	-	15	0	0			Name		salary
	Note taking, memory		1	1								
	excercise	ОВ	0	SE	15	0	5		LE	Name		salary
			1	T								
	Communication, rhethorics	OB	0	SE	60	0	15	1				
			1	1	15	0	15	1	AS	Name		salary
			1		20	0	5			Name		salary
			i		25	0	5			Name		contract
	Informatics, new		-							1144110		
- 3	technologies	OB	0	SE	0	15	5		PR	Name		contract
	Brussels visit	ОВ					5			1 week		
	European law	OB	0	LE	30	0	5			1 week		
	Lai opcair iais				15	0		 	DD	Name		contract
					15	0		!		Name		contract
					13	0			00	different		Contract
	Mark saufavance	ОВ	0			20	-			1	1	
	Mock conference			SE	0	30	5			speakers		contract
	Scientific methods	OB	0	SE	15	0				Name		together with MA Translatio
	Scientific methods	OB	0	SE	15	0	5		PR	Name		salary
	Consecutive EN - XX	OB	0	EX	45	45	5					
				L	5	5				Name		salary
	1				12	15				Name		contract
	1				6	5				Name		contract
					9	9				Name		reasearch assistant
					5	5		[LE	Name		contract
	1			-	8	6				Name		contract
	Simultaneous EN - XX	OB	0	EX	0	60	5	1				1
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					Ō	10				Name		salary
					0	10		ļ		Name		contract
					Ö	13				Name		contract
	Consecutive FR - XX	ОВ	0	EX	45	45		ļ	AS	Name		Contract
	CONSECUTIVE FR - XX			EA.	10	10	2	ļ				
										Name		salary
			ļ		. 8	8				Name		contract
				ļ	15	10		ļ		Name		salary
					5	10				Name		salary
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					0	10				Name		salary
					0	10				Name		contract
					0	17			AS	Name	[specific salary
					0	8			LE	Name		salary
	Consecutive ES - XX	ОВ	0	EX	45	45	3					
	1				16	16			AM	Name		contract
	T				17	17				Name		salary
	t				12	12				Name		contract
	Simultaneous ES - XX	ОВ	0		0	60	3					
				LE	0				ΔM	Name		contract
				SE	0	20 15				Name		contract
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	I				15	0 !			DO	Name	and the second second	contract

please add/adapt to your own abreviations if necessary

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5	ummer Semester - hours			ST				
N	lumber of students				Nr.St.			
0	ther?						other?	

for the conversion of your national currency please consult the web-site (applying the conversion of the current month):

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

		1	2	3	4	5	6	7	8	9	10 **	11 **
	Permanent (P) / external	A	Obligators			Non-pr	oductive h	ours			Hours	
Nature of staff	(E) / Supplementary salary (S)	Annual gross salary (incl. additional month's salary or other i.a.)	Obligatory social charges imposed by law	Annual Staff cost	Total working hours per year according to staff regulation	Holidays	Bank holidays	week- ends	Productive hours	Final Hourly rate (€)	remunerated	Total cost
10		(1)	(2)	(3) = (1) + (2)	(4)				(8) = (4)-(5)-(6)- (7)	(9) = (3) / (8)	(10)	(11) = (9) x (10)
EXAMPLE (FOR THE SAKE OF	CALCULATION - not necessa	rily adapted to	the PG Course:	s)	(e.g. 5 h/day x	1						
					365 days)							
Ms. X/Task A	P-pt	€ 30.000,00	€ 7.500,00	€ 37.500,00	1.825,00	210,00	105,00	728,00	782,00	47,95	800,00	€38.363,17
Ms. X/Task B	P-S									20.00	40,00	€800,00
Mr. Y/ Technician	E - ft	N/A	N/A	N/A	N/A				N/A	10,00	150.00	€1 500,00
Ms. Z/ Exams- Speeches FR	S - pt	N/A	N/A	N/A	N/A				N/A	30,00	110.00	€3.300,00

^{*} P= Internal staff employed on a permanent basis

- * E= External Staff paid on a contractual basis and hired for a specific work/time (like external teachers/Conference Interpreter free lances),
- * S= Supplementary salary as a complement to staff's normal basic salary for additional work if approved and paid by the University.
- * pt= working only part time on the project
- * ft= working full time exclusively on the project (no time-sheets need to be completed)
- ** only columns (9) (10) and (11) to be completed for E and S for salaries paid to staff duly justified and fully agreed by the management of the University

Please complete by adding lines

If you wish to maintain automatic calculation of formulas for P, S please copy grey lines above and complete your figures - grey text is an example and can be overwritten

Name/Task						
Ms.						
Ms.						
Mr.	 					

Project Reference:	
Name of Beneficiary/University:	
Name of staff member:	
is staff member employed Full-time or Part-time :	
Internal staff or external staff member:	
Calendar/Academic Year:	

TIME-SHEET (YEAR BY WEEKS) - Please find in attached work sheets more detailed time-sheets per month (which you may wish to complete)

Week	TOTAL HOURS	,	Jun	n-17			Jul	-17				Aug-1	7			Sep	o-17				Oct-17	,	
calendar week	2017/ 2018	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44
week start (Monday)		5.6.	12.6.	19.6.	26.6.	3.7.	10.7.	17.7.	24.7.	31.7.	7.8.	14.8.	21.8.	28.8.	4.9.	11.9.	18.9.	25.9.	2.10.	9.10.	16.10.	23.10.	30,10.
Hours worked on 2017-2018 post-graduate course in conference interpreting (if applicable):	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
type of tasks:																							
TOTAL	0.00				0,00				0.00					0,00				0,00			-		0,00
Hours worked for post-graduate courses co-financed by DG SCIC & DG INTE in 2018-2019 or 2016-2017 (if applicable)	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
type of tasks:																				-			
TOTAL	0,00	-			0,00				0,00					0,00			0,0	0,00					0,00
Hours worked for other projects co-financed by DG SCIC & DG INTE in 2018-2019 or 2016-2017 (if applicable):	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
type of tasks:																							
TOTAL	0,00				0,00				0,00	_				0,00				0,00					0,00
Hours worked on other tasks:	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
type of task																							
TOTAL	0,00				0,00				0,00					0,00				0,00					0,00
TOTAL MAXIMUM PER MONTH	0,00				0,00				0,00					0,00				0,00					0,00

Date and signature of staff member

ESTIMATED WORKING HOURS -> TO BE ADAPTED WHEN YOU SUBMIT FINAL SUPPORT

for the conversion of your national currency please consult the web-site (applying the conversion of the current month):

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

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· · · · · · · · · · · · · · · · · · ·	Permanent (P) / external	A annual massa	Obligatory			Non-pr	oductive h	ours			Hours	
Nature of staff	(E) / Supplementary salary (S)*	Annual gross salary (incl. additional month's salary or other i.a.)	social charges imposed by law	Annual Staff cost	Total working hours per year according to staff regulation	Holidays	Bank holidays	week- ends	Productive hours	Hourly rate (€)	foreseen and remunerated for this specific action	Total cost
		(1)	(2)	(3) = (1) + (2)	(4)				(8) = (4)-(5)-(6)- (7)	(9) = (3) / (8)	(10)	(11) = (10) x (9)
EXAMPLE (FOR THE SAKE OF	CALCULATION - not necess	arily adapted to	the PG Course	es)	(e.g. 5 h/day x							
					365 days)							
Ms H/Task A	P - pt	30.000,00	7.500,00	37.500.00	1.825,00	210,00	105,00	44444	782,00	47,95	400,00	19.181,59
Ms. X/Task B	P-S						1			20,00	40.00	800,00
Mr. Y/ Technician	E - ft	N/A	N/A	N/A	N/A				N/A	10,00	150,00	1.500,00
Ms. Z/ Exams- Speeches FR	S - pt	N/A	N/A	N/A	N/A				N/A	30.00	110.00	3.300,00

P= Internal staff employed on a permanent basis

Charles University, Institute of Translation Studies 2017/2018 If you wish to maintain automatic calculation of Inomulas for P, E, S piesse copy grey lines above and complete your figures - grey text is an example and can be overwritten. Name/Tesk P/ES? Inours Inour

Annex III_V A_C_Financial Report Forms (Charles_2017-18_2nd and 3rd sem).xlsx/VIII D Hourly Rate estimation

E= External - Staff paid on a contractual basis and hired for a specific work/time (like external teachers/Conference Interpreter free lances),

S= Supplementary salary as a complement to staff's normal basic salary for additional work if approved and paid by the University.

pt= working only part time on the project

ft= working full time exclusively on the project (no time-sheets need to be completed)

only columns (9) (10) and (11) to be completed for E and S for salaries paid to staff duly justified and fully agreed by the management of the University (see Annex VII of the grant application)

	Nov	-17			Dec	c-17				Jan-18				Feb	o-18			Ma	r-18				Apr-18				May	-18	
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Date and signature of staff member

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Date and signature of staff member

Project Reference:	University:	
Name of Beneficiary/University:		<u> </u>
Name of staff member:	Name:_	
Month:	May-17	-

Not necessary for staff working exclusively for the project (extract of the payroll or invoice suffice in this case.

The actual time spent on the action must be recorded on a regular basis, using timesheets or an equivalent system used by the beneficiary and adapted to the specificities of the action. Such timesheets must be signed by the individual concerned and validated by the person responsible for the project.

Calendar Day	1	2	3	4	5	6	7	8		9 10	11	12	13	14	15	16	17	18	19	20	21	22	23	2	2	5 26	27	28	29	30	31	hours
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TOTAL

Date and signature of staff member

Project Reference:	University:
Name of Beneficiary/University:	
Name of staff member:	Name:
Month:	Jun-17

Not necessary for staff working exclusively for the project (extract of the payroll or invoice suffice in this case.

The actual time spent on the action must be recorded on a regular basis, using timesheets or an equivalent system used by the beneficiary and adapted to the specificities of the action. Such timesheets must be signed by the individual concerned and validated by the person responsible for the project.

Calendar Day	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	1	hours
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TOTAL

Date and signature of staff member

Project Reference:	University:	
Name of Beneficiary/University:		
Name of staff member:	Name:	
Month:	Jul-17	

Not necessary for staff working exclusively for the project (extract of the payroll or invoice suffice in this case.

The actual time spent on the action must be recorded on a regular basis, using timesheets or an equivalent system used by the beneficiary and adapted to the specificities of the action. Such timesheets must be signed by the individual concerned and validated by the person responsible for the project.

Calendar Day	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	hours
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TOTAL

Sep

Jul-18

Date and signature of staff member

Project Reference:		
Name of Beneficiary/University:	University:	
Name of staff member:		
Month:	Aug-17	

Not necessary for staff working exclusively for the project (extract of the payroll or invoice suffice in this case.

The actual time spent on the action must be recorded on a regular basis, using timesheets or an equivalent system used by the beneficiary and adapted to the specificities of the action. Such timesheets must be signed by the individual concerned and validated by the person responsible for the project.

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Date and signature of staff member

Project Reference:	
Name of Beneficiary/University:	University:
Name of staff member:	
Month:	Sep-17

Not necessary for staff working exclusively for the project (extract of the payroll or involce suffice in this case.

The actual time spent on the action must be recorded on a regular basis, using timesheets or an equivalent system used by the beneficiary and adapted to the specificities of the action. Such timesheets must be signed by the individual concerned and validated by the person responsible for the project.

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Date and signature of staff member

Project Reference:	University:
Name of Beneficiary/University:	
Name of staff member:	Name:
Month:	Oct-17

Not necessary for staff working exclusively for the project (extract of the payroll or invoice suffice in this case.

The actual time spent on the action must be recorded on a regular basis, using timesheets or an equivalent system used by the beneficiary and adapted to the specificities of the action. Such timesheets must be signed by the individual concerned and validated by the person responsible for the project.

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Date and signature of staff member

Project Reference:	University:
Name of Beneficiary/University:	
Name of staff member:	Name:
Month:	Nov-17

Not necessary for staff working exclusively for the project (extract of the payroll or invoice suffice in this case.

The actual time spent on the action must be recorded on a regular basis, using timesheets or an equivalent system used by the beneficiary and adapted to the specificities of the action. Such timesheets must be signed by the individual concerned and validated by the person responsible for the project.

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Date and signature of staff member

Project Reference:	University:	
Name of Beneficiary/University:		
Name of staff member:	Name:	
Month:	Dec-17	

Not necessary for staff working exclusively for the project (extract of the payroll or invoice suffice in this case.

The actual time spent on the action must be recorded on a regular basis, using timesheets or an equivalent system used by the beneficiary and adapted to the specificities of the action. Such timesheets must be signed by the individual concerned and validated by the person responsible for the project.

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Date and signature of staff member

Project Reference:	University:
Name of Beneficiary/University:	
Name of staff member:	Name:
Month:	Jan-18

Not necessary for staff working exclusively for the project (extract of the payroll or invoice suffice in this case.

The actual time spent on the action must be recorded on a regular basis, using timesheets or an equivalent system used by the beneficiary and adapted to the specificities of the action. Such timesheets must be signed by the individual concerned and validated by the person responsible for the project.

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Date and signature of staff member

Project Reference:		N
Name of Beneficiary/University:	University:	
Name of staff member:		
Month:	Feb-18	

Not necessary for staff working exclusively for the project (extract of the payroll or invoice suffice in this case.

The actual time spent on the action must be recorded on a regular basis, using timesheets or an equivalent system used by the beneficiary and adapted to the specificities of the action. Such timesheets must be signed by the individual concerned and validated by the person responsible for the project.

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Date and signature of staff member

Project Reference:		
Name of Beneficiary/University:	University:	
Name of staff member:		
Month:	Mar-18	

Not necessary for staff working exclusively for the project (extract of the payroll or invoice suffice in this case.

The actual time spent on the action must be recorded on a regular basis, using timesheets or an equivalent system used by the beneficiary and adapted to the specificities of the action. Such timesheets must be signed by the individual concerned and validated by the person responsible for the project.

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Date and signature of staff member

Project Reference:		
Name of Beneficiary/University:	University:	
Name of staff member:		
Month:	Apr-18	

Not necessary for staff working exclusively for the project (extract of the payroll or invoice suffice in this case.

The actual time spent on the action must be recorded on a regular basis, using timesheets or an equivalent system used by the beneficiary and adapted to the specificities of the action. Such timesheets must be signed by the individual concerned and validated by the person responsible for the project.

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Date and signature of staff member

Project Reference:		
Name of Beneficiary/University:	University:	
Name of staff member:		
Month:	May-18	

Not necessary for staff working exclusively for the project (extract of the payroll or invoice suffice in this case.

The actual time spent on the action must be recorded on a regular basis, using timesheets or an equivalent system used by the beneficiary and adapted to the specificities of the action. Such timesheets must be signed by the individual concerned and validated by the person responsible for the project.

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Date and signature of staff member

Project Reference:		
Name of Beneficiary/University:	University:	
Name of staff member:		
Month:	Jun-18	

Not necessary for staff working exclusively for the project (extract of the payroll or invoice suffice in this case.

The actual time spent on the action must be recorded on a regular basis, using timesheets or an equivalent system used by the beneficiary and adapted to the specificities of the action. Such timesheets must be signed by the individual concerned and validated by the person responsible for the project.

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Date and signature of staff member

Project Reference:		
Name of Beneficiary/University:	University:	
Name of staff member:		
Month:	Jul-18	

Not necessary for staff working exclusively for the project (extract of the payroll or invoice suffice in this case.

The actual time spent on the action must be recorded on a regular basis, using timesheets or an equivalent system used by the beneficiary and adapted to the specificities of the action. Such timesheets must be signed by the individual concerned and validated by the person responsible for the project.

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Month:	Aug-18	

Not necessary for staff working exclusively for the project (extract of the payroll or invoice suffice in this case.

The actual time spent on the action must be recorded on a regular basis, using timesheets or an equivalent system used by the beneficiary and adapted to the specificities of the action. Such timesheets must be signed by the individual concerned and validated by the person responsible for the project.

Calendar Day	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	311	hours
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Date and signature of staff member

Project Reference:	
Name of Beneficiary/University:	University:
Name of staff member:	
Month:	Sep-18

Not necessary for staff working exclusively for the project (extract of the payroll or invoice suffice in this case.

The actual time spent on the action must be recorded on a regular basis, using timesheets or an equivalent system used by the beneficiary and adapted to the specificities of the action. Such timesheets must be signed by the individual concerned and validated by the person responsible for the project.

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Date and signature of staff member

Project Reference:	University:	
Name of Beneficiary/University:	-	
Name of staff member:	Name:	
Month:	Oct-18	

Not necessary for staff working exclusively for the project (extract of the payroll or invoice suffice in this case.

The actual time spent on the action must be recorded on a regular basis, using timesheets or an equivalent system used by the beneficiary and adapted to the specificities of the action. Such timesheets must be signed by the individual concerned and validated by the person responsible for the project.

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Date and signature of staff member