

## **FBK TIMESHEET MANAGEMENT PROCEDURE**

Adopted with resolution n. 09/2023 of the Head of the Administration Service dated June 14<sup>th</sup>, 2023.

## INTRODUCTION

### Purpose of the Timesheet

Completing a single electronic register (Timesheet) has two purposes:

- recording and certifying the specific working time for each project, with the goal of determining the hourly cost of personnel to be charged to accounts in funded projects.
- recording and verifying compliance with the working hours set forth in the contract for all research staff with single time electronic recording requirement.

### Who should fill out the Timesheet

Timesheets should be completed by all research personnel who, regardless of contract type, perform work activity on Foundation's projects requiring financial reporting (by way of example but not limited to: permanent employees, fixed-term employees, in-house consultants, any other types of contracts on projects, etc.) and by personnel, including non-research personnel, who in any capacity, perform work activity on Foundation's projects requiring financial reporting.

### Timesheet date and signature

Our Timesheet system is processed entirely electronically. At the specific request of the control bodies, it is possible to provide accurate proof that each individual resource has the possibility of unique access to the system and, through the dedicated log, it is possible to demonstrate the date and time when the Timesheets were completed and submitted for approval to the respective Supervisors. Similarly, it is possible to determine the date and time when supervisors have approved the Timesheets of the workers in their teams.

## ONLINE TIMESHEET COMPLETION PROCEDURE

Filling out the Timesheet involves the following steps:

### 1. DATA ENTERING AND CONFIRMING BY THE RESOURCE

The timesheet template must be completed by accessing the portal <https://my.fbk.eu/timesheet> and entering the hours actually worked onto the various job orders/projects assigned by the respective Supervisors.

In consideration of the reporting rules imposed by PNRR projects, Timesheets must be completed **by noon of the 2nd business day of the following month.**

Please note that the accurate recording of work time and business travel data is a necessary condition when completing Timesheets.

As per the relevant procedures, timesheets must be cleared of any anomalies as well as authorized by the worker's immediate supervisor **by the first working day of the following month.** To avoid situations of non-compliance and disputes - with related negative impacts on reporting - if, by the timesheet monthly closure, work time were to be missing, the event code description "ferie a giornata" (vacation leave) will be entered as a matter of course; this event cannot be changed after it has been entered.

Therefore, on a daily basis, workers shall record work time on the INAZ system, business travel on the travel management system and complete the relevant Timesheets.

In the event that inconsistencies between the Timesheet and the work time electronic recording system are detected and these cannot be fixed by the resource (due to absence, impossibility, no network connection, etc...) in the time of two working days as required, the administration is authorized to fix the Timesheet/work time electronic recording data for them.

## 2. APPROVAL

**Cost Center Heads (CdC) shall approve the Timesheets by the evening of the 2nd working day of the following month** directly from the portal <https://my.fbk.eu/portal/authorization/pending>.

The Supervisor may reject the Timesheet; in this case, it will become available to the resource, which may make changes and re-submit it for approval by the Supervisor within the terms indicated above.

Cost Center Head Timesheets shall be approved by their immediate Supervisors, or by their Supervisor's hierarchically immediate Supervisor as per the organization chart.

Verification of the accuracy of what is stated in the Timesheet is the responsibility of the resource who fills it out, while the Cost Center Head has a supervisory and approval function over the work time reporting of the resources involved in the projects.

### **Operational notes on Timesheet completion**

As previously indicated, the Timesheet system is linked to the Foundation's attendance management system and the travel management system.

Time worked on projects must be recorded in an accurate and timely manner; it is advisable to enter the data on a daily basis.

Timesheets are daily on a monthly basis and must be completed by the individual resource with the actual hours worked.

As a reminder, there is a constraint of 12 hours and 50 minutes maximum daily working time in compliance with the required maximum daily working time limit provided for by the regulations on the organization of working time.

				Sab	Dom	Lun	Mar	Mer	Gio	Ven	Sab	Dom	Lun	Mar	Mer	Gio	Ven
				1	2	3	4	5	6	7	8	9	10	11	12	13	14
Progetto [IT001-0000000]	Annuale rimanente	Completato	Data Fine				MIS	MIS	MIS	MIS					MIS	MIS	MIS
Istituzionale	88.6h	47.88%	31/12/2050				7.6	7.6	7.6	7.6							
Progetto [IT001-0030083]	Annuale rimanente	Completato	Data Fine														
MNF_Lab	240.0h	62.5%	31/12/2030														
Progetto [IT001-0030084]	Annuale rimanente	Completato	Data Fine														
MNF_R&D	76.8h	23.2%	31/12/2030														
Progetto [IT001-0100092]	Annuale rimanente	Completato	Data Fine														
LOFT_EUFEL	8.0h	80%	31/12/2019														
Progetto [IT001-0100678]	Annuale rimanente	Completato	Data Fine											8.0	7.6	7.6	7.6
MINATAP	40.2h	83.92%	31/12/2019														
Progetto [IT001-0100685]	Annuale rimanente	Completato	Data Fine														
CSES/LIMADOU	0.0h	100%	31/12/2019														
Progetto [IT001-0100904]	Annuale rimanente	Completato	Data Fine										8.0				
ASI SDD-X	24.0h	71.43%	26/12/2019														
Silicio Rosso [IT001-0100993-01]	Annuale rimanente	Completato	Data Fine														
WP1 - WP 1101 "Messa a punt	0.0h	100%	25/01/2019														
Silicio Rosso [IT001-0100993-05]	Annuale rimanente	Completato	Data Fine			8.0											
WP5 - WP 3102 "Microfabbrice	0.0h	100%	25/07/2019														

Screenshot of the screen viewed by the resource

For staff required to clock in and clock out, the data entered in the Timesheet must match those entered on the attendance electronic recording system; to facilitate completion, the indication of the hours actually worked can be viewed before completion.

In order to facilitate the calculation of hourly cost, the Timesheet system values fractions of an hour in hundredths (for example: 1 hour and 36 minutes equals 1.60 hundredths).

Business travel days are worth 7 hours and 36 minutes (equal to 7 hours and 60 hundredths) for FBK staff and 7 hours and 12 minutes (equal to 7 hours and 20 hundredths) for PAT staff working at the Foundation.

Remote work days are calculated based on the theoretical daily schedule identified based on the Collective

Agreement applied to the resources and the individual employment contract. Specifically, for staff with full-time working hours to whom the CCPL for Foundation staff is applied, these days are worth 7 hours and 60 hundredths while, for PAT staff working at the Foundation, they are worth 7 hours and 20 hundredths; for staff working part-time, the day is accrued according to the theoretical daily hours provided for in the individual employment contract.

In-house consultants, despite having the full right to independently organize their work time and the methods for carrying out the activities involved in the task, are required, for the sole purpose of financial reporting, to fill in the Timesheet on a daily basis indicating the hours actually worked for each job order.

Holidays, Saturdays, and Sundays are not fillable (i.e., they are blocked) unless, on a case-by-case basis, there is a specific, reasoned request from the resource to their Supervisor and attendance is recorded on the time work electronic recording system.

**The closed Timesheet (i.e. the Timesheet containing the data entered by the resource and approved by the Supervisor) shows the validation dates; therefore, workers should pay particular attention to complying with the deadlines indicated in this Procedure.**

### **Procedure Support e-mails**

Given the importance of closing within the deadline, the system will automatically send:

1. e-mail to each resource alerting them that monthly data can be confirmed
2. e-mail to the Supervisor containing the list of Timesheets submitted for approval
3. daily e-mail to resources reminding them that they have not yet confirmed work time
4. daily e-mail to the Supervisor with the list of resources that have not confirmed their work time

For further information, please contact your Cost Center Head and/or the Administration Service at the following email address: [help-amm@fbk.eu](mailto:help-amm@fbk.eu).