

# Staff costs tool

## 1. Identification

Project no. and acronym	<input type="text" value="R999"/>	<input type="text" value="TestProject"/>
Project partner no. and name	<input type="text" value="99"/>	<input type="text" value="TestPartner"/>
Name of the staff member	<input type="text" value="Sven Example"/>	
Position	<input type="text" value="Project co-ordinator"/>	
Reporting period no.	<input type="text" value="1"/>	from <input type="text" value="21/09/2018"/>
		to <input type="text" value="30/06/2019"/>

## 2. Description of project related tasks carried out during the reporting period

...

## 3. Calculation of the eligible staff costs

National currency (all amounts in this report have to be in this currency)

Was unpaid voluntary work carried out?

Did the staff member work full time (100% of the working time is dedicated to the project)?

Project employment is based on

Calculation method selected: **part time staff costs with a flexible number of hours worked per month**

### 3.1. Calculation basis of the hourly rate

The staff costs shall be calculated on the basis of

### 3.2. Time registration system

Would you like to use the Programme timesheet template?

#### 3.2.1. Internal time registration system

The project partner uses its own internal time registration system, which fulfils the minimum requirements set in the Programme Manual e.g. it has to cover 100% of the working time. Based on this internal system the following data are to be filled in:

Total worked hours during the reporting period [h]	<input type="text" value="950.00"/>
...of which, hours spent on project work (=amount for staff costs calculation) [h]	<input type="text" value="200.00"/>

### 3.3. Calculation of eligible staff costs based on an annual hourly rate (standard number of 1720 hours)

	Specification of the staff cost (staff cost components and supporting document(s))	Period	Amount [PLN]
1	Annual salary derived from accounting system	01/09/2017-31/08/2018	200,000.00
Latest documented annual gross employment costs [PLN]:			200,000.00
for the reference period from:		01/09/2017	to: 31/08/2018
Hourly rate (annual gross employment costs/1720) [PLN]:			116.28
Total hours spent on project work [h]:			200
<b>Total project related staff costs of Sven Example [PLN]</b>			<b>23,256.00</b>

#### 4. Documentation

In addition please provide the following documentation:

1. Employment/work contract or other equivalent employment document for Sven Example;
2. Job description specifying the project tasks;
3. Timesheets (either the Programme template in this tool or an internal time registration system)
4. Payslips or other documents of equivalent value stating **the latest total annual gross employment costs of the previous year (= 12 consecutive months BEFORE the person started to work for the project resp. before the begin of the reporting period)**. Please note: if these data are not available (e.g. the person did not work for the partner organisation for last 12 months) this method cannot be used! The reference period must remain unchanged during one reporting period. Update for a new reporting period is possible;
5. Proof of payment of the gross employment costs.