HORIZON 2020 X **FP7**

Projekt [Shortname] EXAMPLE Proposal Number: 111212

Year: 2016 Month: January Employee: 40 hours/week

	Week1				Week2										Week3								Week4								Week5						
Day of week					Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Datum					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
I= illness; L= leave; NB= non business (Feiertag) BT= business trip										NB	BT																								

WP	Nr.																																				
WP	1	[h]					2			2	2		8	2			3																				
WP	2	[h]					2			2	2			2			2																				
WP	3	[h]					4			2	2																										
WP		[h]																																			
WP		[h]																																			
WP		[h]																																			
WP		[h]																																			
WP		[h]																																			
WP		[h]																																			
WP		[h]																																			Total [h] month
Total Project		[h]					8	0	0	6	6	0	8	4	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		37
Other Projects		[h]								2							3																				5
Other EU Projects *		[h]									2			4																							6
Daily worktime		[h]					8	0	0	8	8	0	8	8	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		48

Employee: XYXXC Signature: Responsible researcher: YYYYYYYYY Signature:

Date: 20. Jan. 16 Date: 22. Jan. 16

Summary of monthly activites:	Preparation of samples .....

Shortnames of "Other EU Projects":	TEST

Anmerkungen: in grün sind diejenigen Eintragungen vorgenommen worden, die vom jeweiligen Mitarbeiter und seinem Vorgesetzten jeweils auszufüllen sind

Remarks: the information to be filled in by the employee and his responsible researcher are marked in green.

WICHTIG: die komplett ausgefüllten TIMESHEETS sind den verantwortlichen Projektleitern jeden Monat vorzulegen und müssen von diesem jeweils geprüft und unterzeichnet werden; für jedes EU-Projekt ist ein separates TIMESHEET vorzulegen!!!

IMPORTANT: TIMESHEETS must be completed and then signed and controlled by the resonsible researcher every month. You need seperate TIMESHEETS for each EU Project!!!