European Union gov.scot
EUROPE & SCOTLAND
European Regional Development Fund
Investing in a Smart, Sustainable and Inclusive Future

Single Operation Timesheet

European Union gov.scot
EUROPE & SCOTLAND
European Social Fund
Investing in a Smart, Sustainable and Inclusive Future

Name of Member of Staff:	[enter firstname and lastname]
Employee/payroll/unique reference number	[enter number]
Employer/beneficiary:	[enter organisation name]
Job Title/role:	[enter job title]
SI Name:	[enter Strategic Intervention Name]
Operation Name:	[enter Operation Name]
Operation Reference:	[enter Operation Reference from EUMIS]

			Enter time in decimals: 45 minutes =0.75 Amounts should be to nearest 15 minutes	
Days in Pay Period	[Enter no. of day in pay period]			
First Day of Pay Period	[enter day/month/year]			
Date	**Short description of Eligible Activity**		**No. of ESIF hours**	**Total No. of ESIF and Non ESIF Hours Worked**
nter day/month/ye				
		Total ESIF Funded hours	**0.00**	0.00
		ESIF funded work cost	**0.00**	#DIV/0!

If the ESIF funded work cost is above Total paid then the amount will be capped to that figure. To be eligible to claim the employee has to work a minimum of 40% of time on ESIF funded Operations within a payroll month.

Basic Pay		from payslip
Employer's National Insurance		from payslip
Employer's Superannuation		from payslip
Allowances		
Total Monthly Salary Cost	£ -	
Annual Contracted Hours	1720	from contract
Total number of pays in year		
Hourly rate of pay for this period (retain supporting documents showing calculations)	**£0.00**	
Total to claim	**£0.00**	

Staff Member declaration

The above details are accurate and have not been included in any other *projects?*

Signature	
Date	

Confirmation from Line Manager or, if different, the EU Project Manager

I am satisfied that the time and activity information is accurate. I confirm that the hourly rate of pay is correct and is supported by payroll evidence.

Signature	
Name	
Job Title/Role	
Date	