

## UCC Timesheet Policy

This document outlines the requirements necessary in order to ensure UCC can satisfy onerous audit requirements for funding bodies. It is expected that all staff charged to relevant research projects adhere to this policy.

- Timesheets must be maintained for all staff working on research projects where timesheets are required.
- Timesheets must be completed at least on a monthly basis by the person working for the action. They should be dated and approved monthly by the person working on the action and his/her supervisor.
- Original signed timesheets must be kept at a local level and sent to the relevant contact person in the Office of Research Grants & Contracts when required, usually at claim stage.
- Annual productive hours for UCC have been agreed at **1720**. (Note: Leave & bank holidays are not included in the calculation of the total productive hours) Therefore the **maximum productive** hours which can be recorded on timesheets in a 12 month period is 1720. This figure should be pro-rated for staff not working full-time.
- Sample timesheet which satisfies funding body requirements is available at this link - <https://www.ucc.ie/en/financeoffice/research/>