

Zeitaufzeichnungen in Horizon 2020



AMGA 30.10.2015	AMGA 1.7.2016	Unterschied
Time records should include:	Time records should include, as a minimum:	NEU: “as a <u>minimum</u> ”
- the title and number of the action, as specified in the GA	- the title and number of the action, as specified in the GA	
- the beneficiary’s full name, as specified in the GA	- the beneficiary’s full name, as specified in the GA	
- the full name, date and signature of the person working for the action	- the full name, date and signature of the person working for the action;	
- the number of hours worked for the action in the period covered by the time record; for reasons of assurance and legal certainty it is highly recommended that the number of hours is detailed per day (hours worked for the action in each day)	- the number of hours worked for the action in the period covered by the time record;	ALT: “for reasons of assurance and legal certainty it is highly recommended that the number of hours is detailed per day (hours worked for the action in each day)” -> Anforderung gestrichen
- the supervisor’s full name and signature	- the supervisor’s full name and signature;	
	! If the researcher has neither hierarchical superior nor supervisor, for example when the beneficiary is a one-person company or when the researcher is the CEO of the beneficiary, the time records need to be signed only by the researcher.	NEU: Fälle, in denen keine Unterschrift des Vorgesetzten notwendig ist
- a reference to the action tasks or work package described in Annex 1, to easily verify that the work carried out matches the work assigned and the person-months reported to the action	- a reference to the action tasks or work packages of Annex 1, to which the person has contributed by the reported working hours.	Anforderung unverändert; neues Wording
- a brief description of the activities carried out, to understand and show what work was carried out.		NEU: keine Beschreibung der Aktivitäten notwendig
Information included in time-sheets must match records of annual leave, sick leave, other leaves and work-related travel.	Information included in time-sheets must match records of annual leave, sick leave, other leaves and work-related travel.	
A template for time-sheets is available. (This template is not mandatory; beneficiaries may use their own model, provided that it fulfils the minimum conditions and it contains at least the information detailed above.)	A template for time-sheets with these minimum requirements is available. (This template is not mandatory; beneficiaries may use their own model, provided that it fulfils the minimum conditions and it contains at least the information detailed above.)	NEU “with these minimum requirements” Neues Template verfügbar