

How to Complete the LSE Research Division Timesheet – Version 18/03/2015

Before completing your timesheet, we recommend that you read the following guidance documents:

1. [Timesheets – Timesheet Completion Process.docx](#)
This document provides a one-page step-by-step overview of the monthly Research Division timesheet completion process.
2. [Timesheets – Frequently Asked Questions.docx](#)
This document provides answers to frequently asked questions about Research Division timesheets.
3. [Timesheets – Using SharePoint.docx](#)
This document provides an overview of how to use SharePoint to access, edit, and save your Research Division timesheet.

You can find these on the Research Division's website at:

<http://www.lse.ac.uk/intranet/researchAndDevelopment/researchDivision/managingYourAward/monthlyTimesheets.aspx>


You can also find them on SharePoint at:

https://lsecloud.sharepoint.com/sites/research_grant_timesheets/Shared%20Documents/

To start, your Research Award Manager (RAM) should have set up a timesheet template for you, saved it in your SharePoint folder, and provided you information how to access it.

1. Open the Excel timesheet template.
2. Using the tabs at the bottom of the Excel spreadsheet, go to the worksheet for the month that you are wishing to record your hours.
3. Your name, job title, and timesheet month and year should already be filled in for you. Check the details are correct and then proceed.

Research Division Monthly Timesheet																																														
Employee Name Dr Johnny Appleseed																																														
Employee Job Title Senior Research Fellow																																														
Timesheet Month & Year March 2014																																														
Aptos code																																														
<table border="1"><thead><tr><th>Mon</th><th>Tue</th><th>Fri</th><th>Thu</th><th>Fri</th><th>Sat</th><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th><th>Sun</th><th>M</th></tr></thead><tbody><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>1</td></tr></tbody></table>																	Mon	Tue	Fri	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	M	3	4	5	6	7	8	9	10	11	12	13	14	15	16	1
Mon	Tue	Fri	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	M																																
3	4	5	6	7	8	9	10	11	12	13	14	15	16	1																																
Grant-Funded Research - please record number of hours																																														
Account Code		Work Package		Description of Work Completed																																										




4. In the first section labeled 'Grant-Funded Research', enter any hours worked on your research projects that require timesheets. You will need to use a separate line for each project and each work package or goal (in the case of European Commission (EC) funded

projects). Note, to save time, research projects that do not require timesheets can be reported in the section below, 'Other Activities', in the row labeled 'Other Research'.

- The column labeled 'Account Code' is a drop-down field. Choose the account code for your project. If you don't know the correct account code or don't see the correct account code listed, please contact your RAM.
- The column labeled 'Work Package' is also a drop-down field. Choose the work package or goal related to the hours worked. This is usually only applicable to EC-funded projects. The work packages or goals can be found in the award's Annex 1 – Description of Work. If you don't know the correct work package or don't see the work package listed please contact your RAM. If no work package is applicable, choose 'Not Applicable'.
- The column labeled 'Description of Work Completed' is a free text field. Please enter a brief description of the work performed and should be related to the project and work package (if applicable).

If you have worked on three work packages on the same project, then you should enter three separate lines, each with the same account code but with different work packages chosen.

Your timesheet should now look something like this...



			Mon	Tue	Fri	Thu	Fri	Sat
			3	4	5	6	7	8
Grant-Funded Research - please record number of hours								
Account Code	Work Package	Description of Work Completed						
1-LSE-1234	Work Package 01	Data analysis						
1-LSE-1234	Work Package 03	Meeting attendance						
1-RST-U676	Not Applicable	Participant interviews						

5. In the columns for each day, enter the number of hours worked each day on that project and work package.

In this section, please do not enter hours on weekends or school closure days. For more information about this, please see the document '2. Timesheets – Frequently Asked Questions.docx'.

			Mon	Tue	Fri	Thu	Fri	Sat	Sun
			3	4	5	6	7	8	9
Grant-Funded Research - please record number of hours									
Account Code	Work Package	Description of Work Completed							
1-LSE-1234	Work Package 01	Data analysis	5	3.5					
1-LSE-1234	Work Package 03	Meeting attendance			7	7	3		
1-RST-U676	Not Applicable	Participant interviews		1.5			3		
Total Grant-Funded Research			5	5	7	7	6		

Once you fill in the hours for a single row, the figures will be totaled for the entire month both across the rows by account code and work package and across the columns by date. Where the totals row and column intersect, you can see the total hours reported for grant-funded research.

			Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
			21	22	23	24	25	26	27	28	29	30	31					
Grant-Funded Research - please record number of hours																		
Account Code	Work Package	Description of Work Completed																
1-LSE-1234	Work Package 01	Data analysis	4					7	5	2			7					59.5
1-LSE-1234	Work Package 03	Meeting attendance																17
1-RST-U676	Not Applicable	Participant interviews	2							2								23
																		0
																		0
																		0
																		0
																		0
																		0
Total Grant-Funded Research			6			0	0	7	5	4			7	0	0	0	0	99.5

- Continue entering additional lines for each grant-funded research project and work package, repeating the steps above. The spreadsheet will automatically calculate the total hours worked on 'grant-funded research'.
- Now, move on to the section titled 'Other Activities'. Enter here any other activities you have been engaged in on the appropriate row: teaching, administration, other research, and/or other - please specify. The column labeled 'Description of Work Completed' is a free-text field. Please enter a description of your activities here. The spreadsheet will automatically calculate the total hours worked on 'other activities'.

Total Grant-Funded Research	5	5	7	7	6					
Other Activities - please specify & record number of hours										
Teaching		2								
Administration	2									
Other Research									1	
Other - please specify										
Total Other Activities	2	2	0	0	1					

8. The spreadsheet will automatically calculate your 'total productive hours'. These are the sum of your time spent on 'grant-funded research' and 'other activities'.
9. Now, move on to the section titled 'Absences'. Enter here any absences on the appropriate row: annual leave, illness, and/or other – please specify. For 'other – please specify', please type a description in the column labeled 'Description of Work Completed'. The spreadsheet will automatically calculate the total hours for absences.

Absences - please record number of hours																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
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10. You have now successfully input all your hours for your month. The spreadsheet will automatically calculate the total as the bottom.

Please double-check the totals for each day. If you work full-time, then you should have reported a total of 7 hours per business day. If you work part-time, then total hours for each week should equal your contracted weekly hours.

Please do not enter any overtime worked. If you have worked paid overtime, please contact your RAM to ensure that this is reported to the sponsor correctly. Please also do not enter any hours worked on weekends or School closure days. School closure

days should be reported under 'Absences' in the row labeled 'Other'. For more information about this, please see the document '2. Timesheets – Frequently Asked Questions.xlsx'.

Research Division Monthly Timesheet			London School of Economics and Political Science																																				
Employee Name			Dr Johnny Appleseed																																				
Employee Job Title			Senior Research Fellow																																				
Timesheet Month & Year			March 2014																																				
			Mon	Tue	Fri	Th	Fri	Sat	Sun	Mon	Tue	Fri	Th	Fri	Sat	Sun	Mon	Tue	Fri	Th	Fri	Sat	Sun	Mon	Tue	Fri	Th	Fri	Sat	Sun	Mon	Tue	Fri	Th	Fri	Sat	Sun	Total	
			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								
Grant-Funded Research - please record number of hours																																							
Account Code	Work Package	Description of Work Completed																																					
HLSE-1234	Work Package 01	Data analysis	5	4						2	2	2	4				6		3	3	4					7	5	2				7						59.5	
HLSE-1234	Work Package 03	Meeting attendance				7	7	3																													17		
LRST-U676	Not Applicable	Participant interviews		2				3				3	2	3	2					2	3	2						2									23		
																																					0		
																																					0		
																																					0		
																																					0		
																																					0		
																																					0		
Total Grant-Funded Research			5	5	7	7	6			0	5	4	5	6			6	5	5	5	6			0	0	7	5	4			7	0	0	0	0			99.5	
Other Activities - please specify & record number of hours																																							
Teaching				2							2	2	2				3		2						2											14.5			
Administration			2									1		1			1		2	1						1										3			
Other Research							1																				2									3			
Other - please specify																																				0			
Total Other Activities			2	2	0	0	1			0	2	3	2	1		1	3	2	2	1			0	0	0	2	3			0	0	0	0	0			26.5		
Total Productive Hours			7	7	7	7	7			0	7	7	7	7		7	7	7	7	7			0	0	7	7	7			7	0	0	0	0			126		
Absences - please record number of hours																																							
Annual leave																									7	7										14			
Sickness																																				0			
Other - please specify	School Closure										7																									7			
Total Absences			0	0	0	0	0			7	0	0	0	0		0	0	0	0	0			7	7	0	0	0			0	0	0	0	0			21		
Total Hours			7	7	7	7	7			7	7	7	7	7		7	7	7	7	7			7	7	7	7	7			7	0	0	0	0			147		
Employee's Signature																											Date				Total Productive Hours		126						
																															Total Grant-Funded Research H		99.5						
																															Percentage Salary Recovered		79%						

11. When you are done completing your timesheet, please print, sign, and date it.

12. Now pass the signed timesheet to either the Principal Investigator of your project or your line manager to co-sign the timesheet. All timesheets must be co-signed. In the case of Principal Investigators' own timesheets, these need to be co-signed by the Principal Investigators' Head of Department or Centre Director.

Total Hours			7	7	7	7	7			7	7	7	7	7		7	7	7	7	7		7	7	7	7	7		7	0	0	0	0			147
Employee's Signature																											Date				Total Productive Hours		126		
																															Total Grant-Funded Research H		99.5		
																															Percentage Salary Recovered		79%		
Supervisor's Signature																											Date								
Supervisor's Name																																			
Supervisor's Job Title																																			

Note, electronic signatures are currently not allowed. We are investigating ways to use SharePoint to apply electronic signatures and will update this guidance if that facility becomes available.

13. Once the timesheet is fully complete with both signatures, please scan it into a PDF and upload the PDF to your SharePoint folder. For information about using SharePoint, please see the document '3. Timesheets – Using SharePoint.docx'.

14. Repeat the process next month!

If you have any questions, please feel free to contact your RAM.