

Completing your Timesheet

- Each person from your organisation working on VALUE should complete a time sheet eg if someone represents you at a meeting. Information from time sheets should be consolidated on the personnel report form
- When filling out your time sheet, please refer to the “Summary of Required Activities and Outputs” (provided in the Manchester meeting pack). This gives the maximum number of days that you can report for each activity. (Note – there is a version of this for both partners and the Management Group). The maximum no. days should be reported by the end of year 3. Reported days can only be accepted however where the work has been carried out (evidence may be required).
- For meetings – the time allowance includes travel, attendance, preparation and follow up. Please note that it is possible that the time you report may not agree with the per diems you report (eg for the Manchester network meeting).
- Each time sheet should be signed by both the person completing it (employee) and her/his manager or finance officer (employer). This is because it is an institutional report.
- The description section is only a brief explanation of the activity to support the workpackage eg.

Workpackage Title / number	Description of Activity (e.g. Case Study, National Report, Dissemination etc)	Date: day / month	No of days -or part days (No smaller than 0.25 day)
3. Production of national reports	Discussion with regional ULLL network to support writing of national report	3 Feb 09	.25
11. Dissemination	Presentation to faculty about VALUE activities and outputs	5Mar 09	.25
	Writing article for ULLL national newsletter	14Mar 09	.25

- Insert additional lines as required in the appropriate workpackage section
- Some workpackage sections will be blank – either because you do not have time allocated to the work, or there has been no activity for that workpackage in the reporting year.
- The time sheet entries can be hand written (but must be legible!)
- Use the comment box for additional explanation eg. if you have spent more than the allocated time on a particular activity
- Please contact Carol Stewart (cmes1@liv.ac.uk) if you have any questions.