

Use of the SINCHRO time registration system in LIFE projects

Compliance with requirements on the time registration process

Based on the user's manual of SINCHRO and on an internal sample of timesheets provided by two LIFE beneficiaries (Lorraine and Bordeaux universities), it can be considered that this time registration system complies with LIFE requirements. The same applies to any other organisations (universities) using SINCHRO, with corresponding features, and providing all required information, in line with point II.1.1 of Annex X of the Grant Agreement:

“The coordinating or associated beneficiary must establish a time registration system that, as a minimum, includes at least the following elements:

- a) Clear identification or reference to the LIFE project.*
- b) Clear identification of the employee.*
- c) Clear identification of the year, month and day.*
- d) Number of working time units worked for the LIFE project.*
- e) Number of working time units worked for other EU-funded projects.*
- f) Number of working time units worked in total.*
- g) Date and signature of the employee.*
- h) Date and signature of the supervisor.”*

- ⇒ *Following verifications made by the LIFE external monitoring team, the version of SINCHRO checked can be considered as being a reliable time registration tool, in line with the General Conditions' requirements of the LIFE programme. This applies to all organisation using a SINCHRO version meeting all the above-mentioned requirements.*

Need to report effective hours worked into the financial statement

Having a reliable time registration tool enables beneficiaries to report effective hours worked during the year into the Personnel sheet of the LIFE financial statement. This information is needed to calculate the total annual costs claimed for the project reporting period for each person involved in the project. The reference to the national legislation made in the Grant Agreement merely determines the average total working hours per day used by the beneficiary (e.g. 7, 7.8, 8 hours). It may happen that several employees report the same number of hours worked. As an example, 1,607 hours may be declared by a person, if this person has not been absent from work in addition to standard vacations and to public holidays and has not worked any overtime. Therefore, the standard number of 1,607 cannot be automatically applied to all employees. In any case, beneficiaries are invited to always provide a detailed description of the method and provided extensive justifications in case the reported figures appear to be standard.

- ⇒ *The beneficiaries using SINCHRO are requested to report actual hours worked by each individual employee, as recorded in SINCHRO. The figures reported in the financial statement must be supported by the excerpts from SINCHRO at all times (subject to verification during the monitoring visits and at the Midterm/Final Report stage). In case of discrepancies and inconsistencies between the supporting documentation and figures declared in the financial statement, the EC/EASME might not accept the claimed expenses. This may have detrimental financial consequences for the beneficiaries.*