

EMI PPT Instructions - out of date (being updated)

EMI project members fill-in '**Timesheets**' (TS) to record hours spent on EMI activities (see timesheet requirement from the EC, for those organisations who do not have their inhouse time tracking). To facilitate this, the project uses the EMI PPT (Project Progress Tracking) tool. Project members accessing EMI PPT need a CERN computing account.

A **Timesheet** needs to be:

1. *Filled-in* by the project member, at any time of every project month
2. *Submitted* by the project member no later than M+10 days (M is last day of a month)
3. *Validated* by the member's PPT supervisor or deputy no later than M+15 days.

After the deadline has been passed, the timesheet is **automatically locked** by the system for further processing.

Exceptionally for the months of May-10 and June-10, the TS submission deadline for both months is **10-July-10**.

Timesheet reminders will be sent on

- M and M+3 days to project members for TS submission
- M+11 days to supervisors for TS validation

How to fill-in your Timesheet (for EMI project members):

Project Member ?	ESTRELLA CAINGLET Florida		
Partner ?	1 - CERN		
Status ?	●●●		
Supervisor ?	DI MEGLIO Alberto		
Time Period ?	1-May-2010	to	31-May-2010

Hours worked on the project		Hours worked on other EU projects	
Funded	76.8	Project Name	Hours Worked
Unfunded	51.2	1.	0.00
Total:	128.8	2.	0.00
		3.	0.00
		4.	0.00
		5.	0.00
Total Absence EDH	16.00 10		
Overall Total EDH 144.00	144 11		

Activity ?	Task Code ?	Task Title ?	Description of the Work Performed ?	Hours Spent *	Comments ?
WP1-NA1	NA1.1	Overall administrative coordination	Organisation of KO, mailing lists, PEB NA1 deputy, CERN accounts	100	
WP3-SA1	SA1.5	User support	Initial User support structures	28	
Add Task 5				Total: 128.7	

Save Cancel

1. Go to <http://pptevm.cern.ch/ppteu2> log in using your CERN username and password
2. Under 'Member's Area' choose the month you want to fill-in
3. Click <Edit>
4. Click <Add Task> and tick the tasks for which you will be declaring your working hours. Contact emi-po@cernNOSPAMPLEASE.ch if your task is not included
5. For each task, provide a short description of the work performed
6. For each task, provide the total working hours spent for that task (using decimal time format eg 10.7 hours = 10 hours and 54 minutes)
7. Under 'Hours worked on the project' provide
 - ◆ the total funded EMI hours and

- ◆ total unfunded EMI hours. The EMI funded+unfunded must be the same as the total of #7. Contact your administrator or supervisor on how to split your hours between funded and unfunded. For beneficiaries who are unable to separate or split between funded and unfunded efforts are advised to declare all effort under funded hours. The unfunded effort will be computed based on the declared costs in excess of the requested EU contribution.
- 8. For CERN project members only: Those reporting working hours for other EU projects, provide the hours under 'Hours worked on other EU projects'
- 9. For CERN project members only: Declare your total absence eg: personal leave, sick leave, home leave, non-EMI related training, non-EMI related meeting. Public holidays should not be reported. For CERN project members, this number is automatically retrieved from EDH after M+1 day
- 10. The overall total is the sum of #8, #9 and #10. For CERN project members, this number is automatically retrieved from EDH after M+1 day. The sum of #8 and #9 is your 'productive hours' for that month; see note below on productive hours
- 11. Save (can be done as many times as necessary before the submission deadline)
- 12. Submit (can be done as many times as necessary before the submission deadline and if not yet validated by the supervisor)

Note on productive hours: Productive hours must be calculated according to the beneficiary's normal practices. The total productive hours per reporting period (1st EMI reporting period is May-10 to Apr-11) cannot exceed the standard number of productive hours set by each beneficiary. More information about productive hours available here.

How to validate TS (for EMI PPT supervisors and deputy supervisors):

1. Go to <http://pptemi.cern.ch>
2. Log in using your CERN username and password
3. Under 'Supervisor's Area' or 'Deputy's Area' you will find the list of project members under your supervision and their TS status (created/filled-in, submitted, validated). Refer to <https://pptevm.cern.ch/emi/ui/contexthelp.do?key=TS.View.Status> for status views.
4. Choose the project member and month you wish to validate
5. Click <Validate> to confirm the project member had spent the hours indicated on the EMI work performed

HELP: http://ais.web.cern.ch/ais/apps/ppt/eu_projects/online_help.html

FAQ: http://ais.web.cern.ch/ais/apps/ppt/eu_projects/online_faq.html

VIDEO TUTORIAL (using old PPT interface):

http://ais.web.cern.ch/ais/apps/ppt/eu_projects/tutorial_Timesheets.html

If you need assistance, contact emi-po@cernNOSPAMPLEASE.ch.

-- FloridaEstrella - 05-Jul-2010

This topic: EMI > EmiPptInstructions

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