

## Document Information

### 1. Document Details

<b>Title:</b>	Time Recording & Personnel Costs – Self-Financing
<b>Author(s):</b>	Project Accountant's Office
<b>Version No:</b>	1
<b>Status:</b>	Final

**Important Note:** If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

### 2. Revision History

Version	Revision Date	Summary of Changes	Changes tracked?
1	February 2017	Initial draft of policy by Project Accountant	N/a
2			
3			
4			

### 3. Relevant Existing/Related Documents

Section 09 of Procedures Manual relating to Self-Financing Activities
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### 4. Consultation History

**This document has been prepared in consultation with the following bodies:**

None
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### 5. Approvals

**This document requires following approvals (in order where applicable):**

Name	Date	Details of Approval Required
Finance Manager	7 February 2017	Review and approval of process by Finance Manager

## Time Recording – Self Financing Activities

### 1. Purpose

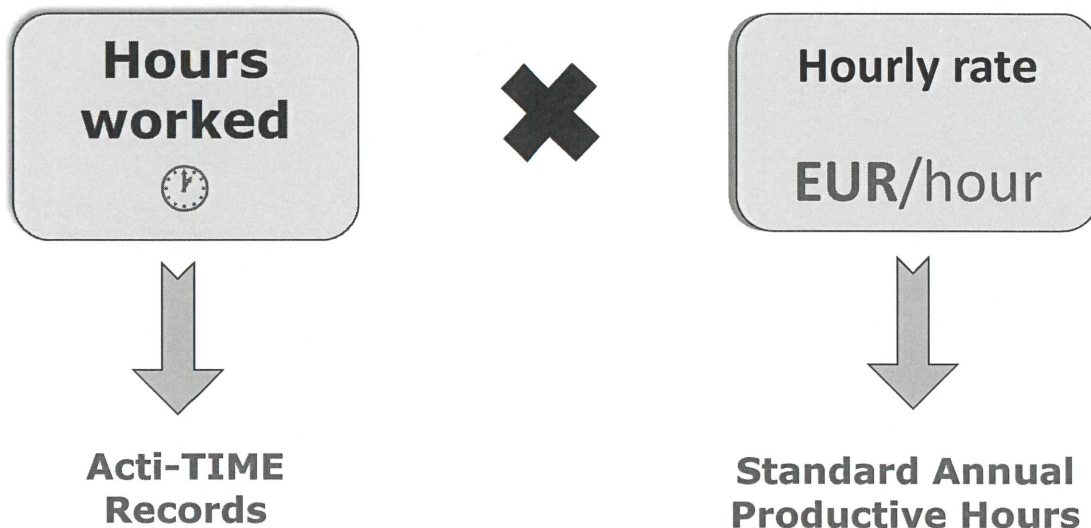
This document outlines the time recording process for staff working on Research & Development and other Self-Funded projects.

### 2. Time Recording System

- 2.1 Timesheets for staff working on projects are maintained on acti-TIME. The system was implemented in November 2011.
- 2.2 Each staff member using the system is given their own unique log-on and password. Access to the system is controlled by the Projects Office.
- 2.3 Access is reviewed on an ongoing basis and access is disabled for staff that no longer require it.
- 2.4 On a monthly basis, staff are required to complete their timesheets on acti-TIME.
- 2.5 Once complete, each staff member's timesheet is 'locked' by Susan O'Halloran in the Projects Office to ensure that no further changes can be made.
- 2.6 Timesheets are reviewed to check the following:
  - An overtime report is run on a monthly basis for each Research Centre / Research Group and sent to the Finance Contact for that Centre / Group. The overtime report is reviewed to ensure that hours recorded are not more than standard weekly productive hours
  - Hours are not recorded on non-working days / public holidays
  - Hours are not recorded on days where staff have taken annual leave and sick leave
- 2.7 If amendments need to be made to time recorded, the Finance Contact or Susan O'Halloran will contact the relevant staff member and the timesheet for the month will be 'unlocked'.
- 2.8 Once amendments are made and accepted, the timesheet is 'locked' again and the hours worked on each project are ready to be posted to the Accounts System.

### 3. Calculation of Personnel Costs

- 3.1 The method used to calculate personnel costs depends on the funding source for each staff member.
- 3.2 If a staff member is funded 100% on a project, their salary is coded directly from the CORE Payroll System to the project subacc on a weekly / monthly basis.
- 3.3 If a staff member is funded on a number of projects, personnel costs are calculated as follows:



- 3.4 Standard Annual Productive Hours are set on an academic year basis at the beginning of each academic year and calculated as follows:

Description	Year 2016-17	Basis
Days per Annum	365	
less Weekends	(104)	
less Public Holidays	(9)	
less Annual Leave	(29)	Average number of Annual Leave Days for Institute Contract Researchers
less Illness	(3)	Average number of Sick Leave Days taken for previous calendar year
<b>Total Standard Annual Productive Days</b>	<b>220</b>	
<b>Hours per Day</b>	<b>7.4</b>	Working hours per day in line with relevant public service agreements (e.g. Haddington Road Agreement)
<b>Total Standard Annual Productive Hours</b>	<b><u>1,628</u></b>	

3.4 Each contract researchers hourly rate is calculated as follows:

$$\text{Hourly rate} = \frac{\text{Annual personnel costs}}{\text{Annual productive hours}}$$

Annualised personnel costs include:

- Salaries (basic remuneration);
- Social security contributions (employers' and employees'),
- Pension costs (if the employee is pensionable and funded from research), and
- Taxes and other costs included in the remuneration if they arise from national law or the employment contract.

If an employee works on a pro-rata basis, annual personnel costs are grossed-up accordingly by the appropriate multiplier to calculate the hourly rate.

Hourly rates are recorded in acti-TIME for each user by the Projects Office with the appropriate effective date. Hourly rates are updated at the beginning of each month where an employee receives their annual increment or if an employee has received a promotion or progression.

The hours worked are multiplied by the hourly rate for each month for each staff member and are then posted to the Accounts System and allocated to the appropriate project subaccs by Susan O'Halloran. This is done using the 'Cost of Work Report' function in acti-TIME.

Staff that work on a number of projects are given Personal Salary Codes in the Accounts System. On a weekly/monthly basis, their salary is coded directly from the CORE Payroll System to the Personal Salary Code. When personnel costs are transferred to projects, the Personal Salary Code is credited.

Each personal salary code is reviewed and reconciled on an annual basis at 31 August. This review is carried out to ensure:

- Actual annual working hours are in line with standard annual productive hours; and
- In exceptional cases, where actual annual working hours are more or less than 5% of standard annual productive hours, the personnel costs charged to projects are altered and the reasons for the deviation to standard annual productive hours explained.

#### 4. Effective Date

This process is effective from 1<sup>st</sup> September 2016 and has been approved by the Finance Manager on the date noted below.

  
Ms. Ellen Crowley  
Finance Manager

1/9/2016  
Date