



EUROPEAN COMMISSION

H2020 Programme

User's Guide for the Personnel Costs Wizard

Version 2.0
28 June 2019



HISTORY OF CHANGES		
Version	Publication date	Changes
Version 1.0	19.04.2018	<ul style="list-style-type: none">▪ Initial version for the first release of the wizard (beta version)
Version 2.0	28.06.2019	<ul style="list-style-type: none">▪ Update following the release of an enhanced version of the wizard

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Foreword

The personnel costs calculation wizard is offered within the reporting module of PPGMS as a help for beneficiaries to report on personnel costs. Instead of completing the total amount of personnel costs for the reporting period directly in the financial statement, beneficiaries can go through the different steps of the wizard on a voluntary basis. A series of questions, which follow and digest the rules for charging personnel cost under Horizon 2020, will capture the necessary information for the wizard to calculate the total personnel costs. At the end of the process, the respective field in the financial statement will be filled in with that amount.

As clarified in the wizard's disclaimer, whose content you will be asked to accept and declare as understood, the tool simply helps you calculate your personnel costs and is offered for your convenience only. It cannot guarantee that all the costs you declare will be accepted. If ineligible, costs will be rejected (either at the next payment or afterwards, e.g. after an audit) regardless the method you used to calculate the amounts.

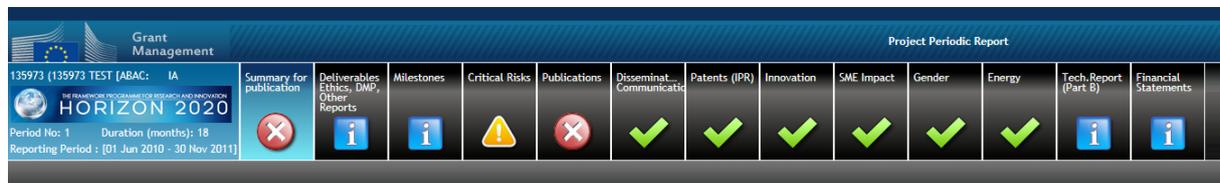
For the time being, the wizard is released still in testing mode (beta version). You are therefore advised to systematically double-check all amounts against your own calculations and contact us in case of issues (through the channels indicated in the disclaimer).

Through this Users' Guide, you will get to know the main working principles of the wizard and its internal logic, but you should read the guide in conjunction with the relevant section of the [Horizon 2020 Annotated Model Grant Agreement](#) dealing with direct personnel costs (art. 6.2.A).

This Users' Guide will be revised in order to reflect the scope of the wizard according to each available version and the progressive enhancement of its coverage.

Entering the personnel costs wizard

Within the project periodic report screen in PPGMS:



Summary for publication

The summary for publication should be written as a "stand-alone" text, in a language easily understandable by a broader public and must not contain any confidential data

Click the "Financial Statements" tab to get access to the list of partners:

Number	Role	Short Name	Legal Name	Country	PIC	Status
1	CO	AST GmbH	AST ADVANCED SPACE TECHNOLOGIES GMBH	DE	973276467	Draft
2	BEN	ULANC	LANCASTER UNIVERSITY	UK	999840984	Draft
3	BEN	ie	IE UNIVERSIDAD	ES	988410019	Draft

Then select the relevant partner to reach to the financial statement screen:

Cost Category	Total	Actions
a) Direct personnel costs declared as actual costs	0.00 €	
b) Direct personnel costs declared as unit costs (average costs)	0.00 €	
c) Direct costs of subcontracting	0.00 €	
e) Direct costs of providing financial support to third parties	0.00 €	
f) Other direct costs	0.00 €	
h) Costs of internally invoiced goods and services	0.00 €	
i) Indirect costs (= 0.25 * (a + b + f + h + p))	0.00 €	
k) Total costs (= a + b + c + e + f + h + i)	0.00 €	
n) Maximum EU contribution (= 100% * k)	0.00 €	
o) Requested EU contribution	0.00 €	

At the far right end of the row for direct personnel costs declared as actual costs you can click the icon  to access the wizard:

First time you enter, you will be invited to review and accept a disclaimer. After having clicked "I understand and accept», you will get access to the main page of wizard.

If you need to read the disclaimer again, you can do so from the main page of the wizard by clicking the word 'Disclaimer'

Direct personnel costs declared as actual costs
☐ ✕

Direct personnel costs on action

Reporting period

Role

PIC

Is non profit LE?

Beneficiary

Financial year = calendar year? *

Financial year start month

666036 ALEXIEA_ERC_ADG_SCI_6

1 - INTERIM - From 20 Apr 2015 to 19 Oct 2016

COORDINATOR

973276467

No

AST ADVANCED SPACE TECHNOLOGIES GMBH

Yes *

[Disclaimer](#)

	Financial year	Reporting type
1	2015	Per full financial year
2	2016	Per full financial year

[+ Add Person working on the action](#)

Work contract type	Person alias	Employment start date	Employment end date	Total personnel costs	Hours worked on action	Personnel costs	Additional remuneration	Actions

Total actual personnel costs: 0.00 €

Close and Copy
Close without copying
Clean up

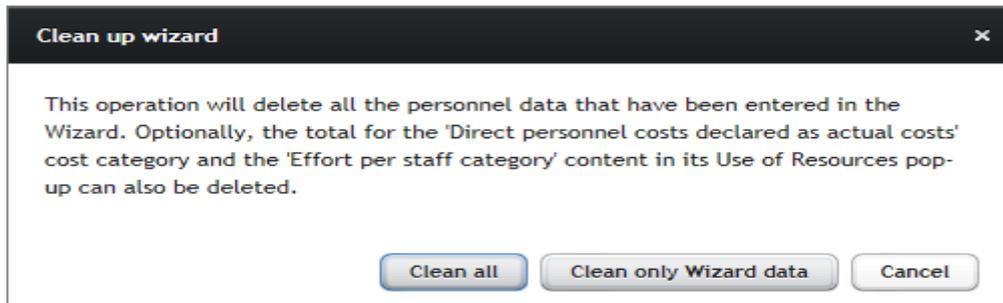
The landing screen of the wizard (image above) shows you the details of the concerned grant agreement (number and acronym), the relevant reporting period for which personnel costs will be calculated (reporting period number, start and end date) and some basic beneficiary information.

You also find the list of financial years falling within the reporting period, the type of reporting for each one of those years (the option "per full financial year" is displayed by default but can be modified) and the list of persons working on the action (this list will be initially empty and it will be populated with a summary of the information declared and calculations done for each one of the persons you will introduce).

At the bottom of the screen you find the total actual personnel costs calculated by the wizard based on the information provided.

Finally, the three buttons ("Close and Copy", "Close without copying" and "Clean up") at the bottom perform the following actions:

- "Close and Copy" will close the wizard and copy the calculated amount in the cost category "direct personnel costs declared as actual costs" (entered data is kept).
- "Close without copying" will close the wizard without copying the amount in the cost category (the entered data is kept within the wizard).
- "Clean up" will close the wizard displaying first the following pop-up:

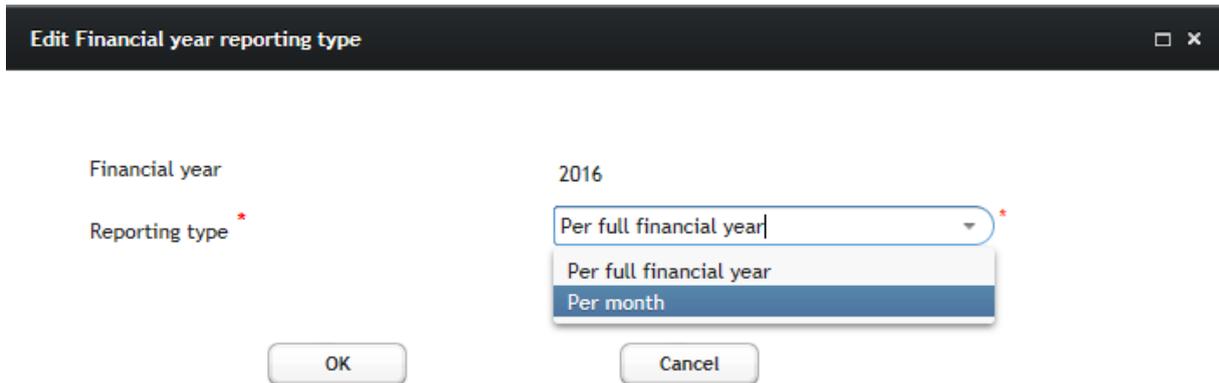


Click "Clean all" if you want to delete not only the persons working on the action already declared, but also the total personnel costs amount already calculated and copied in the "Direct personnel costs declared as actual costs" of the financial statement.

Click "Clean only Wizard data" if you wish to delete the persons working on the action already declared but not the total personnel cost amount already calculated and copied in the "Direct personnel costs declared as actual costs" of the financial statement.

Modifying the reporting type for a financial year

As described above, in the main page of the wizard you find a table with the financial years falling in the reporting period with a default reporting type "per full financial year" set. If you want to change the default option ("per full financial year") to "per month", or viceversa, click on the financial year to open the screen in wich the reporting type can be selected. Once you have chosen, click "OK" to validate:



The table with the financial years falling within the reporting period will display the changes:

	Financial year	Reporting type
1	2015	Per full financial year
2	2016	Per month

You cannot change the reporting type of a financial year if you already declared persons working on the action. If you need to do so, you have first to delete all the persons already declared. The button "Clean up" does this for you as explained above.

Your financial year does not match with the calendar one

In case your financial year is different from the calendar year, you must reply 'No' to the question "Financial year = calendar year?" (whose default value is 'yes'). After indicating that your financial year does not match the calendar one, you have to enter the month in which your financial year starts.

Direct personnel costs on action: 666036 ALEXIEA_ERC_ADG_SCI_6

Reporting period: 1 - INTERIM - From 20 Apr 2015 to 19 Oct 2016

Role: COORDINATOR

PIC: 973276467

Is non profit LE?: No

Beneficiary: AST ADVANCED SPACE TECHNOLOGIES GMBH

Financial year = calendar year? ^{*} No

Financial year start month: ^{*} [Dropdown menu showing months: January, February, March, April, May, June, July, August, September, October]

[Disclaimer](#)

Financial year	
1	2015
2	2016

[working on the action](#)

Work contract type	Person alias	Employment start date	Employment end date	1-10/12	Additional remuneration	Actions

Adding persons working on the action

Once those parameters defined, you can start introducing persons working on the action during the reporting period:

Financial year		Reporting type
1	2015	Per full financial year
2	2016	Per full financial year

[+ Add Person working on the action](#)

Work contract type	Person alias	Employment start date	Employment end date	Total personnel costs	Hours worked on action	Personnel costs	Additional remuneration	Actions

Click "[+ Add Person working on the action](#)" and the wizard will display the following screen:

Enter the "Work contract type" for which you have the three following options in the current version of the wizard:

- Employee (or equivalent), which covers persons working under an employment contract and (in the case of public bodies) civil servants
- Natural persons working under a direct contract (other than an employment contract)
- Seconded personnel (against payment)

Enter the "Person alias", which can be for example the person full name, personnel number, or other reference helping you to identify the person working on the action:

Add Person working on the action □ ×

Person working on the action: 666036 ALEXIEA_ERC_ADG_SCI_6

Work contract type ^{*}: Employee (or equivalent) ^{*}

Person alias ^{*}: Miguel SAN JOSE ^{*}

Employment start date ^{*}: ^{*}

Employment end date ^{*}: 19-10-2016 ^{*}

Enter the "Employment start date" and the "Employment end date". *Keep in mind that the employment start and end dates do not have to be the same as the reporting period start and end dates, unless the person started/stopped working for the beneficiary on those dates.*

Add Person working on the action □ ×

Person working on the action: 666036 ALEXIEA_ERC_ADG_SCI_6

Work contract type ^{*}: Employee (or equivalent) ^{*}

Person alias ^{*}: Miguel SAN JOSE ^{*}

Employment start date ^{*}: 01-01-2013 ^{*}

Employment end date ^{*}: 19-10-2016 ^{*}

Annual productive hours option chosen:

Does the person receive a project-based remuneration?: No

Staff category ^{*}:

OK Cancel Apply

January 2013

MON	TUE	WED	THU	FRI	SAT	SUN
31	1	2	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	1	2	3
4	5	6	7	8	9	10

Enter the "Annual productive hours option":

The screenshot shows a dialog box titled "Add Person working on the action". The "Person working on the action" field is populated with "666036 ALEXIEA_ERC_ADG_SCI_6". The "Work contract type" dropdown is set to "Employee (or equivalent)". The "Person alias" field contains "Miguel SAN JOSE". The "Employment start date" is "01-01-2013" and the "Employment end date" is "19-10-2016". The "Annual productive hours option chosen" dropdown is open, showing three options: "1720 fix annual productive hours" (selected), "Individual annual productive hours", and "Standard annual productive hours". There are red asterisks next to the "Work contract type", "Person alias", "Employment start date", "Employment end date", and "Staff category" fields. At the bottom, there are three buttons: "OK", "Cancel", and "Apply".

The available options according to the H2020 Annotated Grant Agreement (AGA) are: *1720 fix hours*, *individual annual productive hours* and *standard annual productive hours*.

If one or more financial years have the reporting option "per month" selected, the *Individual annual productive hours* option will not be available for any year of the reporting period. *If you need to use this option because of different reporting types throughout the financial years within the reporting period, you will need to add the same person more than once, but with employment dates going from the start date of the concerned financial year to the end date of that financial year.*

Example 1:

Reporting period from 20/04/2015 to 19/10/2016 and individual's employment start date 01/01/2013 and employment end date 19/10/2016. Financial year 2015 is to be reported "per full financial year" and financial year 2016 is to be reported "per month".

If you want to use the option "*Individual annual productive hours*" in financial year 2015 and "*1720 fix annual productive hours*" in 2016 the wizard does not support this case currently, and you would need to use the workaround of adding the person twice: you will add the person a first time, with an employment period from 01/01/2013 to 31/12/2015, for which you can select the option "*Individual annual productive hours*"; and then a second time, with an employment period from 01/01/2016 to 19/10/2016, for which you can select "*1720 fix annual productive hours*".

According to the AGA, the same option must be applied to all personnel working in H2020 actions. However, the beneficiary may use different options for different types of personnel, if the same option is applied at least per group of personnel employed under similar conditions (e.g. same staff category, same type of contract, etc.) and the options are applied consistently (e.g. the choice of the option is not changed ad-hoc for specific employees).The wizard does not block you if you choose a different

option; therefore please bear in mind this obligation when encoding persons working on the action belonging to the same staff category. It is also true that you can also chose a different method for the same person in different financial years within the reporting period. In order to do so with the current version of the wizard you have to enter the same person more than once (with employment dates adapted to the financial year you are reporting on, in a similar way to the example 1). For that person you will be able to select therefore a different method in each financial year (though we strongly recommend waiting until this feature is fully supported in a future version of the wizard).

Answer the question "Does the person receive a project-based remuneration?" (default value is "No"). Note that you should give a positive answer in case the person gets different remuneration levels depending on whether the person works in specific projects or not:

The screenshot shows a dialog box titled "Add Person working on the action". The "Person working on the action" field is populated with "666036 ALEXIEA_ERC_ADG_SCI_6". Below this, there are several input fields, each with a red asterisk indicating it is required:

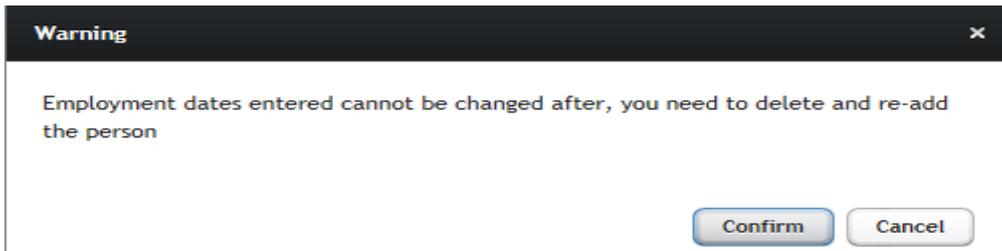
- Work contract type**: A dropdown menu showing "Employee (or equivalent)".
- Person alias**: A text input field containing "Miguel SAN JOSE".
- Employment start date**: A date picker showing "01-01-2013".
- Employment end date**: A date picker showing "19-10-2016".
- Annual productive hours option chosen**: A dropdown menu showing "1720 fix annual productive hours".
- Does the person receive a project-based remuneration?**: A dropdown menu showing "No".
- Staff category**: A dropdown menu that is currently open, showing two options: "Yes" and "No". The "No" option is highlighted in blue.

At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Apply".

Select the "Staff category" of the person working on the action (this option is only applicable to ERC grants):

Click "Apply" and the wizard will generate for you the financial years for which that person's costs will be declared. Click "Cancel" to erase all information encoded and go back to the previous screen. Click "Ok" to go back to the previous screen without cancelling:

After clicking "Apply", the wizard informs you that you cannot change the employment dates you encoded for the person. If you need to do so you will have to delete the person and add it again (losing the personnel cost information already entered, if any).



Click "Confirm" to move to the next screen in which you can see the financial years for which you have to declare costs for that person.

Add Person working on the action

Person working on the action: 666036 ALEXIEA_ERC_ADG_SCI_6

Work contract type: Employee (or equivalent)

Person alias: Miguel

Employment start date: 01-01-2013

Employment end date: 19-10-2016

Annual productive hours option chosen: 1720 fix annual productive hours

Does the person receive a project-based remuneration?: No

Staff category: Principal Investigator

	Financial Year ▲	Employment period start date	Employment period end date	Personnel costs for the work of the person in the action in the financial year	Annual productive hours of the person	Hourly rate	Hours worked on action	Total eligible personnel costs	Additional remuneration
1	2015	01-01-2015	31-12-2015	0.00 €	1,720.00	0.00 €	0.00	0.00 €	0.00 €
2	2016	01-01-2016	19-10-2016	0.00 €	1,380.78	0.00 €	0.00	0.00 €	0.00 €

Person yearly total costs: 0.00 €

OK Cancel Apply

Declaring personnel costs of a person working on the action in each financial year

Select the financial year you want to report on by clicking the year (i.e.: 2015). You can proceed as you wish, but we recommend you to follow a chronological order.

After selecting the financial year the wizard shows a data entry page that will adjust to the options defined when you added the person working on the action. Let's see the different options one by one.

Financial year reported per full financial year, employee (or equivalent) with no project-based remuneration and 1720 fix productive hours as annual productive hours option.

Edit Financial Year	
Annual productive hours calculation method	1720 fix annual productive hours
Financial year	2015
Person working on the action	From 01 Jan 2015 to 31 Dec 2015
Employment period	Employee (or equivalent)
	From 01 Jan 2013 to 19 Oct 2016
Is full-time job? *	Yes
If not, % of part-time job?	100.00 %
Annual productive hours	1,720.00
Annual personnel costs	0.00 €
Use hourly rate of the last closed financial year?	No
Annual hourly rate	0.00 €
Hours worked in the H2020 action during the year falling in the reporting period	0.00
Has the person declared hours in other EU/Euratom grants in the year or in other reporting periods of this grant?	No
If YES how many?	0.00
Hours eligible	0.00
Theoretical personnel costs	0.00 €
Has the person declared personnel costs for this year in other EU/Euratom grants or other reporting periods of this grant?	No
If YES how much?	0.00 €
Total eligible personnel costs	0.00 €

Please be reminded that the wizard does not allow deducting from the annual productive hours the actual time spent by employees on parental leave. Therefore the calculation of salaries paid during parental leave is not covered in the current version of the wizard but is already planned for a future version.

If the person is not working full time for the beneficiary during the financial year for which costs are being declared, you will answer 'No' (default value is 'yes') to the question "Is full-time job?" (the employee might work full time for your organisation, but not full time in the action). In such case enter also the corresponding percentage in the field "If not, % of part-time job"

Is full-time job? *	Yes
If not, % of part-time job?	Yes
Annual productive hours	No
	1,720.00

This percentage is the result of dividing the working time of the person according to her/his employment contract by the working time of a person working full time for the organisation.

Is full-time job? *	No
If not, % of part-time job?	50.00 %
Annual productive hours	860.00

*In the example above, the person is working part-time (50%) so the total annual productive hours are calculated as $1,720 * 0.5 = 860$*

Now you can enter the annual personnel cost of the financial year for that person and the hours worked in the H2020 action. The system will calculate the annual hourly rate and the personnel costs for the work in the Horizon 2020 action.

Edit Financial Year

Annual productive hours calculation method	1720 fix annual productive hours
Financial year	2015
	From 01 Jan 2015 to 31 Dec 2015
Person working on the action	Employee (or equivalent)
Employment period	From 01 Jan 2013 to 19 Oct 2016
Is full-time job? *	<input type="text" value="No"/>
If not, % of part-time job?	<input type="text" value="50.00 %"/>
Annual productive hours	860.00
Annual personnel costs	<input type="text" value="35,000.00 €"/>
Use hourly rate of the last closed financial year?	<input type="text" value="No"/>
Annual hourly rate	40.6977 €
Hours worked in the H2020 action during the year falling in the reporting period	<input type="text" value="750.00"/>
Has the person declared hours in other EU/Euratom grants in the year or in other reporting periods of this grant?	<input type="text" value="No"/>
If YES how many?	<input type="text" value="0.00"/>
Hours eligible	750.00
Theoretical personnel costs	30,523.26 €
Has the person declared personnel costs for this year in other EU/Euratom grants or other reporting periods of this grant?	<input type="text" value="No"/>
If YES how much?	<input type="text" value="0.00 €"/>
Total eligible personnel costs	30,523.26 €

In the example above, where 35,000€ have been declared as the annual personnel costs for that person, the annual hourly rate is calculated as $35,000\text{€}/860=40.6977\text{€}$

You can now enter the hours worked by this person in the H2020 action during the year falling within the reporting period. You should also answer (if applicable) the question "Has the person declared hours in other EU/Euratom grants in the year or in other reporting periods of this grant?" (default value is 'No'):

Hours worked in the H2020 action during the period	<input type="text" value="750.00"/>
Has the person declared hours in other EU/Euratom...	<input type="text" value="No"/>
If YES how many?	<input type="text" value=""/>
Hours eligible	<input type="text" value="Yes"/>
Theoretical personnel costs	<input type="text" value="No"/>
	30,523.2555 €

If your answer is 'Yes', enter the number of hours declared:

Is full-time job? *	<input type="text" value="No"/>	*
Pro-rata	<input type="text" value="50.00 %"/>	
Total annual productive hours	<input type="text" value="860.00"/>	
Total annual personnel costs	<input type="text" value="35,000.00 €"/>	
Use previous hourly rate?	<input type="text" value="No"/>	
Annual hourly rate	<input type="text" value="40.6977 €"/>	
Hours worked in the H2020 action during the period	<input type="text" value="750.00"/>	
Has the person declared hours in other EU/Euratom...	<input type="text" value="Yes"/>	
If YES how many?	<input type="text" value="150.00"/>	
Hours eligible	<input type="text" value="710.00"/>	
Theoretical personnel costs	<input type="text" value="28,895.3485 €"/>	
Has the person declared personnel costs for this ...	<input type="text" value="No"/>	
If YES how much?	<input type="text" value="0.00 €"/>	
Personnel costs	<input type="text" value="28,895.3485 €"/>	

In the example above, for which 750 hours have been declared as worked by that person for this action during the concerned financial year, and 150 hours as worked in other EU/Euratom action, the calculation of hours declared is:

$$750+150=900.$$

As the ceiling for 2015 is the total annual productive hours, i.e. 860, then the calculation of eligible hours is:

$$860 \text{ (ceiling)} - 150 \text{ (already declared in other grants)} = 710.$$

Answer now (if applicable) the question "Has the person declared personnel costs for this year in other EU/Euratom grants or other reporting periods of this grant?":

Has the person declared personnel costs for this year in other EU/Euratom grants or other reporting periods of this grant?	<input type="text" value="Yes"/>
If YES how much?	<input type="text" value=""/>
Total eligible personnel costs	<input type="text" value=""/>

If your answer is 'Yes', enter the amount declared:

Annual productive hours calculation method	1720 fix annual productive hours
Financial year	2015
	From 01 Jan 2015 to 31 Dec 2015
Person working on the action	Employee (or equivalent)
Employment period	From 01 Jan 2015 to 31 Dec 2016
Is full-time job? *	No
If not, % of part-time job?	50.00 %
Annual productive hours	860.00
Annual personnel costs	35,000.00 €
Use hourly rate of the last closed financial year?	No
Annual hourly rate	40.6977 €
Hours worked in the H2020 action during the year falling in the reporting period	750.00
Has the person declared hours in other EU/Euratom grants in the year or in other reporting periods of this grant?	Yes
If YES how many?	150.00
Hours eligible	710.00
Theoretical personnel costs	28,895.35 €
Has the person declared personnel costs for this year in other EU/Euratom grants or other reporting periods of this grant?	Yes
If YES how much?	10,000.00 €
Total eligible personnel costs	25,000.00 €

In the example above, the total personnel cost declared would be 28,895.35€ (which the wizard calculates by applying the hourly rate to the eligible hours, and is labelled as "theoretical personnel costs")+10,000€= 38,895.35€.

This amount is higher than the total annual personnel costs incurred and, therefore, the maximum amount that can be declared in this grant for this person in this financial year is:

$$35,000€ \text{ (total annual personnel costs)} - 10,000€ \text{ (costs already declared in other grants)} = 25,000€$$

Change now the " declared personnel costs for this year in other EU/Euratom grants or other reporting periods of this grant to 5,000€

Has the person declared hours in other EU/Euratom grants in the year or in other reporting periods of this grant?	Yes
If YES how many?	150.00
Hours eligible	710.00
Theoretical personnel costs	28,895.35 €
Has the person declared personnel costs for this year in other EU/Euratom grants or other reporting periods of this grant?	Yes
If YES how much?	5,000.00 €
Total eligible personnel costs	28,895.35 €

In this case, the total personnel cost declared would be 28,895.35€+5,000€=33,895.35€, which does not go over the threshold of the total annual personnel costs (i.e. 35,000€). Therefore, the eligible personnel costs match the "theoretical personnel costs" of 28,895.35€.

Click "Ok" and you will be re-directed to the *person working on the action* screen where you will see a summary of the values declared and the calculations done till now by the wizard:

	Financial Year ▲	Employment period start date	Employment period end date	Personnel costs for the work of the person in the action in the financial year	Annual productive hours option chosen	Hourly rate	Hours worked on action	Total eligible personnel costs	Additional remuneration
1	2015	01-01-2015	31-12-2015	35,000.00 €	1720 fixed	40.70 €	750.00	28,895.35 €	0.00 €
2	2016	01-01-2016	31-12-2016	0.00 €	1720 fixed	0.00 €	0.00	0.00 €	0.00 €

Person yearly total costs: 28,895.35 €

You would then move on to the next financial year, etc.

Financial year reported per full financial year, employee (or equivalent) with no project-based remuneration and individual annual productive hours option.

Add a new person working in the action but this time select the "Individual annual productive hours" as the option for the annual productive hours:

Work contract type *	Employee (or equivalent) ▼ *
Person alias *	Miguel *
Employment start date *	01-01-2009 *
Employment end date *	16-07-2011 *
Annual productive hours option chosen	Individual annual productive hours ▼
Does the person receive a project-based remuneration?	No ▼
Staff category *	Principal Investigator ▼ *

Click "Apply" and select a financial year from the table:

Person working on the action 127989 wizard demo-ERC-ADG [ABAC: ABACBUDL]

Work contract type *

Person alias *

Employment start date *

Employment end date *

Annual productive hours option chosen

Does the person receive a project-based remuneration?

Staff category *

	Financial Year ▲	Employment period start date	Employment period end date	Personnel costs for the work of the person in the action in the financial year	Annual productive hours option chosen	Hourly rate	Hours worked on action	Total eligible personnel costs	Additional remuneration
1	2010	01-01-2010	31-12-2010	0.00 €	Individual	0.00 €	0.00	0.00 €	0.00 €
2	2011	01-01-2011	16-07-2011	0.00 €	Individual	0.00 €	0.00	0.00 €	0.00 €

Person yearly total costs: 0.00 €

Enter the "Working hours per day" (i.e.: 8):

Annual productive hours calculation method Individual annual productive hours

Financial year 2010

From 01 Jan 2010 to 31 Dec 2010

Person working on the action Employee (or equivalent)

Employment period From 01 Jan 2009 to 16 Jul 2011

Working hours per day

Maximum working hours per year

Annual leave entitlement (in days)

Annual workable hours

Absences (in days)

Overtime worked (in hours)

Annual productive hours

Enter the "Maximum working hours per year" of the financial year being declared (this is in fact the days of the year minus the weekends and bank holidays multiplied by the working hours per day) as well as the "Annual leave entitlement (in days)".

Working hours per day

Maximum working hours per year

Annual leave entitlement (in days)

Annual workable hours

Absences (in days)

Overtime worked (in hours)

Annual productive hours

*In the example, the annual workable hours are calculated as $1,900 - (24 * 8) = 1,708$*

Enter the "Absences (in days)" and the "Overtime worked (in hours)", if any. "Absences" here refer to the actual time on sick leave, parental leave or special leave, etc.

Working hours per day	<input type="text" value="8.00"/>
Maximum working hours per year	<input type="text" value="1,900.00"/>
Annual leave entitlement (in days)	<input type="text" value="24.00"/>
Annual workable hours	<input type="text" value="1,708.00"/>
Absences (in days)	<input type="text" value="6.00"/>
Overtime worked (in hours)	<input type="text" value="40.00"/>
Annual productive hours	<input type="text" value="1,700.00"/>

*In the example, the annual productive hours are calculated as $1,708 - (6 * 8) + 40 = 1,700$*

Rest of calculations will work on the same way as for the 1720 fix hours option.

Financial year reported per full financial year, employee (or equivalent) with no project-based remuneration and standard annual productive hours option.

Add a new person working in the action, selecting this time the "Standard annual productive hours" as the annual productive hours option.

Add Person working on the action □ ×

Person working on the action: 666036 ALEXIEA_ERC_ADG_SCI_6

Work contract type * *

Person alias * *

Employment start date * *

Employment end date * *

Annual productive hours option chosen

Does the person receive a project-based remuneration?

Staff category * *

Click "Apply" and select then a financial year from the table:

Add Person working on the action □ ×

Person working on the action: 666036 ALEXIEA_ERC_ADG_SCI_6

Work contract type * *

Person alias * *

Employment start date * *

Employment end date * *

Annual productive hours option chosen

Does the person receive a project-based remuneration?

Staff category * *

	Financial Year ▲	Employment period start date	Employment period end date	Personnel costs for the work of the person in the action in the financial year	Annual productive hours option chosen	Hourly rate	Hours worked on action	Total eligible personnel costs	Additional remuneration
1	2016	01-01-2016	19-10-2016	0.00 €	Standard	0.00 €	0.00	0.00 €	0.00 €

Person yearly total costs: 0.00 €

The *Edit financial year* screen is displayed:

Edit Financial Year	
Annual productive hours calculation method	Standard annual productive hours
Financial year	2016
	From 01 Jan 2016 to 19 Oct 2016
Person working on the action	Employee (or equivalent)
Employment period	From 01 Jan 2015 to 19 Oct 2016
Is full-time job? *	Yes
If not, % of part-time job?	100.00 %
Standard annual workable hours of the financial year	0.00
Standard annual productive hours according to the beneficiary's methodology	0.00
> 90%	No
Annual productive hours	0.00
Annual personnel costs	0.00 €
Use hourly rate of the last closed financial year?	Yes
Annual hourly rate	0.00 €
Hours worked in the H2020 action during the year falling in the reporting period	0.00
Has the person declared hours in other EU/Euratom grants in the year or in other reporting periods of this grant?	No
If YES how many?	0.00
Hours eligible	0.00
Theoretical personnel costs	0.00 €
Has the person declared personnel costs for this year in other EU/Euratom grants or other reporting periods of this grant?	No
If YES how much?	0.00 €
Total eligible personnel costs	0.00 €

Please be reminded that the wizard does not currently allow deducting from the standard annual productive hours the actual time spent by employees on parental leave. Therefore, the calculation of salaries paid during parental leave is not covered in the current version of the wizard, but it is already planned for future improvements.

Enter the "Standard annual workable hours of the financial year" and the "standard annual productive hours according to the beneficiary's methodology":

Is full-time job? *	Yes
If not, % of part-time job?	100.00 %
Standard annual workable hours of the financial year	2,088.00
Standard annual productive hours according to the beneficiary's methodology	1,980.00
> 90%	Yes
Annual productive hours	1,589.50

*In the example, the standard annual productive hours according to the beneficiary's methodology (1,980 hours) are higher than 90% of the standard annual workable hours of the financial year (2,088*90%=1,879.2). Therefore, if the calculation was for a complete financial year, the annual productive hours would be the standard productive hours according to the beneficiary's methodology (1,980 hours). But in the above case the financial year at stake goes from 01/01/2016 to 19/10/2016, which implies that the annual productive hours are calculated as:*

$$(1,980/12) \times \{\text{number of months between 01/01/2016 and 19/10/2016}\} \times \{\text{pro-rata}\} = (1,980/12) \times 9.6333 \times 1 = 1,589.5 \text{ hours}$$

Rest of calculations will work on the same way as for the 1720 fix hours option.

Financial year reported per month, employee (or equivalent) with no project-based remuneration and 1720 fix productive hours as annual productive hours option.

You are in the wizard main page with no persons yet declared as working on the action. Select one of the financial year falling in the reporting period:

Edit Fiscal year reporting type [Close] [X]

Fiscal year: 2016

Reporting type*: Per full financial year*

[OK] [Cancel]

And change the reporting option from "Per full financial year" (default value) to "Per month":

Edit Fiscal year reporting type [Close] [X]

Fiscal year: 2016

Reporting type*: Per full financial year*

Per full financial year
Per month

[OK] [Cancel]

Click "OK" and the financial years table will be updated according to your selection:

	Fiscal year	Reporting type
1	2015	Per full financial year
2	2016	Per month

Click "[+ Add Person working on the action](#)":

Add Person working on the action
□ ×

Person working on the action 666036 ALEXIEA_ERC_ADG_SCI_6

Work contract type * Employee (or equivalent) *

Person alias * Miguel *

Employment start date * 01-01-2016 *

Employment end date * 19-10-2016 *

Annual productive hours option chosen 1720 fix annual productive hours

Does the person receive a project-based remuneration? No

Staff category * Principal Investigator *

OK
Cancel
Apply

Click "Apply" to generate the financial years and/or months to be reported for this person working in the action:

Add Person working on the action
□ ×

Person working on the action 666036 ALEXIEA_ERC_ADG_SCI_6

Work contract type * Employee (or equivalent) *

Person alias * Miguel *

Employment start date * 01-01-2016 *

Employment end date * 19-10-2016 *

Annual productive hours option chosen 1720 fix annual productive hours

Does the person receive a project-based remuneration? No

Staff category * Principal Investigator *

	Financial Year	Employment period start date	Financial month	Employment period end date	Personnel costs for the work of the person in the action in the financial year	Annual productive hours option chosen	Hourly rate	Hours worked on action	Total eligible personnel costs	Additional remuneration
1	2016	01-01-2016	01 - January	31-01-2016	0.00 €	1720 fixed	0.00 €	0.00	0.00 €	0.00 €
2	2016	01-02-2016	02 - February	29-02-2016	0.00 €	1720 fixed	0.00 €	0.00	0.00 €	0.00 €
3	2016	01-03-2016	03 - March	31-03-2016	0.00 €	1720 fixed	0.00 €	0.00	0.00 €	0.00 €
4	2016	01-04-2016	04 - April	30-04-2016	0.00 €	1720 fixed	0.00 €	0.00	0.00 €	0.00 €
5	2016	01-05-2016	05 - May	31-05-2016	0.00 €	1720 fixed	0.00 €	0.00	0.00 €	0.00 €
6	2016	01-06-2016	06 - June	30-06-2016	0.00 €	1720 fixed	0.00 €	0.00	0.00 €	0.00 €
7	2016	01-07-2016	07 - July	31-07-2016	0.00 €	1720 fixed	0.00 €	0.00	0.00 €	0.00 €
8	2016	01-08-2016	08 - August	31-08-2016	0.00 €	1720 fixed	0.00 €	0.00	0.00 €	0.00 €
9	2016	01-09-2016	09 - September	30-09-2016	0.00 €	1720 fixed	0.00 €	0.00	0.00 €	0.00 €
10	2016	01-10-2016	10 - October	19-10-2016	0.00 €	1720 fixed	0.00 €	0.00	0.00 €	0.00 €

Person monthly total costs: 0.00 €

OK
Cancel
Apply

Select the first month you want to report on from the generated table:

Edit Personnel Costs per month

Annual productive hours calculation method	1720 fix annual productive hours
Financial year	2016
	From 01 Jan 2016 to 31 Jan 2016
Person working on the action	Employee (or equivalent)
Employment period	From 01 Jan 2016 to 19 Oct 2016
Is full-time job? *	<input type="text" value="Yes"/> *
If not, % of part-time job?	<input type="text" value="100.00 %"/>
Personnel costs of the person in the month	<input type="text" value="0.00 €"/>
Adjustment for extra salaries	<input type="text" value="0.00 €"/>
Adjusted monthly personnel cost	0.00 €
Monthly productive hours	143.33
Monthly hourly rate	0.00 €
Hours worked on the H2020 action in the month	<input type="text" value="0.00"/>
Has the person declared hours in other EU/Euratom grants in the year or in other reporting periods of this grant?	<input type="text" value="No"/>
If YES how many?	<input type="text" value="0.00"/>
Hours eligible	0.00
Theoretical personnel costs	0.00 €
Has the person declared personnel costs for this year in other EU/Euratom grants or other reporting periods of this grant?	<input type="text" value="No"/>
If YES how much?	<input type="text" value="0.00 €"/>
Total eligible personnel costs in the month	0.00 €
Financial year cumulative hours	0.00
Financial year cumulative amount	0.00 €

Answer the question "Is full-time job?" and, in case of a part-time job, enter the pro-rata value in percentage in the field "If not, % of part-time job?":

Is full-time job? *	<input type="text" value="No"/> *
If not, % of part-time job?	<input type="text" value="50.00 %"/>
Personnel costs of the person in the month	<input type="text" value="0.00 €"/>
Adjustment for extra salaries	<input type="text" value="0.00 €"/>
Adjusted monthly personnel cost	0.00 €
Monthly productive hours	71.67

Enter the "Personnel costs of the person in the month" and the "Adjustment for extra salaries". The *Adjustment for extra salaries* refers to the monthly pro-rata of any part of the remuneration that is generated over a period longer than 1 month (e.g. 13th month salary):

Is full-time job? *	<input type="text" value="No"/>
If not, % of part-time job?	<input type="text" value="50.00 %"/>
Personnel costs of the person in the month	<input type="text" value="2,000.00 €"/>
Adjustment for extra salaries	<input type="text" value="200.00 €"/>
Adjusted monthly personnel cost	2,200.00 €
Monthly productive hours	71.67
Monthly hourly rate	30.6977 €

In the example above, the monthly hourly rate is calculated as:
 $(2,000€+200€)/[(1720/12)*50\%]=30.6977€$

Enter then the "Hours worked on the H2020 action in the month":

Is full-time job? *	<input type="text" value="No"/>
If not, % of part-time job?	<input type="text" value="50.00 %"/>
Personnel costs of the person in the month	<input type="text" value="2,000.00 €"/>
Adjustment for extra salaries	<input type="text" value="200.00 €"/>
Adjusted monthly personnel cost	2,200.00 €
Monthly productive hours	71.67
Monthly hourly rate	30.6977 €
Hours worked on the H2020 action in the month	<input type="text" value="160.00"/>
Has the person declared hours in other EU/Euratom grants in the year or in other reporting periods of this grant?	<input type="text" value="No"/>
If YES how many?	<input type="text" value="0.00"/>
Hours eligible	160.00
Theoretical personnel costs	4,911.63 €
Has the person declared personnel costs for this year in other EU/Euratom grants or other reporting periods of this grant?	<input type="text" value="No"/>
If YES how much?	<input type="text" value="0.00 €"/>
Total eligible personnel costs in the month	4,911.63 €
Financial year cumulative hours	0.00
Financial year cumulative amount	0.00 €

If you enter more than **206 hours**, the wizard will prevent you to save the month (the OK button will not be available and a red "X" besides the field will display, indicating that there is a data validation problem):

Is full-time job? *

If not, % of part-time job?

Personnel costs of the person in the month

Adjustment for extra salaries

Adjusted monthly personnel cost

Monthly productive hours

Monthly hourly rate

Hours worked on the H2020 action in the month

Has the person declared hours in other EU/Euratom grants in the year or in other reporting periods of this grant?

If you hover the mouse over the red icon you will see a tool-tip with the error message.

This monthly ceiling of 206 hours to avoid erroneous encoding is based on Article 6(b) of the DIRECTIVE 2003/88/EC OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 4 November 2003 concerning certain aspects of the organisation of working time, which establishes that *"the average working time for each seven-day period, including overtime, does not exceed 48 hours"*.

When translated to calculation terms this gives:

30 days per month/7 days=4,29 weeks*48 hours per week = 206 hours per month.

If no validation issues, click "Ok", select the next reporting month from the table and enter the corresponding data in the same way for each month. Repeat this until you reach the last month in the table:

Person working on the action

Work contract type *

Person alias *

Employment start date *

Employment end date *

Annual productive hours option chosen

Does the person receive a project-based remuneration?

Staff category *

	Financial Year	Employment period start date	Financial month	Employment period end date	Personnel costs for the work of the person in the action in the financial year	Annual productive hours option chosen	Hourly rate	Hours worked on action	Total eligible personnel costs	Additional remuneration
1	2016	01-01-2016	01 - January	31-01-2016	2,200.00 €	1720 fixed	30.70 €	160.00	4,911.63 €	0.00 €
2	2016	01-02-2016	02 - February	29-02-2016	2,200.00 €	1720 fixed	30.70 €	206.00	6,323.72 €	0.00 €
3	2016	01-03-2016	03 - March	31-03-2016	4,000.00 €	1720 fixed	27.91 €	150.00	4,186.05 €	0.00 €
4	2016	01-04-2016	04 - April	30-04-2016	4,000.00 €	1720 fixed	27.91 €	140.00	3,906.98 €	0.00 €
5	2016	01-05-2016	05 - May	31-05-2016	4,000.00 €	1720 fixed	27.91 €	140.00	3,906.98 €	0.00 €
6	2016	01-06-2016	06 - June	30-06-2016	4,000.00 €	1720 fixed	27.91 €	100.00	2,790.70 €	0.00 €
7	2016	01-07-2016	07 - July	31-07-2016	4,000.00 €	1720 fixed	27.91 €	100.00	2,790.70 €	0.00 €
8	2016	01-08-2016	08 - August	31-08-2016	4,000.00 €	1720 fixed	27.91 €	150.00	4,186.05 €	0.00 €
9	2016	01-09-2016	09 - September	30-09-2016	4,200.00 €	1720 fixed	29.30 €	50.00	1,465.12 €	0.00 €
10	2016	01-10-2016	10 - October	19-10-2016	0.00 €	1720 fixed	0.00 €	0.00	0.00 €	0.00 €

Person monthly total costs: 34,467.91 €

You have now to enter the information of the last month and you will be prompted at this step to answer the questions on hours and personnel costs declared in other EU/Euratom grants in the year or in other reporting periods of this grant:

Annual productive hours calculation method	1720 fix annual productive hours
Financial year	2016
	From 01 Oct 2016 to 19 Oct 2016
Person working on the action	Employee (or equivalent)
Employment period	From 01 Jan 2016 to 19 Oct 2016
Is full-time job? *	<input type="text" value="Yes"/>
If not, % of part-time job?	<input type="text" value="100.00 %"/>
Personnel costs of the person in the month	<input type="text" value="4,000.00 €"/>
Adjustment for extra salaries	<input type="text" value="400.00 €"/>
Adjusted monthly personnel cost	4,400.00 €
Monthly productive hours	90.78
Monthly hourly rate	48.47 €
Hours worked on the H2020 action in the month	<input type="text" value="50.00"/>
Has the person declared hours in other EU/Euratom grants in the year or in other reporting periods of this grant?	<input type="text" value="No"/>
If YES how many?	<input type="text" value="0.00"/>
Hours eligible	41.44
Theoretical personnel costs	2,008.81 €
Has the person declared personnel costs for this year in other EU/Euratom grants or other reporting periods of this grant?	<input type="text" value="No"/>
If YES how much?	<input type="text" value="0.00 €"/>
Total eligible personnel costs in the month	2,008.81 €
Financial year cumulative hours	1,196.00
Financial year cumulative amount	34,467.91 €

The figures corresponding to the "financial year cumulative hours" and "financial year cumulative amount" are automatically calculated by the wizard. For this reason all months falling within the financial reporting period are to be filled out for each employee (including also months in which the person did not work on the action, i.e. no relevant costs claimed, being this info necessary for the "double ceiling" check).

In the example above, the financial year cumulative hours are 1,196 and the financial year cumulative amount is 34,467.91€ (adding up all months introduced till now).

In the example above, the annual productive hours are calculated by the wizard as 2 months part-time job (50% pro-rata)+7.6333 months full-time job so annual productive hours, in which the 1,720 fixed annual productive hours are translated to months as 143.3333 hours (1,720/12). Therefore:

$$[2*(143.3333*50%)]+(7.6333*143.3333)=(2*71.6666)+1,094.1063=1,237.4396$$

The "double ceiling" check (the ceiling in the eligible hours and in the eligible personnel costs in the financial year) is performed by the wizard as follows:

Ceiling for eligible hours:

It is calculated as the financial year cumulative hours (1,196) plus the 50 hours worked in the H2020 action in the month. As the resulting 1,246 hours go over the ceiling of the 1,237.4396 annual productive hours, the eligible hours are 1,237.4396 - 1,196 = 41.44 (as shown on the screen above)

Ceiling for the eligible personnel costs in the financial year:

*The ceiling is the sum of the personnel costs in all the already declared months, which in the example are: $2,200 * 2 + 4,000 * 6 + 4,200 + 4,400$ (in this last month) = 37,000€*

*The financial year cumulative amount (34,467.91€) plus the 2,008.81 € of theoretical personnel costs for this last month (calculated as monthly hourly rate * hours eligible = $48.47 * 41.44 = 2,008.81$) does not go over the ceiling:*

$$36,176.72 < 37,000$$

In case you declare hours and/or personnel costs for this year in other EU/Euratom grants or other reporting periods of this grant the calculation will be as following:

Annual productive hours calculation method	1720 fix annual productive hours
Financial year	2016
Person working on the action	From 01 Oct 2016 to 19 Oct 2016
Employment period	Employee (or equivalent) From 01 Jan 2016 to 19 Oct 2016
Is full-time job? *	Yes
If not, % of part-time job?	100.00 %
Personnel costs of the person in the month	4,000.00 €
Adjustment for extra salaries	400.00 €
Adjusted monthly personnel cost	4,400.00 €
Monthly productive hours	90.78
Monthly hourly rate	48.47 €
Hours worked on the H2020 action in the month	50.00
Has the person declared hours in other EU/Euratom grants in the year or in other reporting periods of this grant?	Yes
If YES how many?	50.00
Hours eligible	-8.56
Theoretical personnel costs	-414.69 €
Has the person declared personnel costs for this year in other EU/Euratom grants or other reporting periods of this grant?	Yes
If YES how much?	3,000.00 €
Total eligible personnel costs in the month	-467.91 €
Financial year cumulative hours	1,196.00
Financial year cumulative amount	34,467.91 €

Calculation for eligible hours:

The annual productive hours were calculated already above: 1,237.4396 hours

Financial year cumulative hours + hours worked on the H2020 action in the month + hours declared in other EU/Euratom grants in the year or in other reporting periods of this grant = $1,196 + 50 + 50 = 1,296$

As $1,296 > 1,237.4396$ the hours eligible for this month will be:

$$1,237.4396 - (1,196 + 50) = -8.56 \text{ hours}$$

Calculation for eligible personnel costs in the financial year:

Ceiling already calculated above remains the same: 37,000 €

Financial year cumulative amount + theoretical personnel costs in the month + personnel costs declared for this year in other EU/Euratom grants or other reporting periods of this grant = $34,467.91 + (-414.69) + 3,000 = 37,053.22$

As $37,053.22 > 37,000$ the eligible personnel costs in the month are:

$$37,000 - (34,467.91 + 3,000) = -467.91 \text{ €}$$

Financial year reported per month, employee (or equivalent) with no project-based remuneration and standard annual productive hours as the annual productive hours option.

The logic will be the same as for the 1720 fix hours option but with standard annual productive hours now:

Add Person working on the action □ ×

Person working on the action: 666036 ALEXIEA_ERC_ADG_SCI_6

Work contract type: Employee (or equivalent)

Person alias: Miguel

Employment start date: 01-01-2016

Employment end date: 19-10-2016

Annual productive hours option chosen: Standard annual productive hours

Does the person receive a project-based remuneration?: No

Staff category: Principal Investigator

	Financial Year	Employment period start date	Financial month	Employment period end date	Personnel costs for the work of the person in the action in the financial year	Annual productive hours option chosen	Hourly rate	Hours worked on action	Total eligible personnel costs	Additional remuneration
1	2016	01-01-2016	01 - January	31-01-2016	0.00 €	Standard	0.00 €	0.00	0.00 €	0.00 €
2	2016	01-02-2016	02 - February	29-02-2016	0.00 €	Standard	0.00 €	0.00	0.00 €	0.00 €
3	2016	01-03-2016	03 - March	31-03-2016	0.00 €	Standard	0.00 €	0.00	0.00 €	0.00 €
4	2016	01-04-2016	04 - April	30-04-2016	0.00 €	Standard	0.00 €	0.00	0.00 €	0.00 €
5	2016	01-05-2016	05 - May	31-05-2016	0.00 €	Standard	0.00 €	0.00	0.00 €	0.00 €
6	2016	01-06-2016	06 - June	30-06-2016	0.00 €	Standard	0.00 €	0.00	0.00 €	0.00 €
7	2016	01-07-2016	07 - July	31-07-2016	0.00 €	Standard	0.00 €	0.00	0.00 €	0.00 €
8	2016	01-08-2016	08 - August	31-08-2016	0.00 €	Standard	0.00 €	0.00	0.00 €	0.00 €
9	2016	01-09-2016	09 - September	30-09-2016	0.00 €	Standard	0.00 €	0.00	0.00 €	0.00 €
10	2016	01-10-2016	10 - October	19-10-2016	0.00 €	Standard	0.00 €	0.00	0.00 €	0.00 €

Person monthly total costs: 0.00 €

The calculation of the annual productive hours is done in the same way as in the case of reporting "per full financial year", and rest of calculations behave also as in the previous case:

Is full-time job? Yes

If not, % of part-time job? 100.00 %

Standard annual workable hours of the financial year 1,980.00

Standard annual productive hours according to the beneficiary's methodology > 90% 1,800.00

Annual productive hours 1,445.00

Personnel costs of the person in the month 0.00 €

Adjustment for extra salaries 0.00 €

Adjusted monthly personnel cost 0.00 €

Monthly productive hours 150.00

Monthly hourly rate 0.00 €

Hours worked on the H2020 action in the month 0.00

The monthly productive hours will be the result of dividing the annual productive hours between 12

In the example above, the annual productive hours are calculated as:

$(1,800/12) * 9.6333 \text{ months} = 1,445$ and the monthly productive hours will be $1,800/12 = 150$ hours

Financial year reported per full financial year, employee (or equivalent) with project-based remuneration and 1720 fix productive hours as the annual productive hours option.

From the main page of the wizard:

Direct personnel costs declared as actual costs □ ×

Direct personnel costs on action: 666036 ALEXIEA_ERC_ADG_SCI_6

Reporting period: 1 - INTERIM - From 20 Apr 2015 to 19 Oct 2016

Role: COORDINATOR

PIC: 973276467

Is non profit LE?: No

Beneficiary: AST ADVANCED SPACE TECHNOLOGIES GMBH

Financial year = calendar year? *

Financial year start month:

[Disclaimer](#)

	Financial year	Reporting type
1	2015	Per full financial year
2	2016	Per full financial year

[+ Add Person working on the action](#)

Work contract type	Person alias	Employment start date	Employment end date	Total personnel costs	Hours worked on action	Personnel costs	Additional remuneration	Actions

Total actual personnel costs: 0.00 €

Click "[+ Add Person working on the action](#)":

Add Person working on the action □ ×

Person working on the action: 666036 ALEXIEA_ERC_ADG_SCI_6

Work contract type *

Person alias *

Employment start date *

Employment end date *

Annual productive hours option chosen *

Does the person receive a project-based remuneration? *

Staff category *

Enter the "Work contract type".

Note that the option project-based remuneration is only available if valid for "Natural persons working under a direct contract".

Enter the "Person alias":

Person working on the action 666036 ALEXIEA_ERC_ADG_SCI_6

Work contract type *

Person alias *

Employment start date *

Employment end date *

Enter the "Employment start date" and modify (if needed) the "Employment end date":

Person working on the action 666036 ALEXIEA_ERC_ADG_SCI_6

Work contract type *

Person alias *

Employment start date *

Employment end date *

Annual productive hours option chosen

Does the person receive a project-based remuneration?

Staff category *



Enter the "Annual productive hours option chosen" (in this case the 1720 fix hours):

Work contract type *

Person alias *

Employment start date *

Employment end date *

Annual productive hours option chosen

Does the person receive a project-based remuneration?

Staff category *

Answer 'Yes' to the question "Does the person receive a project-based remuneration?":

Work contract type *	Employee (or equivalent) *
Person alias *	Miguel *
Employment start date *	01-01-2015 *
Employment end date *	19-10-2016 *
Annual productive hours option chosen	1720 fix annual productive hours
Does the person receive a project-based remuneration?	No
Staff category *	Yes No

Select the **staff category** of the person working on the action (only for ERC grants).

Work contract type *	Employee (or equivalent) *
Person alias *	Miguel *
Employment start date *	01-01-2015 *
Employment end date *	19-10-2016 *
Annual productive hours option chosen	1720 fix annual productive hours
Does the person receive a project-based remuneration?	Yes
Staff category *	Principal Investigator *

As usual, you can Click "Apply" to calculate the financial years to be reported for this person working in the action; "Cancel" to cancel all information encoded and go back to the previous screen; or "OK" to go back to the previous screen without cancelling

Once the financial years are generated:

Add Person working on the action

Person working on the action: 666036 ALEXIEA_ERC_ADG_SCI_6

Work contract type: Employee (or equivalent)

Person alias: Miguel

Employment start date: 01-01-2015

Employment end date: 19-10-2016

Annual productive hours option chosen: 1720 fix annual productive hours

Does the person receive a project-based remuneration?: Yes

Staff category: Principal Investigator

	Financial Year	Employment period start date	Employment period end date	Personnel costs for the work of the person in the action in the financial year	Annual productive hours option chosen	Hourly rate	Hours worked on action	Total eligible personnel costs	Additional remuneration
1	2015	01-01-2015	31-12-2015	0.00 €	1720 fixed	0.00 €	0.00	0.00 €	0.00 €
2	2016	01-01-2016	19-10-2016	0.00 €	1720 fixed	0.00 €	0.00	0.00 €	0.00 €

Person yearly total costs: 0.00 €

OK Cancel Apply

Select the financial year you want to report on (i.e.: 2016):

Edit Financial Year

Annual productive hours calculation method: 1720 fix annual productive hours

Financial year: 2016

From 01 Jan 2016 to 19 Oct 2016

Person working on the action: Employee (or equivalent)

Employment period: From 01 Jan 2016 to 19 Oct 2016

Do your national laws or the internal rules of your entity fix the salary to be paid for work in projects funded by national schemes?: Yes

If the answer is YES: What would be the hourly rate applicable to this person for work on those national projects?: 0.00 €

What is the maximum hourly rate you paid for work in a national project before the submission of this proposal?: 0.00 €

How much was the total personnel costs of the person in the year n-1?: 0.00 €

Out of that total personnel costs, how much was the part paid for work in H2020 actions (if any)?: 0.00 €

How many hours worked the person in H2020 actions in the year n-1?: 0.00

Average hourly rate: 0.00 €

Personnel costs for the work of the person in the action in the financial year: 0.00 €

Annual productive hours of the person: 1,380.78

Number of hours the person worked for the action in the financial year: 0.00

Action reference: 0.00 €

National projects reference: 0.00 €

Effective hourly rate basic remuneration: 0.00 €

Total eligible basic remuneration: 0.00 €

Total eligible personnel costs: 0.00 €

OK Cancel

Answer the question "Does your national laws or internal rules of your entity fix a salary to be paid for work on projects funded by national schemes?":

<p>Do your national laws or the internal rules of your entity fix the salary to be paid for work in projects funded by national schemes?</p> <p>If the answer is YES: What would be the hourly rate applicable to this person for work on those national projects?</p> <p>What is the maximum hourly rate you paid for work in a national project before the submission of this proposal?</p>	<div style="border: 1px solid #ccc; padding: 2px;"> ▼ Yes </div> <div style="border: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;"> Yes </div> <div style="border: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;"> No </div> <div style="border: 1px solid #ccc; padding: 2px;"> 0.00 € </div>
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If your answer is 'Yes' then indicate "what would be the hourly rate applicable to this person for work on those national projects" and "what is the maximum hourly rate you paid for work in a national project before the submission of this proposal":

<p>Do your national laws or the internal rules of your entity fix the salary to be paid for work in projects funded by national schemes?</p> <p>If the answer is YES: What would be the hourly rate applicable to this person for work on those national projects?</p> <p>What is the maximum hourly rate you paid for work in a national project before the submission of this proposal?</p> <p>How much was the total personnel costs of the person in the year n-1</p> <p>Out of that total personnel costs, how much was the part paid for work in H2020 actions (if any)?</p> <p>How many hours worked the person in H2020 actions in the year n-1?</p> <p>Average hourly rate</p> <p>Personnel costs for the work of the person in the action in the financial year</p> <p>Annual productive hours of the person</p> <p>Number of hours the person worked for the action in the financial year</p> <p>Action reference</p> <p>National projects reference</p>	<div style="border: 1px solid #ccc; padding: 2px;"> ▼ Yes </div> <div style="border: 1px solid #ccc; padding: 2px;"> 22.00 € </div> <div style="border: 1px solid #ccc; padding: 2px;"> 25.00 € </div> <div style="border: 1px solid #ccc; padding: 2px;"> 0.00 € </div> <div style="border: 1px solid #ccc; padding: 2px;"> 0.00 € </div> <div style="border: 1px solid #ccc; padding: 2px;"> 0.00 </div> <div style="border: 1px solid #ccc; padding: 2px;"> 0.00 € </div> <div style="border: 1px solid #ccc; padding: 2px;"> 1,380.78 </div> <div style="border: 1px solid #ccc; padding: 2px;"> 0.00 </div> <div style="border: 1px solid #ccc; padding: 2px;"> 0.00 € </div> <div style="border: 1px solid #ccc; padding: 2px;"> 22.00 € </div>
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The "National projects reference" hourly rate is now updated with the lowest value of the two.

If you reply 'No' to the question on whether national laws or internal rules of your entity fix a salary to be paid for work on projects funded by national schemes, then you have to answer:

- The question "How much was the total personnel costs of the person in the year n-1" (the previous year to the current financial year you are reporting on)
- The question "Out of that total personnel costs, how much was the part for work on H2020 actions (if any)".
- Finally, the question "How many hours worked the person in H2020 actions".

After entering this information, the wizard calculates the "Average hourly rate value", which will be used in this case as the *National projects reference*.

Do your national laws or the internal rules of your entity fix the salary to be paid for work in projects funded by national schemes?	No
If the answer is YES: What would be the hourly rate applicable to this person for work on those national projects?	0.00 €
What is the maximum hourly rate you paid for work in a national project before the submission of this proposal?	0.00 €
How much was the total personnel costs of the person in the year n-1	50,000.00 €
Out of that total personnel costs, how much was the part paid for work in H2020 actions (if any)?	5,000.00 €
How many hours worked the person in H2020 actions in the year n-1?	180.00
Average hourly rate	29.2208 €
Personnel costs for the work of the person in the action in the financial year	0.00 €
Annual productive hours of the person	1,380.78
Number of hours the person worked for the action in the financial year	0.00
Action reference	0.00 €
National projects reference	29.2208 €

In the example above, the calculation is done as $(50,000€ - 5,000€) / (1720 - 180) = 29.2208€$

You just need now to enter the "Personnel costs for the work of the person in the action in the financial year" and the "Number of hours the person worked for the action in the financial year" and the wizard will calculate the "Action reference" hourly rate.

Do your national laws or the internal rules of your entity fix the salary to be paid for work in projects funded by national schemes?	No
If the answer is YES: What would be the hourly rate applicable to this person for work on those national projects?	0.00 €
What is the maximum hourly rate you paid for work in a national project before the submission of this proposal?	0.00 €
How much was the total personnel costs of the person in the year n-1	50,000.00 €
Out of that total personnel costs, how much was the part paid for work in H2020 actions (if any)?	5,000.00 €
How many hours worked the person in H2020 actions in the year n-1?	180.00
Average hourly rate	29.2208 €
Personnel costs for the work of the person in the action in the financial year	40,000.00 €
Annual productive hours of the person	1,380.78
Number of hours the person worked for the action in the financial year	1,300.00
Action reference	30.7692 €
National projects reference	29.2208 €
Effective hourly rate basic remuneration	29.2208 €
Total eligible basic remuneration	37,987.01 €
Total eligible personnel costs	37,987.01 €

In the example above, the calculation is done as $(40,000€ / 1300) = 30.7692€$

If, as a result of the introduced values, the action reference hourly rate is higher than the national projects reference rate, then the system will chose the lowest hourly rate as "Effective hourly rate basic remuneration".

In the example, $30.7692 > 29.2208$, and so the "Effective hourly rate basic remuneration" = 29.2208

With this hourly rate, the wizard calculates the "Total eligible basic remuneration", the "Total eligible additional remuneration" (in case of a non-profit legal entity) and the "Total eligible personnel costs" to be charged to the action for this person.

In the example above, "Total eligible basic remuneration" = $1,300 \times 29.2208\text{€} = 37,987.01\text{€}$, and the "Total eligible personnel costs" is 37,987.01€ as the additional remuneration does not apply because this beneficiary is not a non-profit legal entity.

Financial year reported per full financial year, employee (or equivalent) with project-based remuneration and individual productive hours as the annual productive hours option.

After having added a person working on the action, with a project-based remuneration:

Select the financial year from the table.

Enter the "Working hours per day" if different from the default value (which is 8):

Working hours per day	<input type="text" value="8.00"/>
Maximum working hours per year	<input type="text" value="0.00"/>
Annual leave entitlement (in days)	<input type="text" value="0.00"/>

Enter the "Maximum working hours per year" (referring to the fiscal year being edited) and the "Annual leave (in days)":

Working hours per day	<input type="text" value="8.00"/>
Maximum working hours per year	<input type="text" value="1,900.00"/>
Annual leave entitlement (in days)	<input type="text" value="24.00"/>
Annual workable hours	1,708.00

*In the example, the annual workable hour are calculated as $1,900 - (24 * 8) = 1,708$*

Enter the "Absence (in days)" and the "Overtime worked (in hours)":

Employment period	From 01 Jan 2016 to 19 Oct 2016
Working hours per day	8.00
Maximum working hours per year	1,900.00
Annual leave entitlement (in days)	24.00
Annual workable hours	1,708.00
Absences (in days)	6.00
Overtime worked (in hours)	40.00
Do your national laws or the internal rules of your entity fix the salary to be paid for work in projects funded by national schemes?	Yes
If the answer is YES: What would be the hourly rate applicable to this person for work on those national projects?	0.00 €
What is the maximum hourly rate you paid for work in a national project before the submission of this proposal?	0.00 €
How much was the total personnel costs of the person in the year n-1	0.00 €
Out of that total personnel costs, how much was the part paid for work in H2020 actions (if any)?	0.00 €
How many hours worked the person in H2020 actions in the year n-1?	0.00
Average hourly rate	0.00 €
Personnel costs for the work of the person in the action in the financial year	0.00 €
Annual productive hours of the person	1,364.72

*In the example, the annual productive hours of the person are calculated as $1,708 - (6 * 8) + 40 = 1,700$*

The 1,700 hours would apply in the case of a 12 months financial year, but in the example above the financial year being reported runs from 01/01/2016 to 19/10/2016, which means 9.6333 months. Therefore the final calculation for annual productive hours will be:

*Annual productive hours of the person = $(1,700 / 12) * 9.6333 = 1,364.72$*

Once you have the annual productive hours of the person, the rest of calculations are done as for 1720 fix hours.

Financial year reported per full financial year, employee (or equivalent) with project-based remuneration and standard productive hours as the annual productive hours option.

Add Person working on the action □ ×

Person working on the action 666036 ALEXIEA_ERC_ADG_SCI_6

Work contract type * Employee (or equivalent) *

Person alias * Miguel *

Employment start date * 01-01-2016 *

Employment end date * 19-10-2016 *

Annual productive hours option chosen Standard annual productive hours

Does the person receive a project-based remuneration? Yes

Staff category * Principal Investigator *

Select the financial year from the table

Enter the "Standard annual workable hours of the financial year" and the "Standard annual productive hours according to the beneficiary's methodology":

Standard annual workable hours of the financial year	<input type="text" value="1,810.00"/>
Standard annual productive hours according to the beneficiary's methodology	<input type="text" value="1,780.00"/>
> 90%	<input checked="" type="checkbox"/> Yes
Do your national laws or the internal rules of your entity fix the salary to be paid for work in projects funded by national schemes?	<input checked="" type="checkbox"/> Yes
If the answer is YES: What would be the hourly rate applicable to this person for work on those national projects?	<input type="text" value="0.00 €"/>
What is the maximum hourly rate you paid for work in a national project before the submission of this proposal?	<input type="text" value="0.00 €"/>
How much was the total personnel costs of the person in the year n-1	<input type="text" value="0.00 €"/>
Out of that total personnel costs, how much was the part paid for work in H2020 actions (if any)?	<input type="text" value="0.00 €"/>
How many hours worked the person in H2020 actions in the year n-1?	<input type="text" value="0.00"/>
Average hourly rate	<input type="text" value="0.00 €"/>
Personnel costs for the work of the person in the action in the financial year	<input type="text" value="0.00 €"/>
Annual productive hours of the person	1,428.94

In the example above, $1,810 \times 0.9 = 1,629$. As $1,780 > 1,629$, then the rule of the "90%" applies and the wizard displays the YES next to ">90%". In this case, therefore, the annual productive hours of the person are the standard productive hours according to the beneficiary's methodology = 1,780

As the financial year in this case is not 12 months but 9.6333 (from 01/01/2016 to 19/10/2016), the final value for annual productive hours is:

*Annual productive hours of the person = (1,780/12)*9.6333=1,428.94*

If the standard productive hours according to the beneficiary's methodology are not bigger than 90% of the annual workable hours of the financial year, the calculation will be done as shown below (where the standard productive hours have been set at 1,625):

*1,810*0.9=1,629 → 1,625 < 1,629, and therefore the annual productive hours are the 90% of the standard annual workable hours of the financial year = 1,629*

As the financial year in this case is not 12 month but from 01/01/2016 to 19/10/2016 (9.6333 months) the final value for annual productive hours is:

*Annual productive hours of the person = (1,629/12)*9.6333=1,307.72*

Standard annual workable hours of the financial year	<input type="text" value="1,810.00"/>
Standard annual productive hours according to the beneficiary's methodology	<input type="text" value="1,625.00"/>
> 90%	<input type="text" value="No"/>
Do your national laws or the internal rules of your entity fix the salary to be paid for work in projects funded by national schemes?	<input type="text" value="Yes"/>
If the answer is YES: What would be the hourly rate applicable to this person for work on those national projects?	<input type="text" value="0.00 €"/>
What is the maximum hourly rate you paid for work in a national project before the submission of this proposal?	<input type="text" value="0.00 €"/>
How much was the total personnel costs of the person in the year n-1	<input type="text" value="0.00 €"/>
Out of that total personnel costs, how much was the part paid for work in H2020 actions (if any)?	<input type="text" value="0.00 €"/>
How many hours worked the person in H2020 actions in the year n-1?	<input type="text" value="0.00"/>
Average hourly rate	<input type="text" value="0.00 €"/>
Personnel costs for the work of the person in the action in the financial year	<input type="text" value="0.00 €"/>
Annual productive hours of the person	<input type="text" value="1,307.72"/>

Once you have the annual productive hours of the person, the rest of calculations are done as for 1720 fix hours.

Seconded Personnel (against payment)

Seconded personnel against payment will be declared in the same way as an employee (or equivalent) working on the action, but when declaring the personnel costs of the person in a given financial year you have to enter in addition the "Total amount paid to the third party in the financial year". This amount will be the ceiling of the total eligible costs of the person in the financial year.

All previous explanations for employees (or equivalent) working on the action are applicable for seconded personnel against payment, with the exception of this extra question.

After having added a person as seconded personnel (against payment) and selected the relevant financial year:

You will introduce the "annual personnel costs" and the "hours worked in the H2020 action during the year falling in the reporting period":

Is full-time job?	Yes
If not, % of part-time job?	100.00 %
Annual productive hours	1,380.78
Annual personnel costs	30,000.00 €
Use hourly rate of the last closed financial year?	No
Annual hourly rate	21.7269 €
Hours worked in the H2020 action during the year falling in the reporting period	1,300.00
Has the person declared hours in other EU/Euratom grants in the year or in other reporting periods of this grant?	No
If YES how many?	0.00
Hours eligible	1,300.00
Theoretical personnel costs	28,244.95 €
Has the person declared personnel costs for this year in other EU/Euratom grants or other reporting periods of this grant?	No
If YES how much?	0.00 €
Total eligible personnel costs	28,244.95 €
Total amount paid to the third party in the financial year?	0.00 €

In the example above, the total eligible personnel cost for the seconded personnel is calculated as $1,300 * 21.7269€ = 28,244.95€$

Now you enter the "Total amount paid to the third party in the financial year".

Is full-time job? *	<input type="text" value="Yes"/>
If not, % of part-time job?	<input type="text" value="100.00 %"/>
Annual productive hours	<input type="text" value="1,380.78"/>
Annual personnel costs	<input type="text" value="30,000.00 €"/>
Use hourly rate of the last closed financial year?	<input type="text" value="No"/>
Annual hourly rate	<input type="text" value="21.7269 €"/>
Hours worked in the H2020 action during the year falling in the reporting period	<input type="text" value="1,300.00"/>
Has the person declared hours in other EU/Euratom grants in the year or in other reporting periods of this grant?	<input type="text" value="No"/>
If YES how many?	<input type="text" value="0.00"/>
Hours eligible	<input type="text" value="1,300.00"/>
Theoretical personnel costs	<input type="text" value="28,244.95 €"/>
Has the person declared personnel costs for this year in other EU/Euratom grants or other reporting periods of this grant?	<input type="text" value="No"/>
If YES how much?	<input type="text" value="0.00 €"/>
Total eligible personnel costs	<input type="text" value="25,000.00 €"/>
Total amount paid to the third party in the financial year?	<input type="text" value="25,000.00 €"/>

In the example above, the "theoretical personnel costs" for the seconded personnel are higher than the total amount paid to the third party (which acts as the ceiling), i.e. 25,000€. Thus, the total eligible personnel cost for the seconded personnel will equal the ceiling of 25,000€

If you enter now a bigger value in the "Total amount paid to the third party in the financial year" (30,000€ in the screen below), the theoretical eligible personnel cost for the seconded person is now lower than the total amount paid to the third party (which acts as the ceiling), i.e. 30,000€. In this case, the total eligible personnel cost for the seconded personnel will be the calculated amount by the wizard: 28,244.95€

Is full-time job? *	<input type="text" value="Yes"/>
If not, % of part-time job?	<input type="text" value="100.00 %"/>
Annual productive hours	<input type="text" value="1,380.78"/>
Annual personnel costs	<input type="text" value="30,000.00 €"/>
Use hourly rate of the last closed financial year?	<input type="text" value="No"/>
Annual hourly rate	<input type="text" value="21.7269 €"/>
Hours worked in the H2020 action during the year falling in the reporting period	<input type="text" value="1,300.00"/>
Has the person declared hours in other EU/Euratom grants in the year or in other reporting periods of this grant?	<input type="text" value="No"/>
If YES how many?	<input type="text" value="0.00"/>
Hours eligible	<input type="text" value="1,300.00"/>
Theoretical personnel costs	<input type="text" value="28,244.95 €"/>
Has the person declared personnel costs for this year in other EU/Euratom grants or other reporting periods of this grant?	<input type="text" value="No"/>
If YES how much?	<input type="text" value="0.00 €"/>
Total eligible personnel costs	<input type="text" value="28,244.95 €"/>
Total amount paid to the third party in the financial year?	<input type="text" value="30,000.00 €"/>

In case of reporting "per month", the amount paid to the third party will be mandatory in the last month of the financial year.

Natural persons working under a direct contract.

You add a person working on the H2020 action as already explained in this guide, but in this case you select the option "Natural persons working under a direct contract" for the "Work contract type".

Annual productive hours option and project-based remuneration question are logically disabled for this type of contract, and you just need to define the employment start and end dates:

□ ×
Add Person working on the action

Person working on the action: 666036 ALEXIEA_ERC_ADG_SCI_6

Work contract type: Natural persons working under a direct contract

Person alias: Miguel

Employment start date: 01-01-2016

Employment end date: 19-10-2016

Annual productive hours option chosen: [disabled]

Does the person receive a project-based remuneration?: No

Staff category: Post Doctorate

Click "Apply"

×
Warning

Employment dates entered cannot be changed after, you need to delete and re-add the person

Click "Confirm" in the warning above to get access to the "Add person working on the action" screen:

□ ×
Add Person working on the action

Person working on the action: 666036 ALEXIEA_ERC_ADG_SCI_6

Work contract type: Natural persons working under a direct contract

Person alias: Miguel

Employment start date: 01-01-2016

Employment end date: 19-10-2016

Annual productive hours option chosen: [disabled]

Does the person receive a project-based remuneration?: No

Staff category: Post Doctorate

Financial Year	Employment period start date	Employment period end date	Personnel costs for the work of the person in the action in the financial year	Annual productive hours option chosen	Hourly rate	Hours worked on action	Total eligible personnel costs	Additional remuneration	
1	2016	01-01-2016	19-10-2016	0.00 €	-	0.00 €	0.00	0.00 €	0.00 €

Person yearly total costs: 0.00 €

Click in a financial year of the table to get access to the "Edit financial year" screen:

Edit Financial Year

Annual productive hours calculation method

Financial year 2016

From 01 Jan 2016 to 19 Oct 2016

Person working on the action Natural persons working under a direct contract

Employment period From 01 Jan 2016 to 19 Oct 2016

Financial contract type The contract specifies an hourly rate ▼

Amount to be paid for the work as stated in the contract 0.00 €

Number of hours to be worked as stated in the contract 0.00

Hourly rate 0.00 €

Hours worked on action 0.00

Total eligible personnel costs 0.00 €

OK
Cancel

Select the "Financial contract type" option for this person, according to his/her contract, and based on the three available options:

1. The contract specifies an hourly rate
2. The contract states a fixed amount for the services and the number of hours to be worked
3. The contract states a fixed amount for the services but not the number of hours to be worked

The three options are presented in the following sections.

The contract specifies an hourly rate

Enter the "Hourly rate" specified in the contract and the "Hours worked on action" by the person in the financial year and the wizard will calculate the "Total eligible personnel costs":

Annual productive hours calculation method	
Financial year	2016
	From 01 Jan 2016 to 19 Oct 2016
Person working on the action	Natural persons working under a direct contract
Employment period	From 01 Jan 2016 to 19 Oct 2016
Financial contract type	The contract specifies an hourly rate
Amount to be paid for the work as stated in the contract	0.00 €
Number of hours to be worked as stated in the contract	0.00
Hourly rate	50.00 €
Hours worked on action	1,800.00
Total eligible personnel costs	90,000.00 €

*In the example above the total eligible personnel costs is calculated as 50€*1,800=90,000€*

The maximum number of hours worked by a person in a financial year will be:

206 hours per month*12 months = 2,472 hours

If in the previous case you try to enter 2,000 hours worked in the H2020 action, the wizard will not allow you to continue and you will see a red warning besides the corresponding field (see screen below). The reason is that the ceiling of maximum 2,472 hours is automatically adjusted pro-rata taking into account the actual duration of the financial year. In this case:

9.6333 months (from 01/01/2016 till 19/10/2016)*206 hours/month=1,984.47 (as adjusted maximum number of hours)

Employment period	From 01 Jan 2016 to 19 Oct 2016
Financial contract type	The contract specifies an hourly rate
Amount to be paid for the work as stated in the contract	0.00 €
Number of hours to be worked as stated in the contract	0.00
Hourly rate	50.00 €
Hours worked on action	2,000.00 
Total eligible personnel costs	10,000.00 €

OK

Cancel

The contract states a fixed amount for the services and the number of hours to be worked

Enter the "Amount to be paid for the work as stated in the contract", the "Number of hours to be worked as stated in the contract" and finally the "Hours worked on action" by the person in the financial year and the wizard will calculate the "Total eligible personnel costs":

Employment period	From 01 Jan 2016 to 19 Oct 2016
Financial contract type	The contract states a fixed amount for the services and the number of hours to be worked
Amount to be paid for the work as stated in the contract	25,000.00 €
Number of hours to be worked as stated in the contract	500.00
Hourly rate	50.00 €
Hours worked on action	450.00
Total eligible personnel costs	22,500.00 €

In the example above the total eligible personnel costs is calculated as follows:

1. the hourly rate is calculated as $25,000\text{€}/500=50\text{€}$
2. the hours worked on the action are multiplied by the hourly rate: $50\text{€}*450=22,500\text{€}$

For the hours worked on the action, the same ceiling of the previous case applies.

The contract states a fixed amount for the services but not the number of hours to be worked

Enter the "Amount to be paid for the work as stated in the contract" and the "Hours worked on action" by the person in the financial year and the wizard will calculate the "Total eligible personnel costs" of the person in the financial year.

Person working on the action	Natural persons working under a direct contract
Employment period	From 01 Jan 2016 to 19 Oct 2016
Financial contract type	The contract states a fixed amount for the services but not the number of hours to be worked
Amount to be paid for the work as stated in the contract	25,000.00 €
Number of hours to be worked as stated in the contract	0.00
Hourly rate	18.11 €
Hours worked on action	500.00
Total eligible personnel costs	9,052.87 €

In the example above the total eligible personnel costs is calculated as follows:

1. The hourly rate is calculated as $25,000\text{€}/((1720/12)*9.6333)=18.11\text{€}$
2. The hours worked on the action are multiplied by the hourly rate: $18.11\text{€}*500=9,052.87\text{€}$

With $(1720/12)*9.6333=1380.78$ hours as the pro-rata of 1720 fix hours in the financial year (a period from 01/01/2016 to 19/10/2016 equals 9.6333 months)

Declaring personnel costs as actual costs for cases not currently supported by the wizard

The wizard's disclaimer and Annex I of this guide list a series of unsupported cases for which you cannot use the wizard for the calculation of related costs. Nevertheless, you could use an editable field to introduce manually the corresponding amount for those cases, calculated offline, while still using the wizard for the rest of personnel working on the action.

To do so, you need at least to have already encoded in the wizard one person working on the action with an amount of personnel costs different from 0.00 €. If no person has been yet encoded or the personnel cost amount declared is 0.00 € the relevant editable field for unsupported cases will remain disabled.

[+ Add Person working on the action](#)

Work contract type	Person alias	Employment start date	Employment end date	Total personnel costs	Hours worked on action	Personnel costs	Additional remuneration	Actions

Final total of actual personnel costs: 0.00 €

Declare costs for unsupported cases

Costs of unsupported cases:

Final total of actual personnel costs: 0.00 €

Once the above conditions are met, as in the example below, you can tick the checkbox "Declare costs for unsupported cases" .

[+ Add Person working on the action](#)

Work contract type	Person alias	Employment start date	Employment end date	Total personnel costs	Hours worked on action	Personnel costs	Additional remuneration	Actions
1 Employee (or	Miguel-Princip	01-01-2010	31-12-2010	100,000.00 €	1,000.00	58,139.54 €	0.00 €	

Final total of actual personnel costs: 58,139.54 €

Declare costs for unsupported cases

Costs of unsupported cases:

Final total of actual personnel costs: 58,139.54 €

Close and Copy

Close without copying

Clean up

This will enable the field "Costs of unsupported cases" and you will be able to enter the corresponding amount (calculated offline), or modify it if you had already introduced one.

At the first occasion you enter an amount for this field, the warning below will be displayed to make sure you correctly understood the purpose of this field. If you reached this step by error, just click on

"Cancel". If you actually intend to declare costs for unsupported cases click on "OK, proceed" to continue and be able to enter the amount.

Financial year = calendar year?

Financial year start month

Warning

The purpose of checking this field is to declare costs for cases that are not currently supported by the wizard.

[Disclaimer](#)

	Work contract type	Person alias	Employment start date	Employment end date	Total personnel costs	Hours worked on action	Personnel costs	Additional remuneration	Actions
1	Employee (or	Miguel-Princip	01-01-2010	31-12-2010	100,000.00 €	1,000.00	58,139.54 €	0.00 €	

[+ Add Person working on the action](#)

Final total of actual personnel costs: 58,139.54 €

Declare costs for unsupported cases

Costs of unsupported cases:

Final total of actual personnel costs: 58,139.54 €

Now, you just need to enter the relevant amount in the field "Costs of unsupported cases", like in the example below, and the amount will then be reflected in the "Final total of actual personnel costs"

[+ Add Person working on the action](#)

	Work contract type	Person alias	Employment start date	Employment end date	Total personnel costs	Hours worked on action	Personnel costs	Additional remuneration	Actions
1	Employee (or	Miguel-Princip	01-01-2010	31-12-2010	100,000.00 €	1,000.00	58,139.54 €	0.00 €	

Final total of actual personnel costs: 58,139.54 €

Declare costs for unsupported cases

Costs of unsupported cases:

Final total of actual personnel costs: **158,139.54 €**

Unticking the field "Declare cost for unsupported cases" after having already entered an amount for those, will pop up a warning so that you confirm your intention:

Financial year = calendar year?

Financial year start month

[Disclaimer](#)

Warning ✕

You have already declared costs of unsupported cases. Do you want to delete these costs?

	Work contract type	Person alias	Employment start date	Employment end date	Total personnel costs	Hours worked on action	Personnel costs	Additional remuneration	Actions
1	Employee (or	Miguel-Princip	01-01-2010	31-12-2010	100,000.00 €	1,000.00	58,139.54 €	0.00 €	✖

[+ Add Person working on the action](#)

Total actual personnel costs calculated by the wizard: 58,139.54 €

Declare costs for unsupported cases

Costs of unsupported cases:

Final total of actual personnel costs: 158,139.54 €

You can click "Yes" if you actually want to remove the costs declared for unsupported cases or click "No" if you want to keep it.

You can modify an amount already introduced for unsupported cases at any stage.

Saving the data used by the wizard in personnel costs calculations

When you have finished adding the persons who worked in the H2020 action, you can copy the total eligible personnel costs in the corresponding "Direct personnel costs declared as actual costs" field in the financial statement screen. For this, you simply click the button "Close and Copy":

Direct personnel costs declared as actual costs

Direct personnel costs on action: 666036 ALEXIEA_ERC_ADG_SCI_6
 Reporting period: 1 - INTERIM - From 20 Apr 2015 to 19 Oct 2016
 Role: COORDINATOR
 PIC: 973276467
 Is non profit LE?: No
 Beneficiary: AST ADVANCED SPACE TECHNOLOGIES GMBH

Financial year = calendar year?
 Financial year start month:

[Disclaimer](#)

	Financial year	Reporting type
1	2015	Per full financial year
2	2016	Per full financial year

[+ Add Person working on the action](#)

	Work contract type	Person alias	Employment start date	Employment end date	Total personnel costs	Hours worked on action	Personnel costs	Additional remuneration	Actions
1	Employee (or equivalent)	Miguel-Principal Inve	01-01-2016	19-10-2016	40,000.00 €	1,300.00	37,659.94 €	0.00 €	

Total actual personnel costs: 37,659.94 €

Here below you can see how the "Total actual personnel costs" of 37,659.94€ calculated using the wizard has been copied in the "Direct personnel costs declared as actual costs" of the Financial Statement screen:

Cost Category	Unit Cost	Number of Units	Subtotal	Total	Actions
a) Direct personnel costs declared as actual costs				37,659.94 €	
b) Direct personnel costs declared as unit costs (average costs)				16,452.36 €	
c) SME owner/Natural person costs	32.13 €	x 111.00	= 3,566.43 €		

If you now click on the copied amount, in the case of an ERC project, you will get the following pop-up modal window:

Direct personnel costs declared as actual costs

Effort per Staff Category
 The use of resources in the table below are not editable since they were generated by the Wizard of Personnel Costs upon clicking on 'Copy' button. If you need to edit them manually then use the 'Clean up' button.

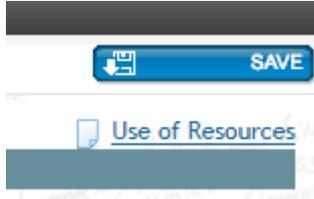
No.	Staff Category	Person Months	Costs
1	Principal Investigator	11.30	37,659.94 €

Use of in kind contribution from third party

There are no Use of Resources provided [+ Add Detail](#)

Note that in case of ERC projects, the use of resources table is not editable since it was generated by the wizard upon clicking on the "Copy" button. If you need to edit them manually, use instead the "Clean up" button.

By clicking in the link "Use of Resources":



you get access to the "Use of resources summary" (which in the case of an ERC grant will contain the "Person Months" and the "Costs" grouped by "Staff category" if you copied the results of the wizard)

Use of Resources summary

Project Number	666036
Acronym	666036 ALEXIEA_ERIC_ADG_SCI_6
Period Number	1
Period covered	From 20 Apr 2015 to 19 Oct 2016
Beneficiary Number	1
Beneficiary Short Name	AST GmbH

Direct personnel costs

1. Direct personnel costs declared as actual costs

No use of resources was specified for this category

Staff Category	Person Months	Costs
Principal Investigator	24.00	39,606.05

2. Direct personnel costs declared as unit costs (average costs)

No use of resources was specified for this category

Staff Category	Person Months	Costs
Principal Investigator	25.00	15,000.00
Senior Staff	56.36	1,452.36

3. Use of in kind contribution from third party

No use of resources was specified for Direct costs

Direct costs of subcontracting

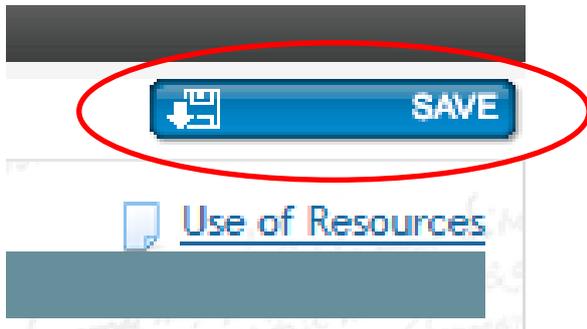
No use of resources was specified for this category

1. Direct personnel costs declared as actual costs

No use of resources was specified for this category

Staff Category	Person Months	Costs
Principal Investigator	24.00	39,606.05

Finally, please do not forget to click in the button "Save" in the financial statement screen if you want to find-back your data next time you get into the periodic reporting section.



Annex I. Cases and personnel costs not currently covered by the wizard.

The following cases are currently not covered by the wizard:

- Costs of personnel seconded free of charge:
Calculation should be the same as for employees, with the difference that the data is in the accounts of the third party (employer of the person) and that the beneficiary should be warned that if the person is seconded to work in the project, it would have to declare the same amount as 'receipts'.
- Person with more than one contract with the same entity during a financial year
The situation is relatively common, e.g. the employment contract ends in June and a new one with the same person is signed in September.
- Persons with two or more employment contracts with the same entity running in parallel and totalizing more than 100 % of an FTE.
- Reporting "per month" for persons working in the action with project-based remuneration.
- Reporting "per full financial year" for persons with different working patterns during a financial year (e.g. 50% Part-time during six months and then full-time for the last six months).

The following personnel costs are currently not covered by the wizard:

- Calculation of salaries paid during parental leave in the option for monthly hourly rates
- Redundancy payments (end of contract indemnities).