



**FCH 2 JU Financial Workshop
Brussels, 30 March 2017**

Personnel Costs

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<http://www.fch.europa.eu/>

Overview of the Presentation

Main objective: → error free financial statements !

1. Forms of Costs

2. Personnel Cost Calculation - 3 aspects:

- Annual Personnel Costs
- Annual Productive Hours
- Timesheets

3. General Calculation of Personnel costs

4. Special Cases:

- Personnel costs category
- Unit costs for SME owners w/out salary & Average personnel costs
- Bonus

5. Quiz : Q & A and Personnel Costs Exercise

Individual Financial Statement

Grant Management

Project Periodic Report

781643 (781643 REPA) CSA

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION

Period No: 1 Duration (months): 8
Reporting Period : [04 Jul 2015 - 03 Mar 2016]

Beneficiary 1: shortname for 966984368
Legal Name: ROOD WIT BLAUW WATER SERVICES BV
PIC: 966984368 Status: VALIDATED
Legal Address: AMBACHTSTRAAT 20 , 7609 RA , ALMELO Netherlands

Financial Statement

Financial Statement SAVE

[Use of Resources](#)

Financial information from contact

No contribution requested? ☐ Yes ☒ No

Financial Statements

Period	Adjustment	Requested Contribution
04/07/2015 - 03/03/2016 (Period No '1')	No	0.00 €

Financial Statement for period '1' (04/07/2015 - 03/03/2016)

Eligible costs:

Cost Category	Unit Cost	Number of Units	Subtotal	Total	Actions
a) Direct personnel costs declared as actual costs				0.00 €	
b) Direct personnel costs declared as unit costs (average cos				0.00 €	
▼ c) Direct personnel costs declared as unit costs				0.00 €	
c1) SME owner/Natural person costs	33.92 €	x 0 =	0.00 €		
d) 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) Indirect costs (= 0.25 * (a + b + c + f - o))				0.00 €	
j) Total costs (= a + b + c + d + e + f + h)				0.00 €	
k) Receipts				0.00 €	
m) Maximum EU contribution (100%)				0.00 €	
n) Requested EU contribution				0.00 €	

Additional Information for indirect costs:

Use of 'costs of in-kind contributions not used on premises? (o) ☐ Yes ☒ No

Validate

Individual Financial Statement

Financial Statement SAVE

[Use of Resources](#)

Financial information from contact

No contribution requested? ☐ Yes ☒ No

Financial Statements

Period	Adjustment	Requested Contribution
04/07/2015 - 03/03/2016 (Period No '1')	No	0.00 €

Financial Statement for period '1' (04/07/2015 - 03/03/2016)

Eligible costs: **1**

Cost Category	Unit Cost	Number of Units	Subtotal	Total	Actions
a) Direct personnel costs declared as actual costs				120,000.00 €	
b) Direct personnel costs declared as unit costs (average co:				0.00 €	
▼ c) Direct personnel costs declared as unit costs				0.00 €	

Direct personnel costs declared as actual costs

Persons/month per WP

[Add Detail](#)

No.	Person Months	Associated Work Package	Actions
1	10	(none)	
Associate Work Packages			

Use of in kind contribution from third party

[Add Detail](#)

There are no Use of Resources provided

[Ok](#) [Cancel](#)

Forms of Costs

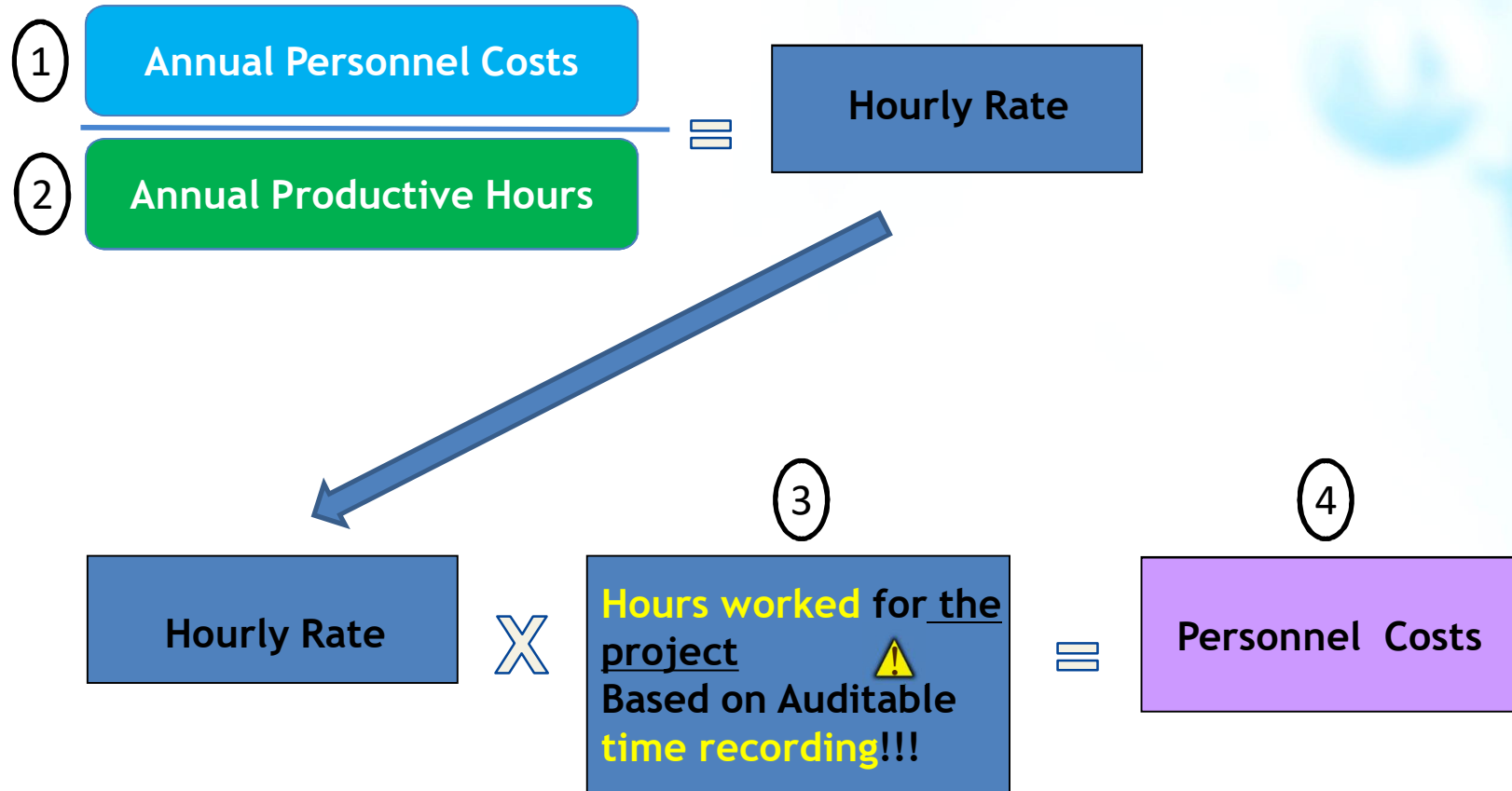
Actual costs

- Costs actually incurred, identifiable and verifiable, recorded in the accounts, etc.

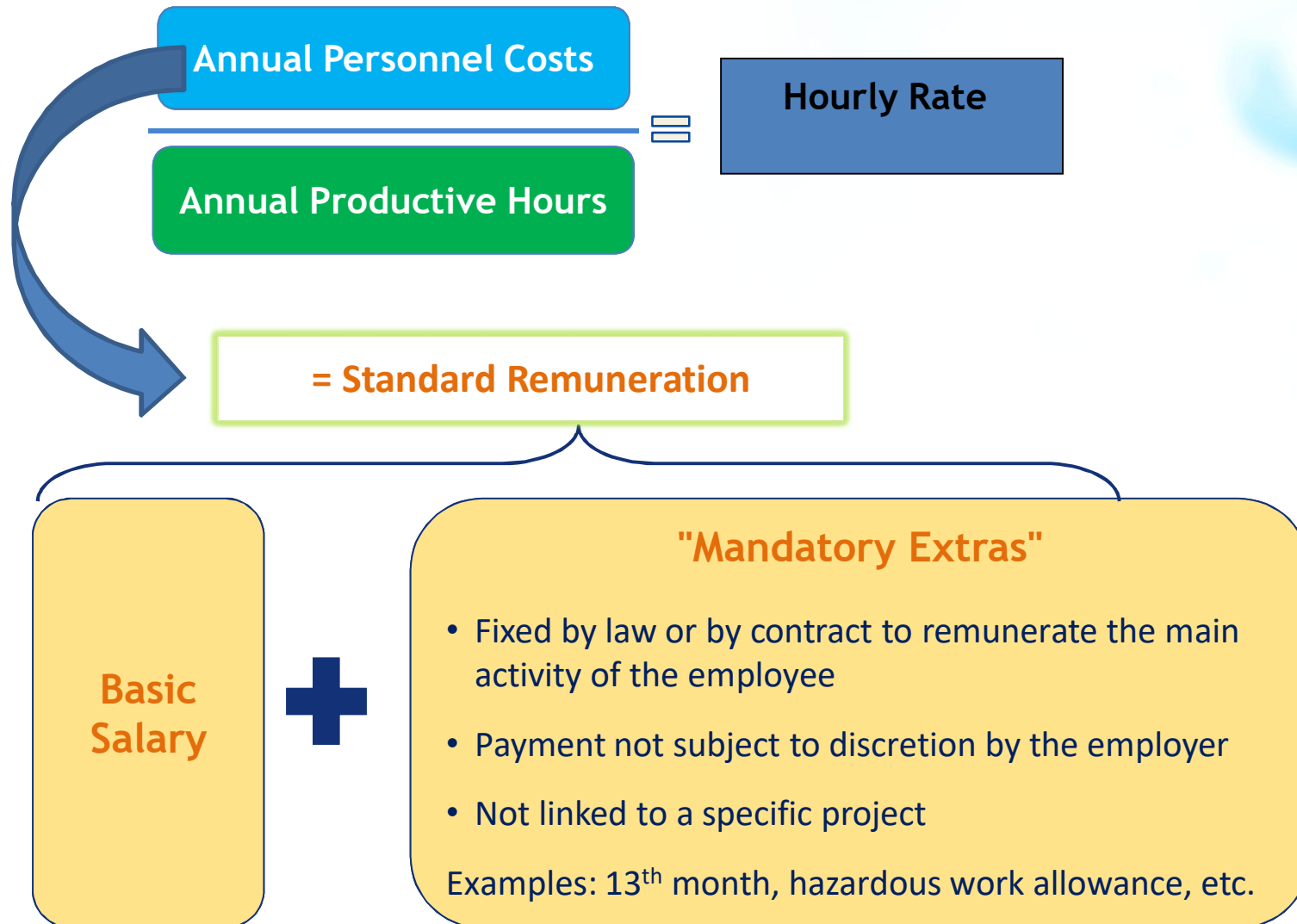
Unit costs

- A fixed amount per unit determined by the Commission. *Example: SME owners' unit cost*
- Average personnel cost (based on the usual accounting practices)

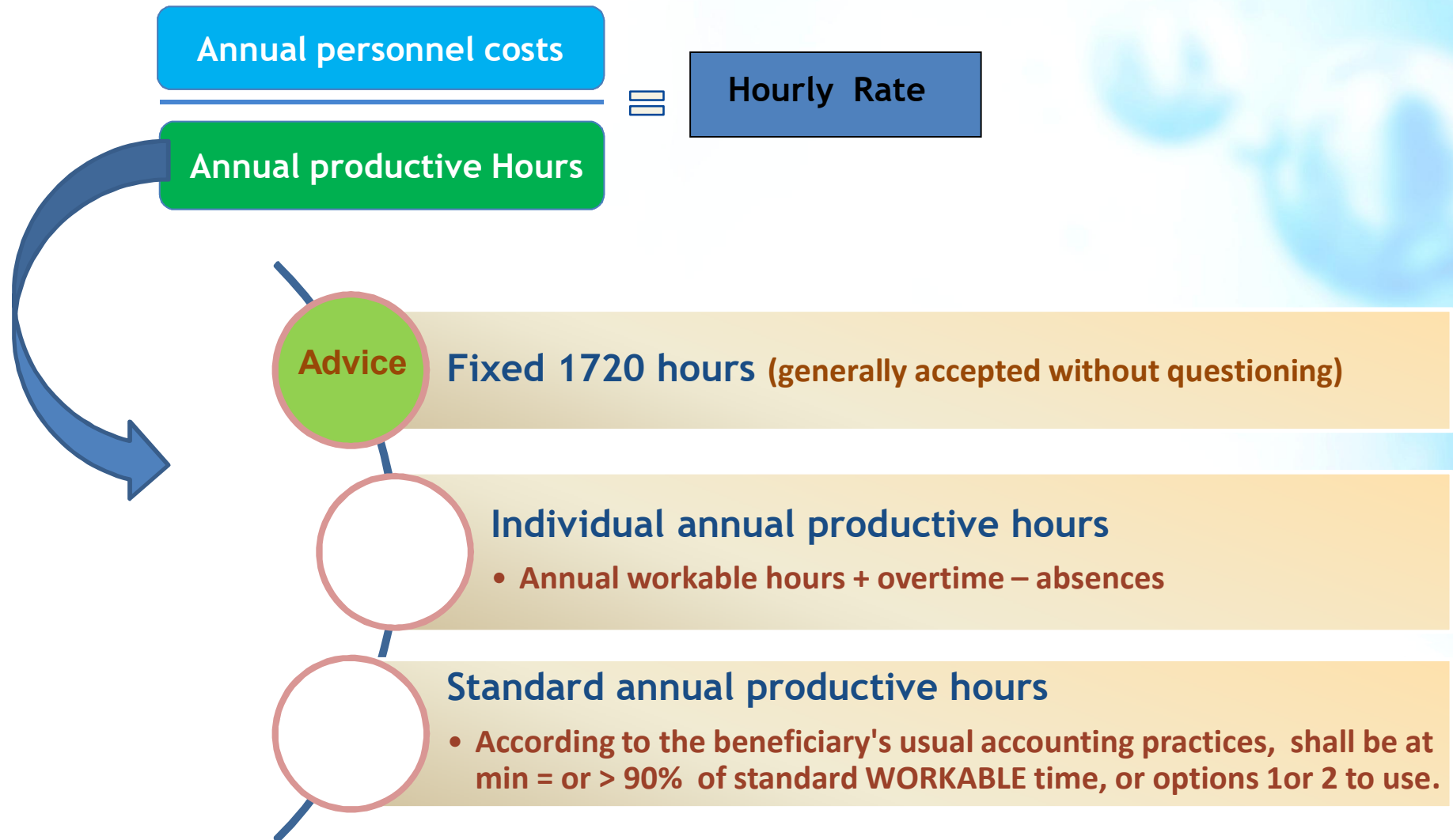
Personnel Costs - Overview



1: Annual Personnel Costs



2: Annual Productive Hours



3: Hours worked - Timesheets

Timesheets :

GA Art.18:“Beneficiaries must keep time records for the number of hours declared”

TIME RECORDING FOR A HORIZON 2020 ACTION																			Month:		Year:	
Title of the action (acronym):										Grant Agreement No:												
Beneficiary's / linked third party's name:																						
Name of the person working on the action:										Type of personnel <small>(see Art. 6.2.A Grant Agreement)</small>												

	DAY	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	Total	
Reference <small>e.g. work package</small>																																		
Total Hours																																		

Short description of the activities carried out in the month:	
<div> <div>Signed (name of the person working for the action):</div> <div>Date:</div> </div> <div> <div>Signed (name of the supervisor):</div> <div>Date:</div> </div>	

3: Hours worked - Timesheets

Q: I work 100% on the project, so I don't have to fill in timesheet, right?

A: Correct, no timesheet needed, but Declaration for persons working exclusively **100% on a project** - Model Art. 18 of AGA

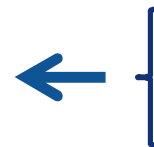
STILL:

- Did I spend time for other non-related to the project activities?
- Did I spend time in writing proposals for next calls, or lecturing during working hours?

A: If any answer above is YES => you **have to** fill in a timesheet.

3: Hours worked - Timesheets - Declaration for Working exclusively 100% on a Project

- ☐ the whole reporting period
- ☐ from/...../.....³ until/...../.....⁴
(This period must cover at least one full natural month)⁵



Version 1.1 – December 2014

Declaration on a person working exclusively on a H2020 action

Action		
Title of the action (acronym)		Grant Agreement number
Beneficiary's/linked third party's name		
Reporting period covered by this declaration ¹		
Reporting period number	from (date)	to (date)

This document certifies that² has worked for the beneficiary/linked third party exclusively on the above-mentioned H2020 action during (chose one below):

- ☐ the whole reporting period
- ☐ from³ until⁴
(This period must cover at least one full natural month)⁵

Short description of the activities carried out during the period covered by this declaration	
Reference (e.g. work package)	Activities

SIGNATURES

For the beneficiary/linked third party (supervisor)

Name:

Date:/...../.....

Signature:

For the person working exclusively on the action

Date:/...../.....

Signature:

¹ Only one declaration can be made per reporting period for each person working in the action.

² Insert name of the person.

³ Insert date.

⁴ Insert date.

⁵ The person must keep timesheets for any hours worked for the action outside the period indicated herein.

Exercise: General calculation of personnel costs

Ms R. has worked in 2015 and 2016 for the H2020 action whose reporting period runs from 01/10/14 to 31/03/16.

How do we calculate the personnel costs
to be charged to the action?

Step 1

Calculate the hourly rate

Step 2

Identify the hours worked for the action

Step 3

Multiply the hours worked for the action by the hourly rate

Step 1: Hourly rate

$$\text{Cost} = \text{Hours worked for the action} \times \underbrace{\frac{\text{Annual personnel costs}}{\text{Annual productive hours}}}_{\text{Hourly rate}}$$

Step 1.a

Calculate the hourly rate: annual personnel costs

As 2016 is on-going at the end of the reporting period, the 2015 hourly rate will apply also for the 2016 months of the reporting period

Ms R. has a gross monthly salary of 2 500 EUR and the employer pays 30 % on top as social security

Annual personnel costs =

Step 1: Hourly rate - Answer

$$\text{Cost} = \text{Hours worked for the action} \times \underbrace{\frac{\text{Annual personnel costs}}{\text{Annual productive hours}}}_{\text{Hourly rate}}$$

Step 1.a

Calculate the hourly rate: annual personnel costs

As 2016 is on-going at the end of the reporting period, the 2015 hourly rate will apply also for the 2016 months of the reporting period

Ms R. has a gross monthly salary of 2 500 EUR and the employer pays 30 % on top as social security

Annual personnel costs

$$\begin{aligned} &= 12 \text{ months} * (2\,500 \text{ eur} + 750 \text{ eur}) \\ &= 39\,000 \text{ eur} \end{aligned}$$

Step 1: Hourly rate

$$\text{Cost} = \text{Hours worked for the action} \times \underbrace{\frac{\text{Annual personnel costs}}{\text{Annual productive hours}}}_{\text{Hourly rate}}$$

Out of the three options offered by the H2020 grant agreement:

- i. Fixed hours
- ii. Individual annual productive hours
- iii. Standard annual productive hours

The beneficiary applies option 1.

Annual productive hours of Ms R.

=

Hourly rate of Ms R.

=

Step 1: Hourly rate - Answer

$$\text{Cost} = \text{Hours worked for the action} \times \underbrace{\frac{\text{Annual personnel costs}}{\text{Annual productive hours}}}_{\text{Hourly rate}}$$

Out of the three options offered by the H2020 grant agreement:

- i. Fixed hours
- ii. Individual annual productive hours
- iii. Standard annual productive hours

The beneficiary applies option 1.

Annual productive hours of Ms R. = 1 720 hours (option 1)

Hourly rate of Ms R. = $\frac{\text{Annual personnel costs (39 000 eur)}}{\text{Annual productive hours (1 720 eur)}} = 22.67 \text{ eur/hour}$

Step 2: Hours worked

Step 2

Identify the hours worked for the action

In December 2015 Ms R. worked some hours (registered in a timesheet):

	DAY	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	Total
Reference e.g. work package																																	
WP 2		8	8	8				4	8	8	8	8				8	8	8															84

And in 2016 she signed a declaration of exclusive work in the action covering the period:

- ☒ from 01/01/2016³ until 15/02/2016⁴
(This period must cover at least one full natural month)⁵

Step 3: Hours worked * Hourly rate

$$\text{Cost} = \text{Hours worked for the action} \times \underbrace{\frac{\text{Annual personnel costs}}{\text{Annual productive hours}}}_{\text{Hourly rate}}$$

Step 3

Multiply the hours worked for the action by the hourly rate

Cost 2015 =



As 2016 is on-going, the 2015 hourly rate will apply also for the 2016 months of the reporting period

Cost 2016 =

Total personnel costs to declare =

Step 3: Hours worked * Hourly rate

$$\text{Cost} = \text{Hours worked for the action} \times \underbrace{\frac{\text{Annual personnel costs}}{\text{Annual productive hours}}}_{\text{Hourly rate}}$$

Step 3

Multiply the hours worked for the action by the hourly rate

$$\begin{aligned}\text{Cost 2015} &= 84 \text{ hours} * 22.67 \text{ eur} \\ &= 1,904.28 \text{ eur}\end{aligned}$$



As 2016 is on-going, the 2015 hourly rate will apply also for the 2016 months of the reporting period

$$\begin{aligned}\text{Cost 2016} &= 1\,720 * (1.5 \text{ month} / 12 \text{ months}) * 22.67 \text{ eur/h} \\ &= 4\,874. \text{ eur}\end{aligned}$$

Total personnel costs to declare = 6 778.33 eur

Step 3: Hours worked * Hourly rate (option 2)

The beneficiary has chosen option 2, individual annual productive hours:

annual workable hours + overtime - absences

Ms R. contract stipulates that she works 8 hours per day from Monday to Friday (the year has 52 weeks). She has 22 working days of annual leave + eight days of public holidays.

In 2015 she worked 29 hours of overtime and was on sick leave for five days.

Annual workable hours =

=> Annual productive hours =

Step 3: Hours worked * Hourly rate (option 2)

The beneficiary has chosen option 2, individual annual productive hours:

annual workable hours + overtime - absences

Ms R. contract stipulates that she works 8 hours per day from Monday to Friday (the year has 52 weeks). She has 22 working days of annual leave + eight days of public holidays.

In 2015 she worked 29 hours of overtime and was on sick leave for five days.

$$\begin{aligned}\text{Annual workable hours} &= 52 \text{ weeks} * 8 \text{ h} * 5 \text{ d (contract)} \\ &\quad - 22 \text{ d} * 8 \text{ h} \quad \quad \quad \text{(annual leave)} \\ &\quad - 8 \text{ d} * 8 \text{ h} \quad \quad \quad \text{(public holidays)} \\ &= 1\,840 \text{ hours} \\ &\quad + 29 \text{ h} \quad \quad \quad \text{(overtime)} \\ &\quad - 5 \text{ d} * 8 \text{ h} \quad \quad \quad \text{(sick leave)}\end{aligned}$$

=> Annual productive hours = 1 829 hours

Unit Costs: SME Owners, or Natural Persons without Salary

Costs must be declared on the basis of the unit cost (hourly rate) fixed by Commission Decision C(2013) 8197 and indicated in Annexes 2 and 2a of the GA.

In practice: SYGMA calculates the hourly rate for you by using the formula:

$$\frac{\text{Monthly living allowance for experienced researchers under the IF actions}}{143} \times \text{Country correction coefficient}$$

- Calculates automatically once you enter the hours worked;
- 143 Hours per month relate to the max.1720 fixed annual productive hours;
- Max. total hours chargeable per year is 1720 for all projects worked on.

Unit Costs: Average Personnel Costs

H2020: « Wider acceptance of average personnel costs »

You calculate average hourly rate as per your usual practice provided that:

- You applied it in a consistent manner, based on objective criteria, and regardless of the source of EC/ national/ private funding
- You calculate the hourly rate using the actual personnel costs recorded in your accounts, excluding ineligible cost or costs included in other budget categories
- You use one of the three options to determine the annual productive hours - fixed 1720, actual individual hours or standard productive hours.

Actual Personnel Costs : Monthly Hourly Rate GA v.3

$$\text{Hourly rate} = \frac{\text{Personnel costs}}{\text{Productive hours}}$$

Annual hourly rate

Hourly rates calculated per full financial year

$$\frac{\text{Annual personnel costs}}{\text{Annual productive hours}}$$



NEW !

Monthly hourly rate

Hourly rates calculated per month

$$\frac{\text{Monthly personnel costs}}{\text{Monthly productive hours}}$$

Actual Personnel Costs : Monthly Hourly Rate contd.

Monthly hourly rate specificities

$$\frac{\text{Monthly personnel costs}}{\text{Monthly productive hours}}$$

One hourly rate **per each month the person works in the action**

↳ **Monthly productive hours** = 1/12 of the annual productive hours

⚠ Only options 1 (1720) and 3 (standard) are allowed. Option 2 (individual) is NOT allowed for monthly hourly rates.

↳ **Thirteen salary** (and similar) included in each month "pro-rata"; not in full in the month when they are paid.

↳ **Time spent in parental leave** cannot be deducted from the monthly productive hours. However, personnel costs incurred during parental leave may be charged in proportion to the time the person worked for the action.

Personnel Costs Components

The remuneration of Ms R. is composed of:

Gross annual salary fixed by contract: 20 000 EUR

+ the following complements fixed in the collective labour agreement:

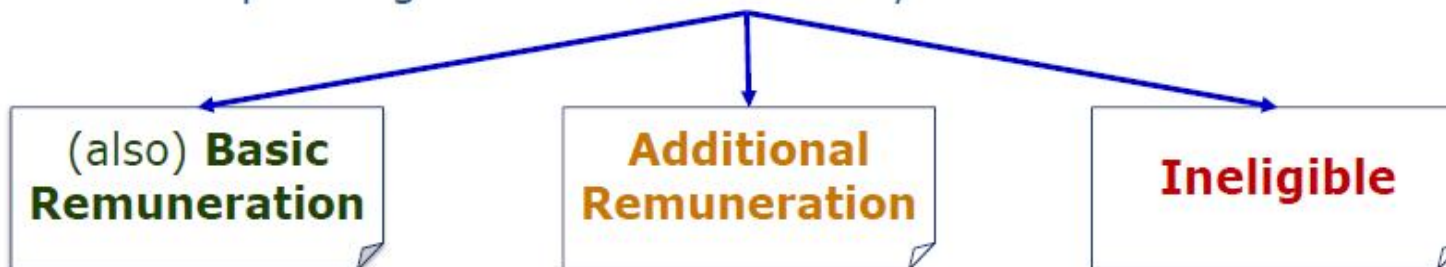
- Hazard pay for working with radioactive materials: 500 EUR/month*
- Family allowance: 100 EUR/month*
- Transportation allowance: 2 EUR/day*



**Basic
Remuneration**

In addition, she may receive a variable 'extra'.

Depending on its characteristics, this extra will be:



Complements to Salary in Annual re: Personnel Costs -

Ineligible

- Arbitrary bonus
- Bonus based on commercial targets (e.g. sales target), fund raising targets or representing profit distribution (dividends)
- Bonus applied only to EU actions

Additional Remuneration

- Triggered by specific projects
- Paid for additional work or expertise
- Part of the usual remuneration practices of the entity
- Determined using objective criteria established in the internal rules
- ⚠ Eligible only for non-profit legal entities

(also) Basic Remuneration

- If not triggered by specific projects
- Under a scheme authorised by law, collective agreement of contract
- Determined using objective criteria established in the internal rules

Case Study : BONUS as part of Basic Remuneration

Co X pays bonus (bonus, “interessement” & “participation”) to staff

Bonus eligible as part of “basic remuneration”= Basic salary & complements), IF

1. Meet the general conditions for cost to be eligible as per Art 6.1 (a) & (b);
2. Are fixed (as conditions & amount or %) & mandatory according to the employment contracts, the national law or a collective labour agreement;
3. Are paid to the employees for their usual work/ duties/ tasks as defined in employment contract, and do not depend on participation in a specific project.

For the variable complements, in addition to points 1 and 3 above,

1. authorized under national law, collective labour agreement or part of the employment contract, and
2. the amount is determined based on objective conditions and not at the sole discretion of the employer.

Personnel Costs - Eligible & Ineligible Components Exercise

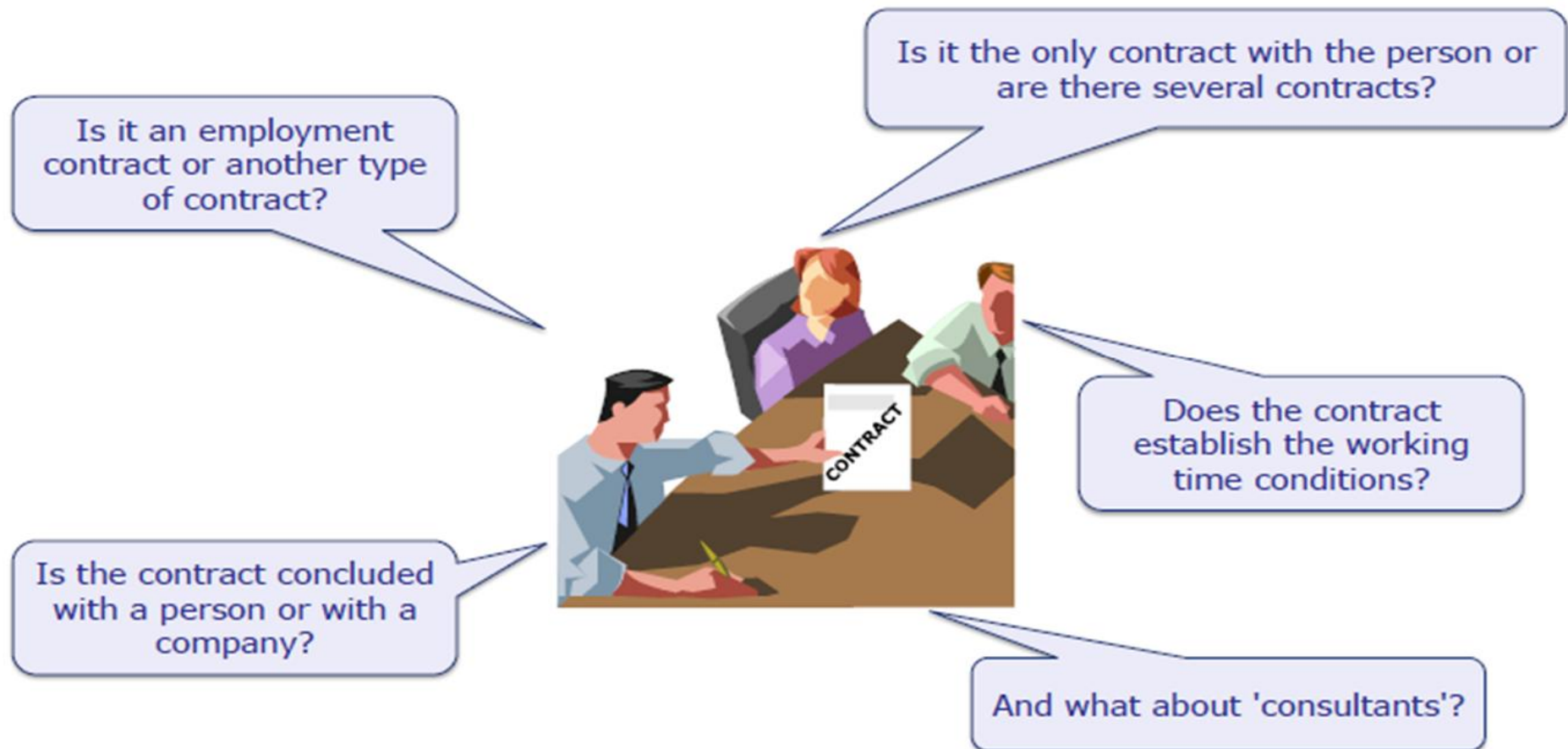
Personnel	Example cases:	Basic salary		Additional remuneration	Ineligible
		Mandatory complements	Variable complements		
	a salary defined in the employment contract for the employees usual tasks				
	a 13th month payment foreseen in the collective labour agreement				
	a bonus based on a decision of a superior				
	a bonus authorized by the collective labour agreement; payment complies with usual practices of the beneficiary; decision is based on objective criteria				
	a top up for being responsible officer for radiation protection as provided for in collective labour agreement				
	for additional tasks/expertise in another project				
	for additional tasks/expertise in EUROfusion; payment is specific to EU actions only				
	paid for additional tasks/expertise consistently paid if the same type of expertise is required				

Personnel Costs - Eligible & Ineligible Components - Answers

Personnel	Example cases:	Basic salary		Additional remuneration	Ineligible
		Mandatory complements	Variable complements		
	a salary defined in the employment contract for the employees usual tasks	✓			
	a 13th month payment foreseen in the collective labour agreement	✓			
	a bonus based on a decision of a superior				✓
	a bonus authorized by the collective labour agreement; payment complies with usual practices of the beneficiary; decision is based on objective criteria		✓		
	a top up for being responsible officer for radiation protection as provided for in collective labour agreement	✓			
	for additional tasks/expertise in another project				✓
	for additional tasks/expertise in EUROfusion; payment is specific to EU actions only				✓
	paid for additional tasks/expertise consistently paid if the same type of expertise is required			✓	

Types of Contracts vs. Forms of Costs ?

Classifying workforce contracts



Personnel Contracts: What Concrat under What Budget category (1)

What contract under what budget category

A. Direct personnel costs		B. Direct costs of subcontracting	[C. Direct costs of fin. support]	D. Other direct costs	E. Indirect costs ²
A.1 Employees (or equivalent)	A.4 SME owners without salary			D.1 Travel	
A.2 Natural persons under direct contract	A.5 Beneficiaries that are natural persons without salary			D.2 Equipment	
A.3 Seconded persons				D.3 Other goods and services	
[A.6 Personnel for providing access to research infrastructure]				[D.4 Costs of large research infrastructure]	
Actual	Unit ⁷	Unit ⁸	Actual	Actual	Flat-rate ⁹

Workforce costs

What Contract under What Budget Category ? (2)

What workforce contracts can you declare under personnel costs?



Standard case: persons hired by the beneficiary via an *employment contract*

(qualified as such under national law; and for whom the hiring entity pays social security contributions)

Other cases:

- Employees of a third party seconded to the beneficiary (must be set in Annex 1!)
- Natural persons hired directly via a contract other than an employment contract **if:**
 - They work under hierarchical dependence within the beneficiary structure and (in general) work at the beneficiary's premises
 - The result of the work belongs to the beneficiary
 - The costs are similar than those of an employee of the beneficiary with similar tasks

What Contract under What Budget Category ? (3)

What you can **NOT** declare under personnel costs?

- ❌ Contracts with companies (e.g. temporary work agencies) to provide staff
- ❌ Natural persons (e.g. consultants) not fulfilling any of the conditions mentioned in the previous slide.
e.g. working autonomously on the tasks assigned to them
- ❌ Natural persons (e.g. consultants) paid *for deliverables* rather than for *working time*



In the cases above the costs may be eligible under 'Other goods and services' or under 'Subcontracting' but never as personnel costs

Specific Cases of Personnel-related Costs

- Telework - YES * if usual practice & able to record & identify (timesheets)
- Benefits in kind - company car, lunch vouchers - Yes* if justified and registered as personnel costs as per beneficiary's usual practice.
- Recruitment Costs - No => IC even if additional personnel needed
- Costs for Students, PhDs & other researchers under agreements - Fellowships: Yes* if student qualified for job, contracts work-oriented & law-compliant
Academic Fees - Yes*, waived study fee based on contract as cost for University.
- Parental Leave - Salaries & Social Security during PL - Yes* if mandatory by law, actually incurred = not reimbursed (net amounts eligible)
- Costs related to Public Officials - Yes* + In-kind contribution by Govt.
* Yes* = Yes, if Art. 6 conditions on costs eligibility met

QUIZ

Q: May H2020 GAs beneficiaries use different methods to calculate the hourly rate (per full financial year or per month), in different H2020 GAs, or within the same GA?

A: Each beneficiary may choose any of the two options (only 1 option) in a financial year (FY), for the calculation of actual personnel costs to ALL its H2020 GAs in the FY. If they want to change, they can only make this change in the next financial year.

Example: Benef. A has 2 H2020 grants. First reporting period of those GAs is as follows:

Grant 1: From 01/07/2015 to 31/12/2016

Grant 2: From 01/10/2015 to 31/03/2017

Beneficiary A may choose annual calculation for FY 2015 (in this example FY = calendar year) and monthly calculation from 01/2016 onward.

What A cannot do is to calculate annual rates for Grant 1 & monthly rates for Grant 2.

CFS costs

Q: Under which cost category can I claim the costs of issuing a Certificate on the Financial Statement (CFS), or Certificate on the methodology for average personnel costs?

A: CFS costs can be claimed under :

- ODC 'Costs for other goods & services' if by an external auditor.
- If Certificate was issued by an Independent internal auditor of e.g. public entity, costs are claimed under Personnel - based on actual hourly rate * Hours spent on CFS.

Linked TP Form C

Q: How are financial statements for linked third parties (TPs) in H2020 grants prepared and submitted?

- A: Linked TPs do not have direct contractual link to the EC/JU. To be represented by the beneficiary to which they are linked, => TPs Form C is to be submitted by Beneficiary, 2 technical options :
 - TP transmits data to Beneficiary to encode it
 - Beneficiary gives temporary access rights (“task manager”) to TP.
- * TP Form C must be printed, signed on paper & kept by Beneficiary.

Monthly Personnel Costs

Q: How to calculate Monthly hourly rate for actual personnel costs if parts of basic remuneration are generated over a period longer than month.

A: If part of Basic remuneration covers > 1 month (13-th salary), only the entitlement for the month is included in monthly pers. costs, irresp. of what paid.

Example: As per Collective labour agreement, Ms T is entitled to 13-th salary (additional to the monthly salaries)

- to be paid in July & equivalent to a full month salary,

i.e. in July Ms T gets two monthly salaries of EUR 3 000 =>

July monthly pers. costs= $3\,000 + \{3\,000/12\} = 3\,000 + 250 = \text{EUR } 3\,250$

Hours for Monthly Hourly Rate

Q: When calculating Monthly hourly rate for actual personnel costs in H2020 grants, must beneficiaries “cap” number of hours worked for EU actions on a monthly basis?

A: There is no such obligation for beneficiaries to cap number of hours worked on monthly basis.

E.g. Person A actually worked 160 hours Jan.2016. “Standardized” monthly hours are 143,33 (1720/12). Beneficiary can charge actual 160 hours (> number of annual productive hours 1720/12, provided that:

- hours charged are real, reasonable (Art.6.1.(a).(vii) & comply w/ applicable national labour law, i.e., if by National employees cannot work more than 48 h. p.w., you cannot charge 250 Hours !
- total hours declared for the person for the year are not higher than the annual productive hours used for calculation of Hourly rate (Art.2.A Calculation), and ,
- total actual personnel costs declared for the person for the year are not higher than total personnel costs recorded in Beneficiary’s accounts for the person in the year (Art. 6.1.(a).(i)).

Personnel Costs Exercise - Option 1 Annual Productive Hours

Personnel



Option 1:

Employment contract does not allow determination of annual workable hours.

Working hours per day	n. a.
Maximum hours per year	n. a.
Annual leave	30 days
Other unproductive hours	80 hours
Absence due to sickness	4 days
Overtime	15 hours
Personnel costs per year	88,000 Euro
Hours worked for the action	168 hours

Please, calculate.

Annual workable hours:

+ Overtime (in hours)

- Absence (in hours)

= Individual annual productive hours:

Hourly rate:

Personnel costs to be charged to EUROfusion:

Personnel Costs Exercise - Option 1 - Answer

Personnel



Working hours per day	n. a.
Maximum hours per year	n. a.
Annual leave	30 days
Other unproductive hours	80 hours
Absence due to sickness	4 days
Overtime	15 hours
Personnel costs per year	88,000 Euro
Hours worked for the action	168 hours

Option 1:

Employment contract does not allow determination of annual workable hours.

Please, calculate.

Annual workable hours:	n. a.	
+ Overtime (in hours)	n. a.	
- Absence (in hours)	n. a.	
= Individual annual productive hours:	n. a.	
Hourly rate:	51.16 €	(88,000 € / 1,720 h)
Personnel costs to be charged to EUROfusion:	8,594.88 €	(168 h x 51.16 €)

Personnel Costs Exercise Option 2

Personnel



Option 2:

Employment contract allows determination of annual workable hours.

Working hours per day	8 hours
Maximum hours per year	1,948 hours
Annual leave	30 days
Other unproductive hours	80 hours
Absence due to sickness	6 days
Overtime	15 hours
Personnel costs per year	88,000 Euro
Hours worked for the action	168 hours

Please, calculate.

Annual workable hours:

+ Overtime (in hours)

- Absence (in hours)

= Individual annual productive hours:

Hourly rate:

Personnel costs to be charged to EUROfusion:

Personnel Costs Exercise Option 2 - Answer

Personnel



Working hours per day	8 hours
Maximum hours per year	1,948 hours
Annual leave	30 days
Other unproductive hours	80 hours
Absence due to sickness	6 days
Overtime	15 hours
Personnel costs per year	88,000 Euro
Hours worked for the action	168 hours

Please, calculate.

Annual workable hours:	1,628 h	$[1,948h - 80h - (30d \times 8h)]$
+ Overtime (in hours)	15 h	
- Absence (in hours)	48 h	
= Individual annual productive hours:	1,595 h	
Hourly rate:	55.17 €	$(88,000 \text{ €} / 1,595 \text{ h})$
Personnel costs to be charged to EUROfusion:	9,268.56 €	$(168 \text{ h} \times 55.17 \text{ €})$

Option 2:

Employment contract allows determination of annual workable hours.

Personnel Costs Option 3

Personnel



Option 3:

Employment contract allows determination of annual workable hours.

Working hours per day	8 hours
Maximum hours per year	1,948 hours
Annual leave	20 days
Average unproductive hours	12 hours
Average absence due to sickness	4 days
Overtime	n. a.
Personnel costs per year technician	65,000 Euro
Personnel costs per year scientist	88,000 Euro
Hours worked for the action	168 hours
Standard annual productive hours technicians	1,550 hours
Standard annual productive hours scientists	1,610 hours

Please, calculate.

Standard annual workable hours:

90% of standard workable hours:

Hourly rate: Technicians
 Scientists

EUROfusion Technicians
Personnel costs: Scientists

Personnel Costs Option 3 - Answers

Personnel



Working hours per day	8 hours
Maximum hours per year	1,948 hours
Annual leave	20 days
Average unproductive hours	12 hours
Average absence due to sickness	4 days
Overtime	n. a.
Personnel costs per year technician	65,000 Euro
Personnel costs per year scientist	88,000 Euro
Hours worked for the action	168 hours
Standard annual productive hours technicians	1,550 hours
Standard annual productive hours scientists	1,610 hours

Option 3:

Employment contract allows determination of annual workable hours.

Please, calculate.

Standard annual workable hours:	1,744 h	$[1,948h - (20d \times 8h) - 12h - (4d \times 8h)]$
90% of standard workable hours:	1,569.60 h	$(1,744 h \times 90\%)$
Hourly rate:	Technicians	41.41 € $(65,000 \text{ €} / 1,569.60 h)$
	Scientists	54.66 € $(88,000 \text{ €} / 1,610 h)$
EUROfusion	Technicians	6,956.88 € $(168 h \times 41.41 \text{ €})$
Personnel costs:	Scientists	9,182.88 € $(168 h \times 54.66 \text{ €})$