

## MONTHLY TIMESHEET COMPLETION PROCESS (VERSION 26 OCT 2018)

Your Research Awards Manager sets up an Excel timesheet template and emails it to you. You save the template in a location you will remember so that you can access it each month.



Within 5 business days following the end of the month, you open the Excel timesheet template, complete the worksheet for the applicable month, and save the Excel timesheet.



You print the month's timesheet, sign and date it, and pass it to your supervisor (usually the project's Principal Investigator, or if you are the PI then the Head of Department or Centre Director).



Your supervisor countersigns and dates the month's timesheet and passes it back to you (or to your project administrator or departmental/centre manager).



Optional but recommended: you (or your project administrator or departmental/centre manager) scans the fully authorised month's timesheet, saves it, and sends it by email to your Research Awards Manager.



You (or your project administrator or departmental /centre manager) sends the original fully authorised month's timesheet by hand delivery or internal mail to Research and Innovation for filing.