PPT for EU 2 - Online Help

Support

If you have any [problems](#) or [request](#) for the application, please fill the corresponding form in Service Now.

Project Offices

Here is the list of email addresses for the different project offices:

Project	Project Office
EGI-InSPIRE	egi-inspire-po@egi.eu
EMI	project-eu-emi-po@cern.ch
EuCard	EuCARD-PPT-Support@cern.ch
Other	dg-rpc-eut@cern.ch

How to fill a timesheet ?

Each month, PPT.EU will generate a new timesheet for the past month; you will receive a reminder by e-mail. Click on the link to be directed to PPT.EU.

- **Members**

Click on the Member tab, and select the month(s) of the timesheets, then click on Search. You may also select the status Created in order to show only timesheets which need to be filled in.

Click on Edit or double-click on the timesheet to open it.

Enter the hours spent during the month on the relevant work package(s).

The rest (leaves, "other work" which is the time spent not working on EU projects) will be filled automatically.

Click on Save, and Submit.

- **Supervisors**

 Supervisors are requested to validate the timesheets of the members.

Click on the Supervisor tab, and select the month(s) of the timesheets, then click on Search. You may also select the status Submitted in order to show only timesheets which need to be validated.

Click on Edit or double-click on the timesheet to open it.

Check the hours declared, then click on Validate.

Deadlines

Submission Deadline

The deadline for submission is the 20th of the current month.

Validation Deadline

The deadline for validation is the 25th of the current month.

Reminders

A reminder will be sent on the 5th of every month to all the members with time sheets that have not been submitted.

Supervisors will receive an automatic e-mail requesting them to validate the timesheets on the 10th of every month.

It is therefore highly recommended to all members to fill the timesheets as soon as possible so that their supervisors can validate them upon receival of the automatic e-mail.

Frequently Asked Questions (FAQ)

What is PPT.EU ?

 PPT.EU is a tool developed by GS-AIS in order to respond to EC's requirement concerning financial and man-month reporting.

Timesheets are a key element to EU projects, as it is the only way to justify personnel costs to the European Commission. Without the timesheets, CERN cannot obtain the reimbursement of personnel costs, nor justify the effort spent on the project.

Though the former version of the software has been used for years on EGEE or EUCARD, the new version is ultimately meant to be used on all EU projects. So far, it has been implemented on AIDA, EMI, EUCARD and HiLumi.

Who should fill and sign the timesheets ?

Therefore, people working on an EU project are required to fill timesheets.and their supervisors to validate them (note that the project/WP leader can also be authorized to validate the timesheets).

Please note that CERN's distinction between Personnel and Material costs is irrelevant when it comes to determining who should fill timesheets or not. Students, USAS, PJAS and PDAS are considered as Personnel though paid through the Material budget.

As a consequence, Students, USAS, PJAS and PDAS working on an EU project are also required to fill timesheets.

NB: please bear in mind that subsistence paid to UPAS, USER and EXTERNALS are normally prohibited on EU projects.

 When:

- A new person arrives on the project;

- A person filling timesheets stops working on the project;

- A work package is missing on the timesheet;

-    The person registered as supervisor is not appropriate;

Please contact the Project Office.

Who should be entered as my supervisor ?

The supervisor in PPT.EU can generally be either:

-    The Work Package Leader at CERN

-    The Project Leader (Scientist in charge) at CERN

-   The CERN supervisor

However, in some cases not all of the above options may be available:

-   Cases when the CERN supervisor only shall sign the timesheets:

- The supervisee works on several EU projects
- The supervisee is the Project Leader

-   Cases when the CERN supervisor or the Project Leader only shall sign the timesheets:

- The supervisee is the WP leader

My time sheet is blocked, who should I contact?

You should contact your supervisor. They should be able to unlock it for you. However, the time sheet will be unblocked only during the current day and block again at night.

I am a supervisor and there are some time sheets that I cannot unblock. What can I do?

You should contact the project office of one of the projects listed in the time sheet. They should be able to unlock the time sheet for you. However, the time sheet will be unblocked only during the current day and block again at night.