



Personnel Costs SyGMA Wizard

H2020-no financial errors.be – 2019 edition info session

Monday, 2 April 2019

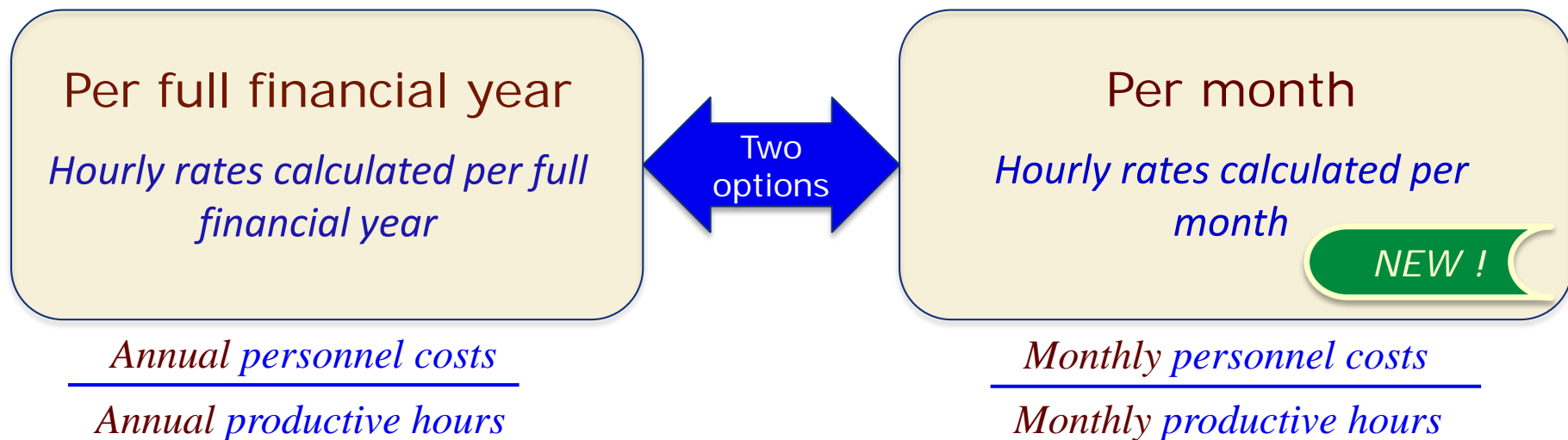
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Wizard scope: Personnel costs as actual costs

What workforce can you declare under personnel costs in the SyGMA wizard?

- Employees or equivalent,
- Natural persons hired directly via a contract other than an employment contract
- Employees of a third party seconded to the beneficiary (must be set in Annex 1!)

Reporting options and hourly rate calculation



In case of project-based remuneration


The **hourly rate applicable** is calculated in a different way that takes into account if the **national laws or internal rules of the entity fix a salary to be paid for work on projects funded by national schemes or NOT.**

Productive hours

Three different methods

Advice

1720 hours

 you must use this option if the employment contract does not specify the working time conditions or if the "annual workable hours" cannot be determined

Individual annual productive hours

• Formula: annual workable hours + overtime - absences

Standard annual productive hours

• According to the beneficiary's usual accounting practices. Minimum threshold: annual productive hours \geq 90 % of the standard annual workable hours

Personnel costs calculation

Hours worked
on the action



Hourly rate
EUR/hour



Additional
remuneration

The hours worked in the action by a person cannot go above the ceiling of the total annual productive hours used to calculate the hourly rate. If the person is not working the full financial year, the ceiling will be adjusted accordingly

Only eligible for non-profit legal entities with persons working on the action whose remuneration is project-based

Reporting: hourly rate



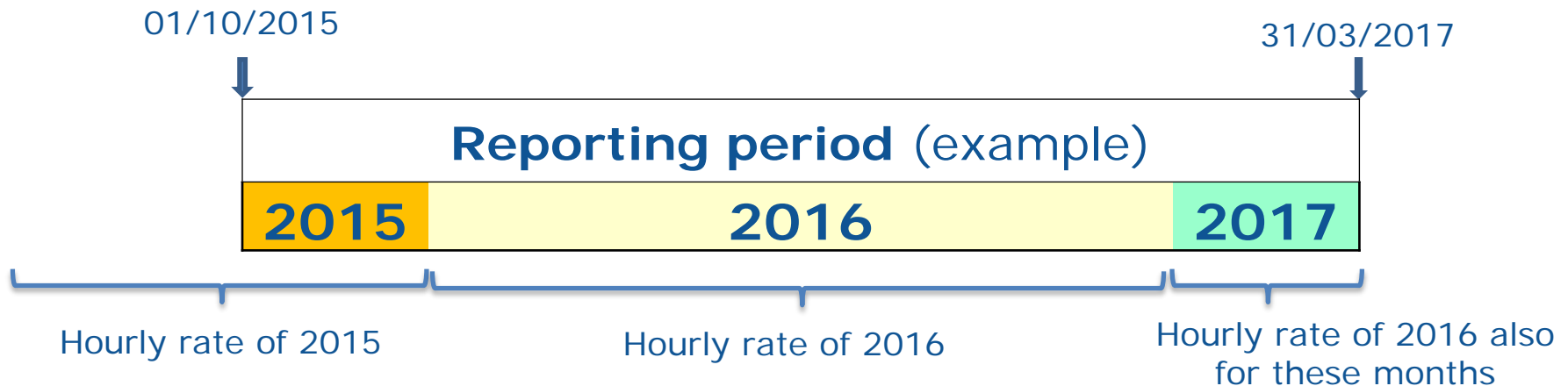
Annual hourly rate specificities

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



The annual hourly rate is to be calculated **per full financial year**

If the financial year is not closed at the time of reporting, the wizard uses the hourly rate of the *last closed financial year available*.



Wizard entry point



Grant Management Project Periodic Report

666037 (666037) Beneficiary 2: ULANC

ERC-ADG Legal Name: LANCASTER UNIVERSITY

HORIZON 2020 PIC: 999840984 Status: VALIDATED

Period No: 1 Duration (months): 18 Legal Address: BAILRIGG, LA1 4YW, LANCASTER United Kingdom

Reporting Period : [20 Apr 2015 - 19 Oct 2016]

Financial Statement

Financial Statement SA

Financial information from contract Use of Resource

No contribution requested? Yes No

Financial Statements

Period	Adjustment	Requested Contribution
20 Apr 2015 - 19 Oct 2016 (Period No. 1)	No	66,855.18 €

Financial Statement for period '1' - (20 Apr 2015 - 19 Oct 2016)

Eligible costs:

Cost Category	Total	Actions
a) Direct personnel costs declared as actual costs	0.00 €	Wizard entry point
b) Direct personnel costs declared as unit costs (average costs)	0.00 €	
d) Direct costs of subcontracting	0.00 €	
e) Other direct costs	0.00 €	
g) Costs of internally invoiced goods and services	0.00 €	
h) Indirect costs (= 0.25 * (a + b + e + g + h))	0.00 €	
i) Total costs (= a + b + d + e + g + h)	0.00 €	
l) Maximum EU contribution (= 100% * i)	0.00 €	
m) Requested EU contribution	0.00 €	

Additional Information for indirect costs:

Use of 'costs of in-kind contributions not used on premises?' (n) Yes No 0.00 €

Direct personnel costs declared as actual costs

Direct personnel costs on action 666037 ALEXIEA_ERC_ADG_SCI_7
 Reporting period 1 - INTERIM - From 20 Apr 2015 to 19 Oct 2016
 Role PARTICIPANT
 PIC 999840984
 Is non profit LE? Yes
 Beneficiary LANCASTER UNIVERSITY
 Financial year = calendar year?
 Financial year start month

Edit Financial year reporting type

Financial year 2016
 Reporting type

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

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

Work contract type	Person alias	Start date	End date	Total personnel costs	Hours worked on action	Personnel costs	Additional remuneration	Actions

Total actual personnel costs: 0.00 €

Adding persons working on the action



Add Person working on the action

Person working on the action: 666037 ALEXIEA_ERC_ADG_SCI_7

Work contract type: Employee (or equivalent)

Person alias: Miguel SAN JOSE

Start date: 01-01-2016

End date: 19-10-2016

Annual productive hours calculation method: 1720 fix annual productive hours

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

Staff category: Principal Investigator

Reporting type: Per full financial year

OK Cancel Apply

Work contract type	Person alias	Start date	End date	Total personnel costs	Hours worked on action	Personnel costs	Additional remuneration	Actions

Total actual personnel costs: 0.00 €

Close without copying Clean up Cancel

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

Personnel costs by financial year(s) or by months



Add Person working on the action

Person working on the action **666037 ALEXIEA_ERC_ADG**

Work contract type *

Person alias *

Start date *

End date *

Annual productive hours calculation method

Does the person receive a project-based remuneration?

Staff category *

Financial Year	Employment period start date	Employment period end date	Total personnel costs	Annual productive hours	Hourly rate
1 2016	01-01-2016	19-10-2016	0.00 €	1,380.78	0.00 €

Person yearly total costs: 0.00 €

Edit Financial Year

Annual productive hours calculation method

Financial year

From 01 Jan 2016 to 19 Oct 2016

Person working on the action

Employment period

Is full-time job? *

Pro-rata

Total annual productive hours

Total personnel costs

Use previous hourly rate?

Annual hourly rate

Hours worked in the H2020 action during the period

Has the person declared hours in other EU/Euratom grants in the year?

If YES how many?

Hours eligible

Theoretical personnel costs

Has the person declared personnel costs for this year in other EU/Euratom grants?

If YES how much?

Personnel costs

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
Is full-time job? *	Yes
Pro-rata	100.00 %
Total annual productive hours	1,380.78
Total personnel costs	40,000.00 €
Use previous hourly rate?	No
Annual hourly rate	28.9692 €
Hours worked in the H2020 action during the period	1,200.00
Has the person declared hours in other EU/Euratom grants in the year?	Yes
If YES how many?	200.00
Hours eligible	1,180.78
Theoretical personnel costs	34,206.1638 €
Has the person declared personnel costs for this year in other EU/Euratom grants?	No
If YES how much?	0.00 €
Personnel costs	34,206.1638 €

OK

Cancel

Persons with project-based remunerations



Add Person working on the action □ X

Person working on the action: 666037 ALEXIEA_ERC_ADG_SCI_7

Work contract type: Employee (or equivalent)

Person alias: Philippe Callens

Start date: 01-10-2015

End date: 19-10-2016

Annual productive hours calculation method: Standard annual productive hours

Does the person receive a project-based remuneration? Yes

Staff category: Post Doctorate

OK Cancel **Apply**

Add Person working on the action □ X

Person working on the action: 666037 ALEXIEA_ERC_ADG_SCI_7

Work contract type: Employee (or equivalent)

Person alias: Philippe Callens

Start date: 01-10-2015

End date: 19-10-2016

Annual productive hours calculation method: Standard annual productive hours

Does the person receive a project-based remuneration? Yes

Staff category: Post Doctorate

	Financial Year ▲	Employment period start date	Employment period end date	Total personnel costs	Annual productive hours	Hourly rate	Hours worked on action	Personnel costs	Additional remuneration
1	2015	01-10-2015	31-12-2015	0.00 €	0.00	0.00 €	0.00	0.00 €	0.00 €
2	2016	01-01-2016	19-10-2016	0.00 €	0.00	0.00 €	0.00	0.00 €	0.00 €

Person yearly total costs: 0.00 €

OK Cancel Apply

Edit Financial Year

Annual productive hours calculation method	Standard annual productive hours
Financial year	2015
Person working on the action	From 01 Oct 2015 to 31 Dec 2015
Employment period	Employee (or equivalent)
	From 01 Oct 2015 to 19 Oct 2016
Standard annual workable hours of the financial year	<input type="text" value="0.00"/>
Standard productive hours according to the beneficiary's methodology	<input type="text" value="0.00"/>
> 90%	No
Do your national laws or the internal rules of your entity fix a salary to be paid for work in projects funded by national schemes?	Yes <input type="button" value="v"/>
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 €"/>
Total personnel costs	<input type="text" value="0.00 €"/>
Total productive hours	<input type="text" value="0.00"/>
Hours worked in the H2020 action	<input type="text" value="0.00"/>
Action reference	0.00 €
National projects reference	Personnel costs for work of the person in the H2020 action in the period divided by the number of hours worked in the H2020 action in the period
Effective Hourly rate basic remuneration	0.00 €
Total basic remuneration	0.00 €
Maximum hourly rate for additional remuneration	0.00 €
Hourly rate additional remuneration eligible for this beneficiary	0.00 €
Eligible additional remuneration	0.00 €
Personnel cost to be charged	0.00 €

