UvA – TSM Time recording Manual

Digital active time registration

As of August 2019, the UvA switched to digital time registration for projects for which it is required to submit an hour registry by the funding body. To this end the UvA uses the TijdSchrijfModule (TSM). The aim is to register passive hours in SAPHR (personnel administration) and register active hours on projects in TSM.

By offering Web based timesheets, the UvA hopes to simplify time registration and improve the related process. The employees have to log into a separate website where a timesheet for each month will be available. All projects on which the employee is required to register hours are integrated in the digital timesheet. All users will receive an e-mail from sapppm-tsm@uva.nl, containing the link to the website.

This process is completely digital. Timesheets ought to be submitted by the employee duly after the period of registry has ended, subsequent checks and approvals ought to be done swiftly by project managers and project office staff to make sure all time registration is available in time for reporting and preparing audits.

This manual is organized as follows:

A.   How does it work?
      Brief step-by-step plan from person completing the procedure to approver.

B.   Brief explanation of the menu bar in TSM.

C.   Questions and answers.

D.   Various links.

      (Ctrl + enter on underlined text to go directly to another chapter.)

A. How does it work?

You can register the hours in the following way:

1. Log in with your UvAnetID and password.

2. The 'My timesheets' screen will be displayed

3. The screen shows the months for which you have to fill in the hours you have worked.

4. Click 'fill in' under the heading 'actions'.

5. The timesheet will be displayed.

6. You can enter the hours worked in the (respective) project columns.

   Please bear in mind that you have been budgeted according to a certain amount of hours spent on a project. If your actual hours deviate too much from the budget, this will affect the subsidy.

   Please contact your project manager or project controller if you are unsure about the number of hours to be accounted for.

7. The totals will be calculated automatically for each section (A, B and/or C).

8. You can update your hours per day, per week or per month.

9. The hours you fill in are automatically saved.

10. After completing the whole month, you can check your month by printing a draft with the print button, but this is not a necessary step in the process.

11. Once the hours have been filled correctly, click 'Sign digitally'

    Please note: timesheets can only be submitted after the period of registry/month has ended. Timesheets that are submitted for approval in advance will not be admissible.

12. You will now no longer be able to change the data. The start screen and status will change to 'At project Leader for approval'. You will now see the word 'view' under the 'actions' heading. You will still be able to view the monthly timesheet.

13. The digitally signed timesheet will appear in the 'Task list' of the project leader / supervisor.

14. You can log out.
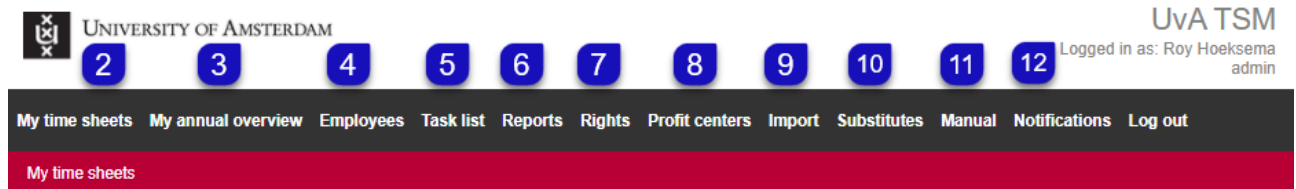
B. Brief explanation of the menu bar in TSM.

1. **Log in screen and manuals.**
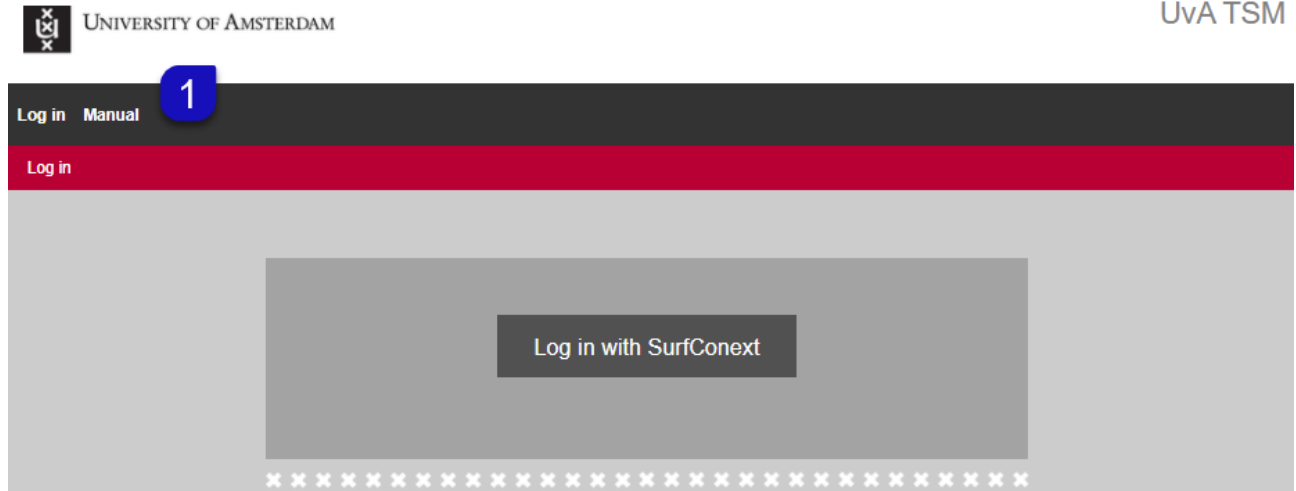
Click on Manual to read how TSM works and where questions can be asked and comments can be made. TSM can only be accessed with a valid UvAnetID.
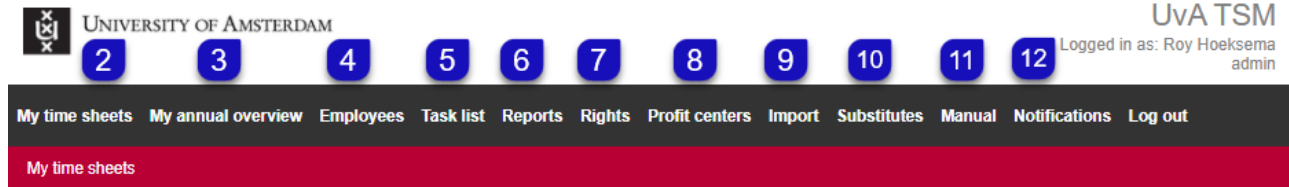
Brief explanation of the menu bar in TSM.

Below you can see an brief explanation of all tabs in the TSM menu bar. The number of tabs you see on your screen depends of your assigned role in TSM.

B. Brief explanation of the menu bar in TSM.

2.   My timesheets

a. **This is section A**; here are the externally funded projects for which you'll need to register hours separately.

b. **This is section B**; a number of categories are listed here as default, such as 'Other External Research', 'Directly Funded Research', 'UvA Teaching', 'Sick Leave' and 'Leave'. A 'Parental Leave' column appears if you have parental leave. Because of COVID-19 measures, some faculties have an extra column COVID-19.

c. **This is section C;** section C is only visible when hours are matched on a project.

d. You can sign your timesheet and you can approve or reject timesheets from others depending on your role.

e. This is **the log**; all actions and comments are recorded here,

f. **This section** lists the projects with descriptions, the public holidays and collective closing days and work packages associated with these projects,

g. Here are the **digital signatures** (plus a stamp of the project office) of the employee, the project leader / supervisor who has approved the timesheet and the project office (support) or the project controller who gives a final approval.

B. Brief explanation of the menu bar in TSM.

3.   My annual overview

Date	Total A+B	A			B							C	
		C.2328.0404 Res	C.2328.0466 Res	Total A	Other External Res.	Directly Funded Res.	UvA Teaching	Sick Leave	Leave	COVID-19	Total B	C.2328.0404 Res	Total C
2020-01	176,00	35,00	6,00	41,00	22,00	105,00	0,00	0,00	8,00	0,00	135,00	17,00	17,00
2020-02	158,00	32,00	8,00	40,00	16,00	94,00	0,00	0,00	8,00	0,00	118,00	16,00	16,00
2020-03	176,00	38,00	8,00	46,00	36,00	64,00	22,00	0,00	8,00	0,00	130,00	18,00	18,00
2020-04	152,00	32,00	8,00	40,00	34,00	70,00	8,00	0,00	0,00	0,00	112,00	10,00	10,00
2020-05	152,00	30,00	4,00	34,00	26,00	74,00	2,00	0,00	16,00	0,00	118,00	14,00	14,00
2020-06	168,00	36,00	10,00	46,00	36,00	84,00	2,00	0,00	0,00	0,00	122,00	18,00	18,00
2020-07	184,00	32,00	8,00	40,00	33,00	87,00	0,00	0,00	24,00	0,00	144,00	16,00	16,00
2020-08	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
2020-09	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
2020-10	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
2020-11	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
2020-12	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total 2020	1166,00	235,00	52,00	287,00	203,00	578,00	34,00	0,00	64,00	0,00	879,00	109,00	109,00

This report gives the totals per month, per year, per project and per category.

4.   Employees

Depending on your role in TSM, in addition to all project employees who are linked to a project leader / supervisor, all employees who have a TSM role are displayed.
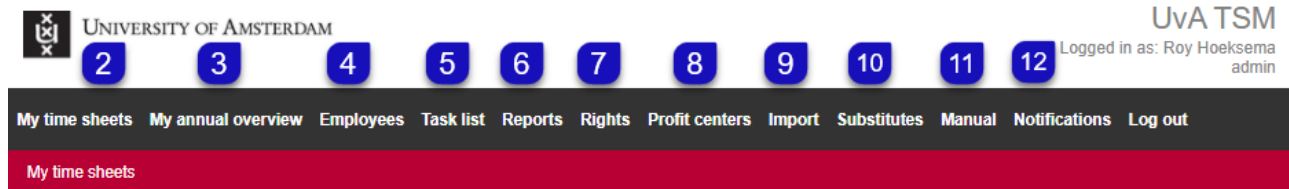
5.   Task list

The 'Task list' of the project leader / supervisor contains the timesheets of the project employees who have digitally signed their timesheets.

B. Brief explanation of the menu bar in TSM.

UNIVERSITY OF AMSTERDAM

UvA TSM
Logged in as: Roy Hoeksema
admin

| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |

My time sheets   My annual overview   Employees   Task list   Reports   Rights   Profit centers   Import   Substitutes   Manual   Notifications   Log out

My time sheets

6.   Reports
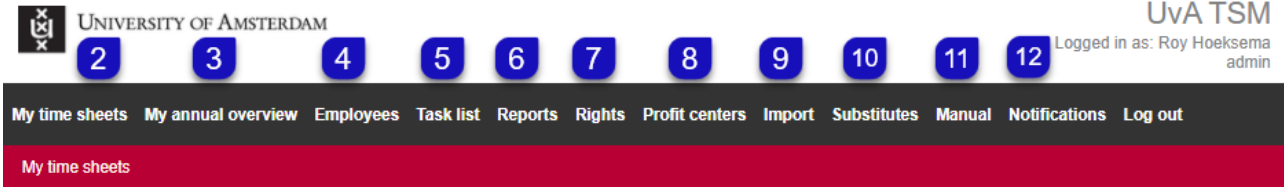(Please use selections as much as possible, because of the size of the database)

Report type:

a. **List per year+month**; default on this selection; totals per categories and per month with the corresponding status,
b. **Timesheets**; totals per categories and per month with a link to the timesheet,
c. **Per year per employee**; totals by year and by section,
d. **Per year**; totals by year, by section and by categories,
e. **Per Wbs per employee (report accountant)**;
f. select a Name, a Wbs.Nr and a Period. This report is intended for an audit,
g. **Status changes**; fill in under [s] the statuses to see the status changes in combination with a period,

Other selections

g. **UvAnetID;** select a UvAnetID,
h. **Name;** select a name,
i. **Employee ID;** select an employee number; a project employee is linked in TSM to an employee number instead of a personnel number,
j. **Status;** select a status in the workflow; see [v] (next page),
k. **Wbs. Nr**; select a wbs-number,
l. **Profitcenter;** select an institute or department here,
m. **Company number**; select a faculty in combination with another selection,
n. **Project leader**; use this field to select all timesheets of project employees that are linked to the selected project leader are visible in the report,
o. **Project controller**; use this field to see all timesheets of projects managed by the selected project controller,
p. **Research group;** use this field to view all timesheets associated with the chosen Research group,
q. **Section**: select a section (A,B or C) if you want to see the written hours of the chosen selection,
r. **Period**: always select a start and end date,
t. **Filter**: click to refresh the selection,
u. **Download**: click on this button to download the report to MS Excel; Only the report for the accountant is downloaded as a PDF by default.

B. Brief explanation of the menu bar in TSM.

UNIVERSITY OF AMSTERDAM

UvA TSM
Logged in as: Roy Hoeksema
admin

| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |

My time sheets   My annual overview   Employees   Task list   Reports   Rights   Profit centers   Import   Substitutes   Manual   Notifications   Log out

My time sheets

6.   Reports

Reports

Status code	Description	Color code
0	0 Fill in	0
15	15 Rejected by Project Leader/Project Office: please fill in again	15
25	25 Mutation in timesheet	25
40	40 At Project Leader for approval	40
45	45 At Project Office for check	45
50	50 Approved	50
60	60 Archived	60
70	70 Open archived	70

v. **Legend**; here you can find the status code with the corresponding colour code.

Image for the combination a + k (List per year+month and Wbs.Nr), on screen.

| Year	Research group	Profitcenter	Wbs nr.	Contract desc.	Name	Hour type	Zone	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	PHB	2328	C.2328.0404	H2020 ERC AdG -		Res	A	933,95	96,00	76,80	104,00	110,00	62,00	101,00	42,00	99,65	92,50	105,00	45,00	
2020	PHB	2328	C.2328.0404	H2020 ERC AdG -		Res	C	109,00	17,00	16,00	18,00	10,00	14,00	18,00	16,00	0,00	0,00	0,00	0,00	
2020	PHB	2328	C.2328.0404	H2020 ERC AdG -		Res	A	1463,00	160,00	152,00	176,00	152,00	124,00	168,00	176,00	8,00	176,00	171,00	0,00	
2020	PHB	2328	C.2328.0404	H2020 ERC AdG -		Res	A	1434,00	114,00	160,00	136,00	152,00	128,00	160,00	176,00	96,00	136,00	176,00	0,00	
2020	PHB	2328	C.2328.0404	H2020 ERC AdG -		Res	A	1172,00	136,00	148,00	160,00	120,00	152,00	152,00	160,00	80,00	64,00	0,00	0,00	
2020	PHB	2328	C.2328.0404	H2020 ERC AdG -		Res	A	1628,00	160,00	120,00	172,00	152,00	136,00	156,00	132,00	80,00	176,00	176,00	168,00	
2020	PHB	2328	C.2328.0404	H2020 ERC AdG -		Res	A	235,00	35,00	32,00	38,00	32,00	30,00	36,00	32,00	0,00	0,00			
2020	PHB	2328	C.2328.0404	H2020 ERC AdG -		Res	A	693,00							168,00	184,00	168,00	173,00		
2020	PHB	2328	C.2328.0404	H2020 ERC AdG -		Res	A	478,80						144,40	159,60	174,80				
2020	PHB	2328	C.2328.0404	H2020 ERC AdG -		Res	A	448,40	49,40	76,00	83,60	72,20	64,80	60,80	41,80					

Image for the combination a + k + r (report accountant, Wbs.Nr and Period), on screen.

Name	Employee ID	Total A+B	A				B							C		Approved by project leader/supervisor	Status
			C.2328.0404 Res	Ov.	Total A	Other External Res.	Directly Funded Res.	UvA Teaching	Sick Leave	Leave	COVID-19	Total B	C.2328.0404 Res	Total C		
		1166,00	235,00	52,00	287,00	203,00	578,00	34,00	0,00	64,00	0,00	879,00	109,00	109,00		
		1336,00	1116,00	0,00	1116,00	0,00	0,00	0,00	0,00	216,00	4,00	220,00	0,00	0,00		
		1327,20	1122,00	0,00	1122,00	0,00	0,00	0,00	0,00	205,20	0,00	205,20	0,00	0,00		
		1336,00	1108,00	0,00	1108,00	0,00	0,00	0,00	0,00	228,00	0,00	228,00	0,00	0,00		
		1352,00	1108,00	0,00	1108,00	0,00	0,00	0,00	0,00	244,00	0,00	244,00	0,00	0,00		
		1348,00	691,45	430,20	1121,65	0,00	0,00	0,00	24,00	202,35	0,00	226,35	0,00	0,00		
		475,00	448,40	0,00	448,40	0,00	0,00	0,00	19,00	7,60	0,00	26,60	0,00	0,00		
		494,00	478,80	0,00	478,80	0,00	0,00	0,00	0,00	15,20	0,00	15,20	0,00	0,00		
		520,00	520,00	0,00	520,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00		
		1344,00	0,00	1216,00	1216,00	0,00	0,00	0,00	16,00	112,00	0,00	128,00	0,00	0,00		
Total		10698,20	6827,65	1698,20	8525,85	203,00	578,00	34,00	59,00	1294,35	4,00	2172,35	109,00	109,00		

If a project employee has a **red** status, a timesheet has not been processed within the chosen period (here January 2020 until August 2020); This excludes status 50 and 60 (green).

B. Brief explanation of the menu bar in TSM.
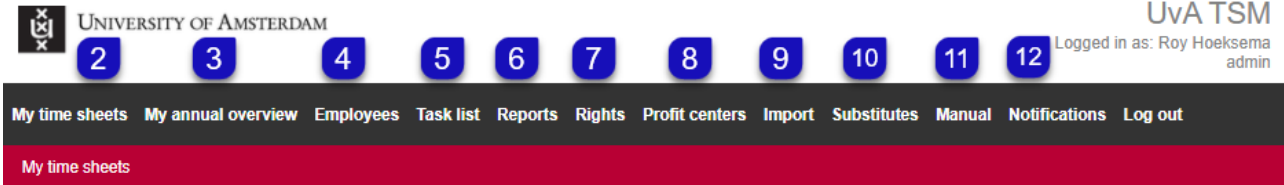
6.   Reports

Image for the combination c + k + r (report accountant, Wbs.Nr and Period)

Click download to save this report as a PDF.

UvA Time Registration

Project Audit report for accountants

C.2328.0404   H2020 ERC AdG
Time period: January 2020 - August 2020
Created at: 15-11-2020 10:39:14
Created by:

Result

Name	Employee ID	Total A+B	C.2328.0404 Res	Ov.	Total A	Other External Res.	Directly Funded Res.	UvA Teaching	Sick Leave	Leave	COVID-19	Total B	C.2328.0404 Res	Total C	Approved by project leader/supervisor	Status
		1166,00	235,00	52,00	287,00	203,00	578,00	34,00	0,00	64,00	0,00	879,00	109,00	109,00		
		1336,00	1116,00	0,00	1116,00	0,00	0,00	0,00	0,00	216,00	4,00	220,00	0,00	0,00		
		1327,20	1122,00	0,00	1122,00	0,00	0,00	0,00	0,00	205,20	0,00	205,20	0,00	0,00		
		1336,00	1108,00	0,00	1108,00	0,00	0,00	0,00	0,00	228,00	0,00	228,00	0,00	0,00		
		1352,00	1108,00	0,00	1108,00	0,00	0,00	0,00	0,00	244,00	0,00	244,00	0,00	0,00		
		1348,00	691,45	430,20	1121,65	0,00	0,00	0,00	24,00	202,35	0,00	226,35	0,00	0,00		
		475,00	448,40	0,00	448,40	0,00	0,00	0,00	19,00	7,60	0,00	26,60	0,00	0,00		
		494,00	478,80	0,00	478,80	0,00	0,00	0,00	0,00	15,20	0,00	15,20	0,00	0,00		
		520,00	520,00	0,00	520,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00		
		1344,00	0,00	1216,00	1216,00	0,00	0,00	0,00	16,00	112,00	0,00	128,00	0,00	0,00		
	Total	10698,20	6827,65	1698,20	8525,85	203,00	578,00	34,00	59,00	1294,35	4,00	2172,35	109,00	109,00		

7.   Rights

Availabillity of Columns and buttons in the menu bar varies depending on assigned roles in TSM.

a.   **Rights**; this column indicates the TSM role of the project employee,
(Admin, Read-only admin, Read-only profit center, Project leader, Project Office, Employee),

b.   **Status**; this column indicates whether the role of the employee is In TSM Active (writes active hours), Passive (does not write hours), Migrated (does not write hours) or Inactive (out of service or another position within UvA (this applies only for TSM roles that are not 'Project leader' and 'Employee'),

c.   **Options**: The hourly totals of the project employee, per project, per month / year can be viewed here,

d.   **Timesheets** of the project employee can be viewed here,

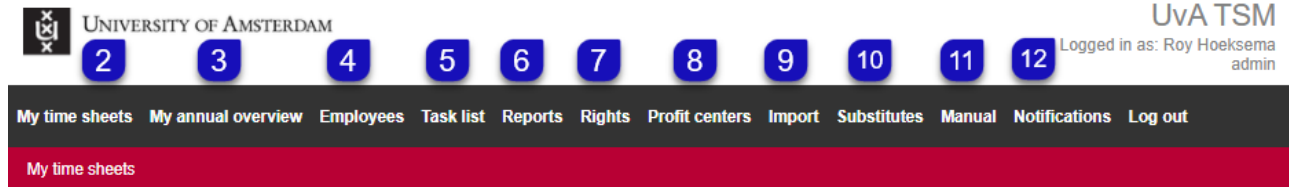## B. Brief explanation of the menu bar in TSM.

7. Rights (continuation)

Availabillity of Columns and buttons in the menu bar varies depending on assigned roles in TSM.

Name	UvAnetID	Rights	Status	Options							
		Project leader	Passive	overview	timesheets	tasks	rights	projects	Login	subtitute supervisor	substitute projectleader
		Employee	Active	overview	timesheets	-	rights	projects	Login	subtitute supervisor	substitute projectleader
		Project leader	Active	overview	timesheets	tasks	rights	projects	Login	subtitute supervisor	substitute projectleader
		Employee	Active	overview	timesheets	-	rights	projects	Login	subtitute supervisor	substitute projectleader
		Employee	Active	overview	timesheets	-	rights	projects	Login	subtitute supervisor	substitute projectleader
		Employee	Passive	overview	timesheets	-	rights	projects	Login	subtitute supervisor	substitute projectleader

e. **Tasks**; It is possible to view the timesheets with status 40 in the 'Task list' of a project leader / supervisor,

f. **Rights**: intended for the ADMIN role in TSM; all TSM roles can change,

g. **Projects**: intended for the ADMIN role in TSM; manual removal of wbs numbers with associated timesheets.

h. **Login**: intended for the ADMIN role in TSM; it is possible to fill a timesheet of a project employee that has left the UvA; for this it is essential to have a paper timesheet signed by the project leader / supervisor. An email confirmation is also sufficient;

i. **Substitute supervisor**; a supervisor of a project leader can appoint a replacement for periods of absence,

j. **Substitute project leader**; a project leader can appoint a replacement for periods of absence.

8. Profit centers

This table shows all the institutes of the faculties that appear in TSM with corresponding profit center number.

9. Import

Every morning at 06:00 all new mutations from our project administration (XML file) are uploaded to TSM.

10. Substitutes

This table shows all replacements, including the period and reason for replacement.

11. Manual

This will display links to the latest updated manuals.

12. Notifications

This shows all automatically sent e-mails to TSM users.

C. Questions and answers.

1. **Why do I have to keep a record of the hours I have worked?**

    Keeping track of hours worked for a research project is a common requirement for externally funded projects. If you need to register hours then your project is financed by a funding body that requires separately registered hours as part of their conditions for funding. Personnel costs may not be declared without stating the hours worked. It is therefore essential to write your hours.

2. **My timesheet doesn't display the project I work for. What should I do?**

    You should contact your project leader as soon as possible. The project leader can then inform the project office about any adjustments the project controller needs to make to let you write your hours properly.

3. **When do I have to submit my timesheet?**

    In principle a timesheet must be filled and digitally signed within two weeks from the end of the month. If that is not possible, for example because you yourself or the project leader are absent for a longer period of time, you should contact the project office.

4. **I cannot access the website. What should I do?**

    The data are probably being processed. You can check to see whether a notification about data processing is displayed. If that is the case, you should try again later. If you think something else is wrong, you
    should send an email to the project office. (see question 31)

5. **I have already submitted my timesheets but have discovered a mistake. What should I do?**

    Please contact your project leader / supervisor as soon as possible and ask her / him to reject the timesheet. The timesheet will be available for you again.

C. Questions and answers

6. **I am a project leader / supervisor and I have received a message that there are task in my 'Task list'. What should I do?**

   Go to your 'Task list' in the menu bar; there you can find the timesheet of the project employee. Once a week you will be reminded that there are tasks in your 'Task list', if tasks have not been finished yet.

7. **I am a project leader / supervisor and discovered a mistake in the timesheet submitted by my project employee. What should I do?**

   You should reject the timesheet and provide a reason. The employee concerned can rectify the error and can submit the timesheet again.

8. **How many hours should I record?**

   Please note: If you are required to register hours on a project, you will have to register all your contract hours; even if the project(s) which require time registration make up for only a (small) portion of your work.

9. **What about staff who are, for example, 0.2 FTE on a project by default, but different bet on regular numbers? For example, 8 months full-time and then 12 months 0.8 FTE before going to 0.4 FTE deployment. How do we see if it has been written in full?**

   TSM only retrieves its data from PPM and so only the deployment on projects can be checked with PPM. To check the rest of the (regular) hours (i.e. to check whether the work schedule has been written correctly), you can consult SAP (PA20). In principle, the standard working time indicates how many hours per month must be written.

10. **I see several sub-columns under an inactive wbs number. What does this mean?**

That project had several categories of hours (KP7). It was important to write the hours in the correct category, because the subsidy fee differed per hour category. This no longer applies to H2020.

In PPM it is possible to link hour categories to a wbs number. By default in TSM a wbs number is linked to the column "Res" (research).
When using hour categories in TSM, the column 'Res' will be deleted and the sub-columns with the chosen hour categories will replace this.

Please note! Always select hour category "RTD" (Research) in combination with other hour categories in PPM.

C. Questions and answers

11. **In which column can maternity leave be entered?**

In principle, the maternity leave period must be taken from the resource planning in PPM.
The project must be extended with the period of maternity leave.

You do not have to register hours during maternity leave..

12. **How does TSM know where the timesheets have to go for approval? Does TSM get the data for the right project leader / supervisor from SAPHR? What about project leaders / supervisor who don't write hours?**

TSM gets its data of the project leader from PPM and if the project leader also writes hours, TSM looks at SAPHR; If the supervisor is also a project leader and he / she writes hours, the supervisor must approve.

13. **What do the letters A, B and C mean in the timesheet?**

Section A of the timesheet comprises columns for research projects for which you are obliged to record hours. This part is different depending on the employee because it has to be filled in for the project columns in which you are scheduled.

Section B is the same for everyone and is used to fill in details of all other activities like 'Other External Res', 'Directly Funded Res', 'UvA Teaching', 'Sick Leave' and 'Leave'. An extra column appears if you are on parental leave or if your Faculty wants to register the COVID-19 hours. See our separate manual.

Section C (only applicable to the Faculty of Science and Faculty) only occurs if part of the hours from section B also count towards other projects. For example, matching with an NWO project or with direct funding (Other External Research / Directly Funded Research). Sometimes you can match from UvA Teaching, but this depends on the type of project you are working for.
Section C will only be shown in your timesheet if matching hours have been estimated in a project.
.

14. **What do I enter in the column ''Other External Research' and 'Directly Funded Research'?**

You do not need to register the hours you make for projects for which the grant provider does not require time registration in a column in section A of the timesheet. However, you have to enter these hours in order to be able to write conclusively, i.e. all your roster hours. You enter these hours in the column "Other External Research". These are mainly NWO projects (indirect funding), but also indirect funding projects for which no hours need to be kept. Direct funding for research and all other hours, write in the column 'Directly Funded Research', R-wbs numbers mainly.

Please note!
Column 'Directly Funded Research' may not be used for hours funded by third parties.

C. Questions and answers

15. **I have to record matching hours, but cannot find the appropriate column in section C?**
    (only applicable to the Faculty of Science and Faculty of Humanities)

    Contact the project controller. Adjustments need to be made to the project budget so that the column is visible in your timesheet.

16. **Do I have to separate out teaching and research in section B of the timesheet?**

    No, this is not necessary. If you do not wish to record teaching hours separately and the institute for which you work does not require you to do so, you may record all direct government funding in the 'Directly Funded Research' column. You can check this with your Operational Manager or project controller.

    The timesheet is only intended to substantiate project accounting and auditing and the internal allocation between research and teaching is not that critical. However, you do have to make a distinction between direct government, indirect government and contract research funding.

17. **As a project leader/supervisor, I want to appoint a replacement who approves / rejects the timesheets of my project employees for a certain period (give reason). How do I do this?**

    Go to 'Substitutes' in the menu bar and indicate who will be the replacement for that particular period.

    Please note!
    Replacement when signing off the time registration is possible, but indeed only with good reason, temporarily, and above all, in line with the mandate.

    The accountant who checks the time registration will check that the replacement is authorized to take over someone's job. This means that a replacement must be set at the same job level or higher.

C. Questions and answers

18. The project manager asks me to take a look at a timesheet from a project employee. Is this possible?

Yes, this is possible with the TSM role read-admin.

Follow these steps:

a.   Go to the tab 'Rights'; select the project leader,
b.   Double click on 'Task',
c.   Double click on 'View'.

C. Questions and answers

19. As an Operational Manager, institute manager or secretary, how can I see who has filled in which timesheet and which timesheet has or has not been signed?

'Reports' can be found in the time registration menu bar. Here you can request all kinds of reports, by applying filters. Select the filter option (**4**) to see the desired report.

Here is chosen as an example:

1 A 'list per year + month'. **2** A 'Wbs. Nr.'. **3** And a 'Period'.

By clicking on the 'Filter' button **4** the report appears on the screen. **a**

On the right side of the screen you can see the explanation of the statuses with the associated colour code . **5** The result can be downloaded in colour to Excel. **6** Press 'Remove filter' **7** to clear all filters.

C. Questions and answers

20. Which report can I use for an audit?

Select 'Per Wbs per employee (report accountant)' in the 'Report type ' at the top of the form.

Take the following steps to run and download the audit report:

1 Select the option 'Per Wbs. Nr. per employee'. **2** Select the wbs-nummer **3** Select a start and end date for the period you'd like to view **4** . Press 'Filter'; the report now appears on the screen **a** ; you can see that the status **b** of a project employee on this project is **RED**. This means that one or more timesheets of these project employee does not have **status 50**. When all timesheets were approved, the status colour of this report for the chosen period would be **GREEN**.

The auditor's report can be printed as a PDF; press the 'Download' button **5** .

See the PDF report on the next page.

C. Questions and answers

21.   Which report can I use for an audit?

Continued explanation of audit report for accountants; Below you can see the download of the report for the audit as a PDF.

UNIVERSITY OF AMSTERDAM

UvA Time Registration

Project Audit report for accountants

C.2320.0121   H2020 ERC StG 2018 exoZoo
Time period: June 2019 - July 2020
Created at: 15-11-2020 19:00:58
Created by:

Result

Name	Employee ID	Total A+B	A			B								C		Approved by project leader/supervisor	Status
			C.2320.0121 Res	Total A	Other External Res.	Directly Funded Res.	UvA Teaching	Sick Leave	Leave	COVID-19	Total B		C.2320.0121 Res	Total C		
		1649,20	752,40	752,40	0,00	752,40	0,00	0,00	144,40	0,00	896,80		157,68	157,68		
		1573,20	1187,80	1187,80	0,00	0,00	0,00	0,00	294,60	90,80	0,00	385,40	0,00	0,00		
	Total	3222,40	1940,20	1940,20	0,00	752,40	0,00	294,60	235,20	0,00	1282,20		157,68	157,68		

Wbs.Nr.	WPs
C.2320.0121	WP01
C.2320.0121	WP02
C.2320.0121	WP03

22.   I am told by a project employee that he / she has not received reminder emails. How can I check this?

UNIVERSITY OF AMSTERDAM

UvA TSM
Logged in as:
read-only admin

My time sheets   My annual overview   Employees   Task list   Reports   Rights   Profit centers   Substitutes   Manual   Notifications   Log out

Notifications

E-mail address: [   ]   Employee: [▼]   Search

Recipient	Subject	Status	Created
	Timesheet approval request	Sent	15-11-2020 12:47
	TSM outstanding tasks	Sent	15-11-2020 06:35
	TSM outstanding tasks	Sent	15-11-2020 06:35
	TSM outstanding tasks	Sent	15-11-2020 06:35
	TSM outstanding tasks	Sent	15-11-2020 06:35
	TSM outstanding tasks	Sent	15-11-2020 06:35
	TSM outstanding tasks	Sent	15-11-2020 06:35
	TSM outstanding tasks	Sent	15-11-2020 06:35

Only TSM roles admin and read-only admin can access the tab 'Notifications'. All e-mails sent from the address sapppm-tsm@uva.nl are listed here.

23.   I am on parental leave. In which column can I write my hours?

An extra column 'Parental Leave' automatically appears in section B, for the period that parental leave has been granted.
Report to sapppm-tsm@uva.nl if it appears that the column 'Parental Leave' is not there.

24.   Who is my project controller?

Your project leader, operational manager or institute manager can help you with this, or you can send an e-mail to one of the e-mail addresses described in question31**.**

C. Questions and answers

25. **What happens if a project controller accidentally unchecks the box 'Active hours registration' in PPM?**

    Nothing happens. The timesheets remain in TSM.

26. **What should I do as a project controller if due to the time input in PPM of project employees, they are in TSM and I have deselected the selection button 'Active hours registration' in PPM, because those project employees do not have to write active hours?**

    Report this by sending an email to sapppm-tsm@uva.nl, stating which project is involved and giving a reason. The TSM ADMIN will retrieve the timesheets of the project from UvA TSM.

27. **As a project controller, I accidentally deleted a project employee's time commitment in PPM, affecting the TSM registry of active hours in TSM. What should I do?**

    Make sure to reinstate the same employee for the same amount of hours on the same day.
    The changes from PPM to TSM will not be uploaded until 06:00 the next morning.

    Please note!
    All timesheets from that project employee will be deleted if you don't do this.

28. **As a project controller I have extended a project by x months. Why don't I see timesheets appear?**

    Ensure that in addition to the extension of a project, the employee's hours of work in PPM is also extended, if applicable.

29. **In TSM I have the role of Project Officer. I am allowed to handle the timesheets of the projects under my name in my 'Task list' myself. However, my task list only displays timesheets on those projects that are assigned to me. How can I see the timesheets of my colleague that I am temporarily replacing?**

    By default, the filter for FdR, FEB and FMG is on the name of the project controller that is logged in. Select at the filter in the 'Task list' the name of the colleague project controller with the TSM role Project Office, who will be temporarily replaced, to see the timesheets in his / her 'Task list'.

30. **A project employee who has now been out of employment for a few months has forgotten to fill in the timesheet for the last month. How can the timesheet be completed?**

    If the project employee no longer has access to TSM and it is known how many hours must be written on which days, the TSM ADMIN can process the hours in the timesheet.

    The basic principle is that a paper timesheet signed by the project leader / supervisor must be present. An email confirmation is also sufficient.

C. Questions and answers

31. Who can I contact if I have any additional questions?

All questions can be asked via email to your project office.

Please send your questions to the project office of your faculty:

The e-mail addresses are for the:

Location SP	FNWI	(Faculty of Science)	projecten-science@uva.nl
Location City	FGW	(Faculty of Hamanities)	onderzoek-projecten-fgw@uva.nl
Location REC	FMG	(Faculty of Social & Behavioral Sciences)	projectenbureau-fmg@uva.nl
	FdR	(Faculty of Law)	projectcontrol-fdr@uva.nl
	FEB	(Faculty of Economics & Business)	FenC-feb@uva.nl

The relevant project controller or project office will contact you.

Questions that come in at sapppm-tsm@uva.nl will be forwarded to the faculties.

D. Various links:

- **TSM site:**
  https://tsm.uva.nl/
- **UvA Staff:**
  https://medewerker.uva.nl/en/content-secured/az/time-recording-and-time-recording-module-tsm/time-recording-and-time-recording-module-tsm.html
  (copy and paste into the browser's search field)

  This concerns variant 2 (active time registration for subsidy projects); See section "Time registration module for subsidy projects"