



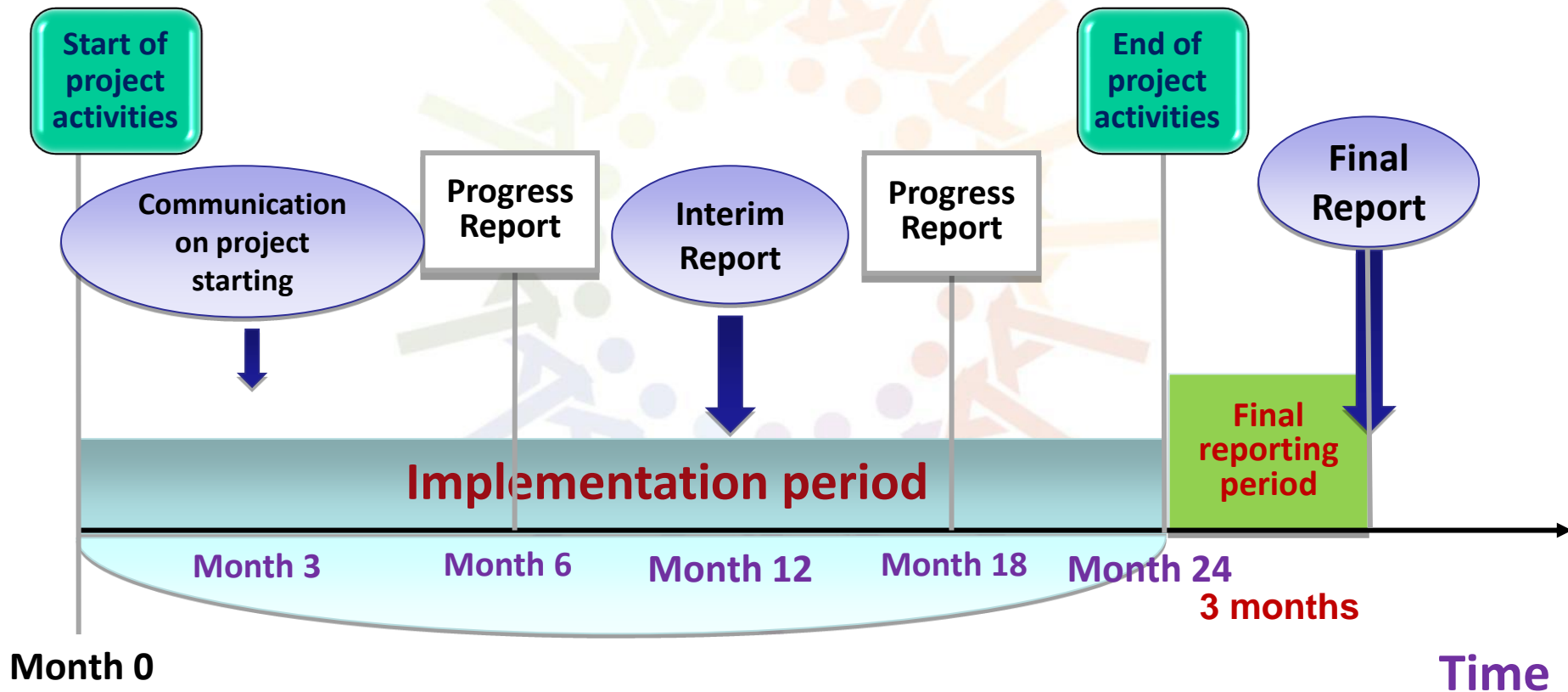
REGIONE AUTÒNOMA DE SARDIGNA
REGIONE AUTONOMA DELLA SARDEGNA

Error Prevention in HR reporting

Training on Project Closure
Barcelona, November 8°, 2022

Projects reporting: when?

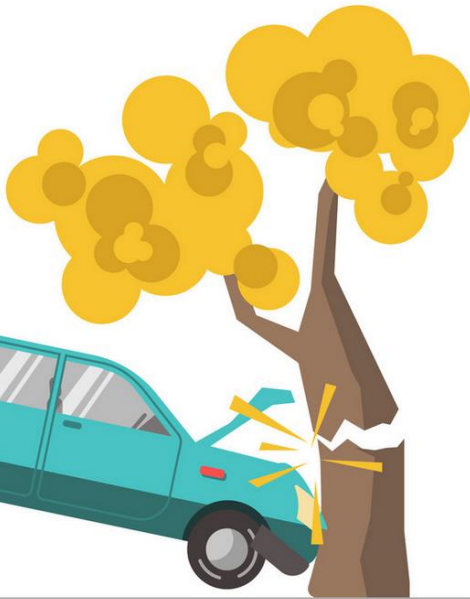
Example for a project duration of 24 months



Projects reporting: when?

Type of the report	Months covered by the report	Deadline for submission
Communication on project starting	0-3	Within 3 months after the signature of the Grant Contract
Progress	0-6	10 calendar days after the end of the reporting period
Interim	0-12	Within 2 months after the end of the reporting period
Progress	13-18	10 calendar days after the end of the reporting period
Final	0-24	Within 3 months after the end of the reporting period

Ergonomics laws for user interface applied to ENI CBC MED reporting!



#5. Error prevention:

"Even better than good error messages is a careful design which prevents a problem from occurring in the first place."

Error n° 1: UNDER-REPORTING!

Check if the amount per every human resource is saturating the potential.

The JTS has verified the under-reporting for tens of thousands of euros.

I.e.: 50% part-time resource not saturating the 50% in time-sheets and payments (even with evidence of work)!

Error n° 2: OVER-REPORTING

Staff 25% part-time cannot be reported more than 25%!

Check before submitting!

Error n° 3: WP INCOHERENCE!

**€ X00,000 cuts belong to incoherence
between WPs in the assignment/contract
and WPs in time-sheets or MIS!**

Check them before submitting!

HR_Analysis. A tool for error prevention

LB Name						J	AV	AW	AX	AY	AZ	BA	BE	BC	BD	BE	BF	BG	BH	BI
1														for MPCs in case of payment in local currency						
2							22													
3	Name	Assignment (main task)	Part-time/full time staff	Assignment period	Assigned working days/hours	WPs	22	ott-22	nov-22	dic-22	Tot. wh/WP 2022	Hourly rate 2022 (currency to be specified here)	Tot. Costs 2022	Total (€)	Inforeuro exchange rate	Tot. €	Reported on MIS €	Cuts to be applied (in €)	Note	Time consumption
4						WP0					0		0,00	0,00	1	- €	- €	0		
5						WP1					0		0,00	0,00	1	- €	- €	0		
6						WP2					0		0,00	0,00	1	- €	- €	0		
7						WP3					0		0,00	0,00	1	- €	- €	0		
8						WP4					0		0,00	0,00	1	- €	- €	0		
9						WP5					0	0	0,00	0,00	1	- €	- €	0		
10						WP6					0		0,00	0,00	1	- €	- €	0		
11						Tot Monthly WH					0		0,00	0,00	1	- €	- €	0		
12						Monthly cost tot monthly wh		0	0	0	0		0,00	0,00	1	- €	- €	0		
13						Monthly cost														

Resource

Expenses
in documents

Cuts?

Expenses
in MIS

...let's have some examples!

