

ONLINE PROCEDURE FOR TIMESHEET COMPLETION

The goal of the Time sheet (TS) procedure is to record time worked on projects and job orders.

Consequently, all FBK research staff (employees and collaborators) is required to periodically complete their TSs. You may access them at: <https://my.fbk.eu/map>

TSs must be completed by all the above workers within the set deadlines and without exceptions.

The annual calendar for TS completion is set out by the Administration Department and is made available to all workers involved. The system will automatically generate a notification e-mail when TSs are open for completion.

2015 CALENDAR:

Month	MAP completion opening	MAP completion closing (due date)
January	Wednesday march 4	Wednesday March 11
February	Wednesday March 11	Tuesday March 24
March	Friday April 17	Friday April 24
April	Thursday May 14	Friday May 22
May	Monday, June 15	Tuesday June 23
June	Thursday July 16	Friday July 24
July	Friday August 14	Monday August 24
August	Tuesday September 15	Wednesday September 23
September	Thursday October 15	Friday October 23
October	Monday November 16	Tuesday November 24
November	Tuesday December 15	Wednesday December 23
December	Friday January 15	Monday January 25

Notes on TS completion

FBK Employees: each researcher must complete their TS on a monthly basis with effectively worked hours in compliance with daily max (11-hour rest – as required by Law), with annual average (48 hours – CCPL, Provincial Collective Labor Agreement) and with CCPL provisions (30 hours minimum). Business travel, vacation or other authorized leave, accrue 7.6 hours as well.

Since the electronic attendance recording system provides information on attendance only (clock-in), all required workers must accurately complete their TSs within the set deadlines.

For business trip days, the MAP will show a “shuttle” indicating the business travel location and job order. For each of these days, researchers must map 7.6 hours on the job order for which they have submitted a business trip authorization request. Researchers will report 0 hours for vacation leave days.

Caricamento MAP - Sezione Dipendenti RICERCATORI

Matricola:	00000	Nominativo:	COGNOME NOME	Anno:	2009
CDC:	CC000	Centro CC000		Contratto:	00000
Settimana	37 - 07-09-2009 -> 11-09-2009				

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Descr. Comm.	Descr. Sottocomm.	Tipo Comm.	Ore Budget	Ore Cons.	Diff.		Lunedì 7-9	Martedì 8-9	Mercoledì 9-9	Giovedì 10-9	Venerdì 11-9	
Commessa 1	Istituzionale	Rendicont. Regole FP	1656	989	667	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Commessa 2	Istituzionale	Interna - Prog. Espl	22	114	-92	0.0	0.0	0.0	0.0	0.0	0.0	0.0
						0	0	0	0	0	0	0

Screenshot as viewed by employees and collaboration contracted staff

FBK consultant staff: collaborators have no regulatory work schedule obligations or bonds, so there is no contractual bond as far as worked time is concerned. Therefore, FBK has set out a maximum amount of working hours, equal to 13 (in compliance with the 11-hour rest provided by law). Like employees, collaborators must complete their TSs on a daily basis, reporting time effectively worked for each job order. On business trip days, TSs will show the business trip location and job order. Collaborators must report, for each of these days, time worked on the job order for which they travelled. Days for which the collaborator has not performed work activities related to the contract, will show a 0-hour report.

The TS completion procedures are as follows:

1. Using your username and password, log onto <https://my.fbk.eu/map>;
2. Enter worked hours for each job order, filling in the figures in the respective text boxes;
3. Press the “*Conferma settimana*” (Confirm week) button;
4. To facilitate accuracy with TS completion, a pop-up window will indicate theoretical hours, hours entered for the current week and temporary ones for the current month;
5. Press "No", if you wish to edit entered information before saving it; "Ok" to save hours and move on to the following week's TS;
6. You will then view a new week. Proceed with completion as per item 2.

Should you need further information, please contact your Research Unit Reference Contact and/or the Administration Department at this e-mail address: help-amm@fbk.eu