**STAFF COSTS – REGISTERING AND REPORTING OF HOURS WORKED FOR THE PROJECT**

1. **Report od hours and employment confirmation (RH)**

*Version 1.1 of 28th June 2022*

*/link to the document – Report\_of\_hours\_and\_employment\_confirmation\_v1.1.pdf/*

This is the obligatory document for registering and reporting the working time of persons whose working hours spent for project implementation are subject to reimbursement from the Programme, under the cost category 1 (staff costs). **This template is relevant for the** **core projects, small projects, platforms, PAC support, and Assistance to a Strategy point.**

Project partners have to complete and sign one document per reported employee per reporting period. The signed version must be uploaded to the partner report in BAMOS+. The MA/JS will only reimburse the working hours documented through this template.

In addition, project partners have to keep, on their premises, **original employment contracts or equivalent employment documents** of the persons whose working hours are the subject of the Programme co-financing. Project partners do not have to attach those documents to the partner report but they have to keep them available and deliver them upon request of the MA/JS or any other authorised body (Audit Authority, European Commission, etc.).

1. **Report od hours and employment confirmation for unpaid voluntary work (RHV)**

**Please note: unpaid voluntary work is eligible for co-financing in the case of small projects only.**

*Version 1.0 of 9th September 2022*

*/link to the document - Report\_of\_hours\_and\_employment\_confirmation\_Voluntary\_Work\_Version 1.0.pdf/*

This is the obligatory document for registering and reporting the working time of unpaid volunteers, whose working hours spent for project implementation are subject to reimbursement from the Programme, under the cost category 1 (staff costs). **This template is relevant for small projects only.**

Project partners have to complete and sign one document per reported volunteer per reporting period. The signed version must be uploaded to the partner report in BAMOS+. The MA/JS will only reimburse the working hours documented through this template.

In addition, project partners have to keep, on their premises, the **original voluntary work agreement** of the persons whose unpaid voluntary work is the subject of the Programme co-financing. Project partners do not have to attach those documents to the partner report but they have to keep them available and deliver them upon request of the MA/JS or any other authorised body (Audit Authority, European Commission, etc.).

**Technical remarks:**

Please only use ADOBE READER 10.0 or higher to fill in the forms. When using other readers, the form is not working properly. The latest version can be downloaded for free e.g. at <http://get.adobe.com/reader/>

The MA/JS accepts handwritten signatures and advanced and qualified e-signatures. If the document is signed by e-signature, make sure that the document contains metadata or traceable results of the e-signature validator.