

Project acronym		FULL TIME RECORDING SYSTEM
Grant Agreement reference number		
Beneficiary's name		
Name of the person working on the action		
Type of personnel		
Name of Supervisor of the action		
Year		
Month		

HOURS																																	
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	DAYS
European Projects																																0	0,0
Project acronym - WP1																																0	0,0
Project acronym - WP2																																0	0,0
Project acronym - WP3																																0	0,0
Project acronym - WP4																																0	0,0
Project acronym - WP5																																0	0,0
Project acronym - WP6																																0	0,0
Project acronym - WP7																																0	0,0
Project acronym - WP8																																0	0,0
Project acronym - WP9																																0	0,0
Project acronym - WP10																																0	0,0
Project acronym - WP11																																0	0,0
Project acronym - WP12																																0	0,0
Other EU projects																																0	0,0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0,0
National, Regional, Local Projects																																	
Project acronym																																0	0,0
Project acronym																																0	0,0
Project acronym																																0	0,0
Project acronym																																0	0,0
Total National, Regional, Local projects hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0,0
Other activities																																	
Teaching activities																																0	0,0
Other research activities																																0	0,0
Other institutional activities																																0	0,0
Total other activities hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0,0
Absences*																																	
Annual leave																																0	0,0
Special leave																																0	0,0
Illness																																0	0,0
Total productive hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0,0

Short description of the activities carried out in the month:	
Signed (name of the person working on the action): Date:	Signed (name of the Supervisor): Date:
Signature:	Signature

*Note for absences:
ANNUAL LEAVE= please report "AL" in the relevant box
SPECIAL LEAVE= please report "SL" in the relevant box
ILLNESS= please report "IL" in the relevant box