



### Manual EN

As from April onwards a new column is visible in the B part of the timesheets in TSM. In this extra column you can record the hours during which you were not able to work on your project(s) due to the Covid-19 measures. The use of the Covid-19 column is restricted. Below you can read when and how to use it.

When can I use the Covid-19 column?

- You can only use the column if the project for which you record your hours is registered at the project office as a project which encounters issues *in carrying out the necessary research* due to Covid-19 measures. This means that the scientist in charge has informed the project office that such issues exist. He/she can contact the project office through the email address mentioned in the contact details in the manual or by contacting the project controller who supports the project.
- You can not use the Covid-19 column for the registration of hours you didn't work on the project because of day care for your children or other forms of special leave. If this is the case you must record the hours for which you have taken leave or for which you have requested special leave in the "leave" column.

How should I use the Covid-19 column?

- In the Covid-19 column you record the hours you would normally record in the project column in part A but weren't able to work on the project. So it is possible that you record hours in the project column in part A as well as in the Covid-19 column in part B, if you only worked partly on the project due to the Covid-19 measures. Make sure that the sum of hours of both columns (or even more if you work on more projects) equals your total hours budgeted in the project(s) you work for.
- If you work for more than one project, you only have one Covid-19 column at your disposal. We then kindly ask you to let us know separately which hours in the Covid-19 column relate to which project. You can do this by using the space for comments in the pop up which appears the moment you submit your timesheet. Please make sure you fill in this information as asked, otherwise we will send the timesheet back to you. The comments you provide us with will be kept in the system and used for the reporting of the costs.

If you have questions about the Covid-19 column, do not hesitate to ask us through the email addresses mentioned in the manual.