

## MONTHLY TIMESHEET

<b>PROJECT NUMBER:</b>	INTEGRISIMA
<b>PROJECT ACRONYM:</b>	INTEGRISIMA
<b>Name of employee:</b>	Marta Bela
<b>Name of partner institution:</b>	City of Reisel
<b>Month:</b>	November 2008

<b>Reporting period:</b>	<b>01/07/08 - 31/12/08</b>
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Month / Day	Worked hours on the project	Component*	Description of tasks
01/11/2008	2	Component 1.	Attendance of conference "ICT solutions of tomorrow"
02/11/2008	3	Component 1.	Attendance of conference "ICT solutions of tomorrow"
03/11/2008	7	Component 1.	Attendance of conference "ICT solutions of tomorrow"
04/11/2008	0		
05/11/2008	0		
06/11/2008	0		
07/11/2008	4	Component 1.	Adm
08/11/2008	0		
09/11/2008	0		
10/11/2008	3.5	Component 1.	Adm
11/11/2008	2	Component 1.	Adm
12/11/2008	0.5	Component 1.	Adm
13/11/2008	0		
14/11/2008	0		
15/11/2008	0		
16/11/2008	4.5	Component 1.	Adm
17/11/2008	0		
18/11/2008	0		
19/11/2008	3	Component 1.	Adm
20/11/2008	2.5	Component 1.	preparation workshop on "SME financing"
21/11/2008	0		
22/11/2008	0		
23/11/2008			
24/11/2008			
25/11/2008	2.5	Component 1.	Adm
26/11/2008	0		
27/11/2008	4.75	Component 1.	Adm
28/11/2008	0		
29/11/2008	0		
30/11/2008	0		
<b>Total worked hours</b>	39.25		
<b>*Hourly rate:</b>	EUR 40.12		
<b>Total EUR:</b>	<b>EUR 1,574.71</b>		

\_\_\_\_\_  
Signature of Employee

Date:

\* Calculation of hourly rate

Employee's annual gross salary (incl. employer's contributions):	EUR 68,000.00
Actual annual days worked:	EUR 226.00
Daily rate:	EUR 300.88
Hourly rate:	EUR 40.12

\*Type of Component

Preparation activities
Component 1. "Management & Coordination"
Component 2. "Dissemination & Publicity"
Component 3. "Best Practice exchange"
Component 4. -
Component 5. -

## MONTHLY TIMESHEET

<b>PROJECT NUMBER:</b>	INTEGRISIMA
<b>PROJECT ACRONYM:</b>	INTEGRISIMA
<b>Name of employee:</b>	Marta Bela
<b>Name of partner institution:</b>	City of Reisel
<b>Month:</b>	December 2008

**Reporting period:** 01/07/08 - 31/12/08

Month / Day	Worked hours on the project	Component*	Description of tasks
01/12/2008	0		
02/12/2008	0		
03/12/2008	5.5	Component 2.	requirements for website
04/12/2008	1.5	Component 1.	minutes Steering Group meeting
05/12/2008	0		
06/12/2008	0		
07/12/2008	0		
08/12/2008	0		
09/12/2008	2.5	Component 2.	admin
10/12/2008	0		
11/12/2008	3.75	Component 2.	project logo
12/12/2008	2.5	Component 1.	admin
13/12/2008	0		
14/12/2008	0		
15/12/2008	0		
16/12/2008	0		
17/12/2008	5.5	Component 1.	minutes Steering Group meeting
18/12/2008	1	Component 1.	admin
19/12/2008	2	Component 2.	admin
20/12/2008	0		
21/12/2008	0		
22/12/2008	0		
23/12/2008	0		
24/12/2008	5.5	Component 2.	admin
25/12/2008	2	Component 2.	minutes Steering Group meeting
26/12/2008	2	Component 1.	admin
27/12/2008	0		
28/12/2008	0		
29/12/2008	0		
30/12/2008	0		
31/12/2008	0		
<b>Total worked hours</b>	33.75		
<b>*Hourly rate:</b>	EUR 40.12		
<b>Total EUR:</b>	EUR 1,354.05		

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Signature of Employee

Date:

\* Calculation of hourly rate

Employee's annual gross salary (incl. employer's contributions):	EUR 68,000.00
Actual annual days worked:	EUR 226.00
Daily rate:	EUR 300.88
Hourly rate:	EUR 40.12

\*Type of Component

Preparation activities
Component 1. "Management & Coordination"
Component 2. "Dissemination & Publicity"
Component 3. "Best Practice exchange"
Component 4. -
Component 5. -

City of Reisel	
Payslip	
Employee: Ms. Marta Bela	
01/01/08 - 31/01/08	
EUR	
Gross salary incl. employer's contribution	5,500.00
Employer's contribution	-1,500.00
Gross salary	4,000.00
Taxes	-1,000.00
Payable amount on 31/01/08	3,000.00

City of Reisel	
Payslip	
Employee: Ms. Marta Bela	
01/02/08 - 28/02/08	
EUR	
Gross salary incl. employer's contribution	5,500.00
Employer's contribution	-1,500.00
Gross salary	4,000.00
Taxes	-1,000.00
Payable amount on 28/02/08	3,000.00

City of Reisel	
Payslip	
Employee: Ms. Marta Bela	
01/03/08 - 31/03/08	
EUR	
Gross salary incl. employer's contribution	5,500.00
Employer's contribution	-1,500.00
Gross salary	4,000.00
Taxes	-1,000.00
Payable amount on 31/03/08	3,000.00

City of Reisel	
Payslip	
Employee: Ms. Marta Bela	
01/04/08 - 30/04/08	
EUR	
Gross salary incl. employer's contribution	5,500.00
Bonus	2,000.00
Employer's contribution	-1,500.00
Gross salary	6,000.00
Taxes	-1,500.00
Payable amount on 30/04/08	4,500.00

City of Reisel	
Payslip	
Employee: Ms. Marta Bela	
01/05/08 - 31/05/08	
EUR	
Gross salary incl. employer's contribution	5,500.00
Employer's contribution	-1,500.00
Gross salary	4,000.00
Taxes	-1,000.00
Payable amount on 31/05/08	3,000.00

City of Reisel	
Payslip	
Employee: Ms. Marta Bela	
01/06/08 - 30/06/08	
EUR	
Gross salary incl. employer's contribution	5,500.00
Employer's contribution	-1,500.00
Gross salary	4,000.00
Taxes	-1,000.00
Payable amount on 30/06/08	3,000.00

City of Reisel	
Payslip	
Employee: Ms. Marta Bela	
01/07/08 - 31/07/08	
EUR	
Gross salary incl. employer's contribution	5,500.00
Employer's contribution	-1,500.00
Gross salary	4,000.00
Taxes	-1,000.00
Payable amount on 31/07/08	3,000.00

City of Reisel	
Payslip	
Employee: Ms. Marta Bela	
01/08/08 - 31/08/08	
EUR	
Gross salary incl. employer's contribution	5,500.00
Employer's contribution	-1,500.00
Gross salary	4,000.00
Taxes	-1,000.00
Payable amount on 31/08/08	3,000.00

City of Reisel	
Payslip	
Employee: Ms. Marta Bela	
01/09/08 - 30/09/08	
EUR	
Gross salary incl. employer's contribution	5,500.00
Employer's contribution	-1,500.00
Gross salary	4,000.00
Taxes	-1,000.00
Payable amount on 30/09/08	3,000.00

City of Reisel	
Payslip	
Employee: Ms. Marta Bela	
01/10/08 - 31/10/08	
EUR	
Gross salary incl. employer's contribution	5,500.00
Employer's contribution	-1,500.00
Gross salary	4,000.00
Taxes	-1,000.00
Payable amount on 31/10/08	3,000.00

City of Reisel	
Payslip	
Employee: Ms. Marta Bela	
01/11/08 - 30/11/08	
EUR	
Gross salary incl. employer's contribution	5,500.00
Employer's contribution	-1,500.00
Gross salary	4,000.00
Taxes	-1,000.00
Payable amount on 30/11/08	3,000.00

City of Reisel	
Payslip	
Employee: Ms. Marta Bela	
01/12/08 - 31/12/08	
EUR	
Gross salary incl. employer's contribution	5,500.00
Employer's contribution	-1,500.00
Gross salary	4,000.00
Taxes	-1,000.00
Payable amount on 31/12/08	3,000.00

Total (1/1/08 - 31/12/08)	
Employer's contribution	18,000.00
Gross salary	50,000.00
Taxes	-12,500.00
Paid	37,500.00