

# Frequently Asked Questions on Time Registration

## General

### **How does the process of time registration work?**

If time registration is mandatory according to the grant conditions of a research project, all employees working on the project must keep a time registration. This time registration serves to provide justification for the salary costs that are declared to the subsidy provider. Employees must register full hours (i.e. for the full contract hours at Leiden University) via the Vidatum. Within one month after the end of the month in question, the hours must be registered and approved by the designated approver.

### **I have a question about time registration, who is my point of contact?**

The point of contact for questions about time registration is the [key user of the faculty/unit](#).

### **Why can't I change the HR Leave Data?**

The request for leave hours by an employee is done via the leave application in SAP Self Service. Absences due to maternity leave or illness, for example, are registered via a notification from the manager to the ASSC PSSC. By default, public holidays are displayed as a day off in the time recording application.

### **Is it possible to set a favorite schedule with time data as the default?**

No, this is not possible. However, it is possible to make a copy of lines from a previous month.

### **Which hours do I have to account for?**

Within Leiden University, the time registration is kept in full, i.e. according to the duration of the contract. An important starting point is that the hours that are submitted must be written according to the actual time spent. For questions about the hours to be accounted for, please contact the faculty's key user.

### **I have a full-time employment contract (38 hours per week), how many hours per day do I have to register?**

Registration of hours must be in line with the employment. For full-time employment (38 hours), this amounts to 7.6 hours per day. If an employee has chosen to work 40 hours for a full-time appointment, 8 hours per day must be written.

### **The number of hours worked per week sometimes varies, so they do not always match the contracted hours per week. How is this handled?**

If the hours change per week in the same month, this is not a problem. It is important that the minimum contracted hours are registered over the entire month.

### **In addition to Leiden University, I work on projects at another institution. How should I register my hours correctly?**

All contracted hours for Leiden University must be registered. The hours worked elsewhere are not taken into account. However, the hours should not conflict with each other. Since

the EU can request this data during an audit, it is important to be aware of this and to register in line with it.

### **What is a prefiller?**

A prefiller is an employee (e.g. a project manager) who registers the hours worked in the time registration application for an employee working on a project. However, the prefiller can only register the hours. The employee must submit the hours for approval as he/she is responsible for the accuracy and completeness of the time registration.

### **Who is the prefiller of my timesheet?**

At the start of the timekeeping, you will be told who the prefiller of your timesheet is (if this method applies to your faculty/unit). At the larger institutes, it is customary for the hours to be planned in advance and prefilled by the central secretariat or the project secretariat (institute office). It is also possible that a secretary is given the task to fill in the timesheet in advance. In Vidatum, as an employee, you determine which person is authorized to prefill.

### **Why can't I submit hours as a prefiller?**

As a prefiller, you cannot submit hours because the employee is responsible for the correctness and completeness of the registered hours. The employee must always check the completed hours before submitting them.

### **How can I appoint a replacement as a prefiller?**

You can give an extra or different prefiller rights for this in Vidatum.

## **Release and approve**

### **Who is the approver of my timesheet?**

The project controller can assign two approvers to a project: a timesheet approver (first-level approver) and a second-level approver. A second-level approver is required if the first approver, such as a Principal Investigator (PI), also submits their own hours. In Vidatum, approvers are linked to the project, not to an individual timekeeper. If a timesheet is linked to multiple projects, more than one approver may need to review the hours.

Note: As an approver, you will also see hours recorded on other projects, but for submitting your approval you only need to look at the (project) hours for which you have been assigned as the approver.

### **How can I see who my approver is?**

On the project in Vidatum, the project team indicates who the approver is for the project. When hours have been submitted, you can see who the approver is via the "person icon".

### **Why can't I change a month once approved?**

Due to invoicing/external declaration, it is not possible to make changes after approval. Please note: once submitted and approved hours, they cannot be changed due to complex technical adjustments.

### **My project cannot be found in my timesheet. What can I do?**

Please contact the key user of the faculty. They can ask the project controller to assign an

approver to the project or add the employee to the budget so that the hours can be registered on the project.

## Leave

### **Why is the leave I requested not yet visible in timekeeping?**

Only after approval by the manager, the leave is shown in the timesheet. It is possible that the leave request has not yet been approved. Or the leave has been requested afterwards and the timesheet has already been approved, then the timesheet will no longer be adjusted.

### **Do I have to register my leave if I have a function-based contract (formerly: annual agreement)?**

Yes, register the hours under the line 'Other leave'.

### **I forgot to register my leave hours or I didn't fill in my hours correctly, while my hours have already been approved. How can I ensure that my leave hours are still included in the time registration?**

If the hours have been approved, they can no longer be changed. In this situation, contact the faculty's key user to discuss how the leave hours can still be recorded in the project file, so that they are correctly processed in the justification when claiming salary costs.

### **I worked a few hours during my leave. How can I register this correctly?**

With a function-based contract (formerly: annual agreement), these hours can easily be adjusted as long as they have not yet been approved. Hours can be revoked via the leave registration as long as they have not been approved in the time registration application. Unfortunately, when these hours have been approved, adjustment is no longer possible. In this situation, please contact the key user of the faculty.

### **I worked on a public holiday. Can I register these hours?**

If you have worked on a public holiday, you can register these hours. However, you should be aware that accountants are extra alert to this as this differs from the normal working week and you must be able to justify your hours if asked.

### **I worked on weekends. Can I register these hours?**

If you have worked during the weekend, you can register these hours. However, you should be aware that accountants are extra alert to this and you must be able to justify your hours if asked.

## Illness

### **I reported myself recovered, but still see sick days in my timesheet. How is this possible?**

It is possible that the P&O department has not yet processed the report of recovery in the system. The sick days are then still displayed on the timesheet. When the P&O department has processed the recovery report in the system, the relevant illness reports will be removed from the timesheet. However, when this happens after approval of the timesheet, it can no longer be changed in the timesheet. In that case, please contact the key user of the faculty.

### **How should I fill in the timesheet when I am partially ill?**

When you are partially ill, the sick hours are automatically displayed on the timesheet. The hours worked must be registered in the time registration application. Example: you are still

50% sick and work 8 hours on the day in question according to the schedule. 4 hours of sick time for the day in question will then be displayed on timesheet. You write the remaining 4 hours on the project concerned.

**I have been sick, but my absence is not in the timekeeping application. What can I do?**  
Please contact the key user of the faculty, so that it can be seen whether and how these absence hours can still be included in the time registration application.

## **Trips such as fieldwork and convention trips**

**What should I pay attention to when registering hours related to a work trip?**

The costs incurred and declared must be in line with hours recorded. The time registration must be in accordance with the travel details (dates mentioned on airline tickets, conference dates, etc.). Please note that only the hours worked are registered (for a minimum contract duration), and that extra holiday on location also counts as holiday leave and not as working hours.

**I stay longer on location after a conference visit. How should I account for these hours?**

The hours spent on the conference fall under hours worked. Furthermore, at least the number of contracted hours must be accounted for (as leave hours or hours worked remotely). Please note that a maximum of 12 hours can be recorded in a day.