



## **ELECTRONIC TIMESHEET**

The new application allows you to fill in electronically your Timesheet.

The Timesheet registers the number of hours devoted to the research projects, subject to audit, in which you are involved.

You can enter it from the Professor's Diary or via intranet.

**Login via Professor's Diary:** www.unibocconi.it, click on yoU@B Student/Professor's Diary, enter with your user and password, you will see the Timesheet under "Procedure".



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#### Login via intranet : Faculty Administration – Research click on F- Electronic Timesheet

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#### **F - ELECTRONIC TIMESHEET**



Instructions

## Once in the system, you will see all the research projects assigned to you, which are subject to completion of a Timesheet.

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You can also fill in the timesheet daily, save it (**save icon**) and enter again at a later date. This operation should be repeated for all your projects. If you make a mistake you can correct it by clicking on **restore**.

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## When you enter the working hours, you will see the daily total, as the system calculates a sum together with all the other hours declared on the other projects.

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Research Center.

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### Finally, there is also the Summary, that must be filled in only by Full Professors, Associate professors, Assistant Professors and permanent administrative staff. 0330

The Summary has the same value as the old Excel sheet. The Summary is only one for the whole year, it should be saved and printed at the beginning of the following year. Here, you should add all the other activities done during the year (i.e. paper, book chapter, published articles, other non financed researches etc.)

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#### Click on print summary and select the year to print it. Sign and give it to your secretary .

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# Summary example for Full/Associate/Assistant Professors.



Please, contact the Grants Office for any question, trouble (i.e. you close a month but then realize you put in the wrong number of hours ) or doubt <u>divisione.ricerca@unibocconi.it</u> or <u>ricerca@unibocconi.it</u>, ph. Ilaria Fortuna 5292.