

TIMESHEETS

How to fill in the
timesheets correctly ?

April 2026



STEP 1 - Employee & contract data – regular employee

Timesheet Interreg Meuse-Rhine (NL-BE-DE)

Employee data:	
Name:	Karen Coenegrachts
Employee number:	
Function:	Finance & Control Officer
Name Project partner:	Provincie Limburg

Contractual ^{*1)} hours per week:	40
Contractual hours full time:	40
Part-time factor (calculated):	1,00

Year:	2026
Month:	January

^{*1} Fill in either the contractual hours or (if applicable) the Interreg hours per week that are determined.



Fill in the **employee** data



Fill in the **contract** details
& **part-time** factor



Fill in the **year** and the **month**

Interreg



Co-funded by
the European Union

Meuse – Rhine (NL – BE – DE)

08.06.2026

STIPP

STEP 1 - Employee & contract data – owners or major shareholder – 45 EUR/h

Employee data:	
Name:	Ana Kennedy
Employee number:	
Function:	CEO
Name Project partner:	Example



Fill in the **employee** data

Contractual hours per week:	
Contractual hours full time:	
Part-time factor (calculated):	



These elements might be left empty because the employee does not have a work contract with the company – the company statutes or the shareholder agreement needs to be provided as proof to demonstrate the connection of the person with the company

Year:	2025
Month:	October



Fill in the **year** and the **month**

STEP 2 - Project activities

Registration:																						
Project activities																						
Project acronym	Project ID	Internal project code	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
STIPP SME grants (SPF)	IMR6-00100							8,0	8,0	8,0					8,0	8,0	8,0	8,0				4,0
Horizon2020 grant	H2020-001																					
Total project hours			0,0	0,0	0,0	0,0	0,0	8,0	8,0	8,0	0,0	0,0	0,0	0,0	8,0	8,0	8,0	8,0	0,0	0,0	0,0	4,0

Fill in the project ID & acronym of :

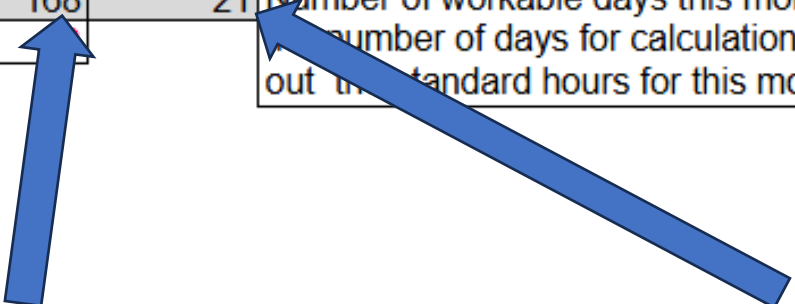
- your **STIPP project**,
- and **any other EU funded project** in which the employee is involved in.

For each day of the month, register the **amount of hours** worked in each project.

STEP 2 - Project activities

26	27	28	29	30	31	Total
	8	8	8	8		105
						0
						0
						0
						0
						0
0	8	8	8	8	0	105
Contract hours this month						168
More (+) / Less (-)						

21 Number of workable days this month (please fill out number of days for calculation here (in AJ20) or fill out the standard hours for this month manually (in



Fill in the standard monthly contractual hours OR the number of workable days.

STEP 3 - Other activities

DO NOT FORGET to register the other non-project related hours !!!

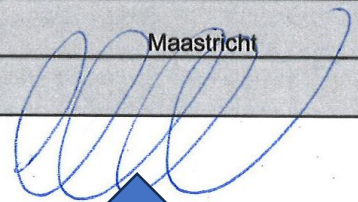
Non project-related activities																																		
Leave of absence		8,0							8,0										4,0			8,0												28
Holiday	8,0																																	8
Sick leave																																		0
Other activities					8,0							8,0						8,0			3,0				8,0									35
Total hours of non project-related activities	8,0	8,0	0,0	0,0	8,0	0,0	0,0	0,0	8,0	0,0	0,0	8,0	0,0	0,0	0,0	0,0	0,0	8,0	4,0	0,0	3,0	8,0	0,0	0,0	8,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	71	
Total accounted hours	8,0	8,0	0,0	0,0	8,0	8,0	8,0	8,0	8,0	0,0	0,0	8,0	8,0	8,0	8,0	8,0	0,0	0,0	8,0	8,0	8,0	8,0	8,0	0,0	0,0	8,0	8,0	8,0	8,0	8,0	0,0	176		

- Leave of absence = days off
- Holiday = bank holidays
- Other activities = other worked hours (not STIPP or EU project related hours)

STEP 4 - Double validation / Signature

Double authorization of the timesheets is **mandatory** :

- Timesheets should be signed by the employee and a supervisor.
- The supervisor can be someone from the **HR/finance department** or someone from the **Board of Directors** of the organization or **the Lead Partner (if needed)**.

Employee signature	
Date	5/02/2026
Place	Maastricht
Signature	

Fill in **date & employee's signature**

Supervisor signature	
Datum	5/02/2026
Place	Maastricht
Signature	

Fill in **date & supervisor's signature**

TIMESHEET – EXAMPLE

Timesheet Interreg Meuse-Rhine (NL-BE-DE)

Employee data:	
Name:	Karen Coenegrachts
Employee number:	
Function:	Finance & Control Officer
Name Project partner:	Provincie Limburg

Contractual* ¹⁾ hours per week:	40
Contractual hours full time:	40
Part-time factor (calculated):	1,00

Year:	2026
Month:	January



*1 Fill in either the contractual hours or (if applicable) the Interreg hours per week that are determined.

Registration:

Project activities

Project acronym	Project ID	Internal project code	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
STIPP SME grants (SPF)	IMR6-00100							8,0	8,0	8,0					8,0	8,0	8,0	8,0				4,0	8,0	5,0					8,0	8,0	8,0	8,0		105
Horizon2020 grant	H2020-001																																	0
																																		0
																																		0
																																		0
																																		0
Total project hours			0,0	0,0	0,0	0,0	0,0	8,0	8,0	8,0	0,0	0,0	0,0	0,0	8,0	8,0	8,0	8,0	0,0	0,0	0,0	4,0	8,0	5,0	0,0	0,0	0,0	0,0	8,0	8,0	8,0	8,0	0,0	105
																																	Contract hours this month:	168
																																	More (+) / Less (-)	-63

Non project-related activities		
Leave of absence		8,0
Holiday	8,0	
Sick leave		
Other activities		8,0
Total hours of non project-related activities	8,0	8,0

Total accounted hours	8,0	8,0	0,0	0,0	8,0	8,0	8,0	8,0	8,0	0,0	0,0	8,0	8,0	8,0	8,0	0,0	0,0	8,0	8,0	8,0	8,0	8,0	0,0	0,0	8,0	8,0	8,0	8,0	8,0	8,0	8,0	0,0	176
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Employee signature	
Date	5/02/2026
Place	Maastricht
Signature	

Supervisor signature	
Datum	5/02/2026
Place	Maastricht
Signature	

REMINDER - Other time registration systems



Using your own time registration system means fulfilling the same requirements !

- Detailed monthly overviews
- Timely registration of working days & projects
- Double authorization from the employee & the supervisor (signatures/electronic validation)

Pre-check your time registration system with STIPP FM

To avoid reporting issues and payment delays, we recommend to send some examples of your time registration overviews to stipp-fm@prvlimburg.nl before submitting them in JEMS-STIPP.

The Financiers

Interreg



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the European Union

Meuse – Rhine (NL – BE – DE)

STIPP



Ministerie van Economische Zaken

Ministerium für Wirtschaft,
Industrie, Klimaschutz und Energie
des Landes Nordrhein-Westfalen



provincie limburg



Wallonie

The Partners



AGIT
Gründen. Ansiedeln. Fördern.

NMWP.
The Innovation Engineers.

pom
Powering
Limburg's
economy

WE Wallonie
Entrepreneurs



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