

MEMORANDUM

To: Project Coordinators

From: Project Support Team

Date: 4 January 2011

Subject: Submission of Timesheets for work performed on externally funded projects

All Project Assistants, Project Officers and other persons who are remunerated in part or in full from externally funded projects are kindly requested to submit their timesheets to the Project Support Team by the dates indicated in the table below following the previous payroll date:

MONTH	PERIOD	PAY DATES	To Reach Project Support Office by
January	01.01.2011 - 28.01.2011	28.01.2011	4.02.2011
February	29.01.2011 - 25.02.2011	25.02.2011	4.03.2011
March	26.02.2011 - 25.03.2011	25.03.2011	1.04.2011
April	26.03.2011 - 22.04.201	22.04.2011	29.4.2011
May	23.04.2011 - 20.05.2011	20.05.2011	27.5.2011
June	21.05.2011 - 17.06.2011	17.06.2011	24.6.2011
July	18.06.2011 - 15.07.2011	15.07.2011	22.7.2011
August	16.07.2011 - 12.08.2011	12.08.2011	19.8.2011
September	13.08.2011 - 09.09.2011	09.09.2011	16.9.2011
October	10.09.2011 - 07.10.2011	07.10.2011	14.10.2011
November	08.10.2011 - 04.11.2011	04.11.2011	11.11.2011
December	05.11.2011 - 02.12.2011	02.12.2011	09.12.2011
December	03.12.2011 - 31.12.2011	30.12.2011	06.01.2012

In order to ensure that the time sheets reach the Project Support Time in time, it is recommended to bring them by hand rather than using the internal mail.

Your cooperation would be greatly appreciated.
