



L-Università
ta' Malta

Handbook for Marie Skłodowska-Curie Action Researchers



Welcome

Welcome to the University of Malta! This handbook is meant to guide those researchers at our University who are supported by the European Union's Marie Skłodowska-Curie Actions (MSCA), both at postdoc level, as well as those who are reading for a Ph.D.. We take this opportunity to welcome any new MSCA researchers and to thank all the existing ones. The valuable work that you do, your expert knowledge, and your contributions to the research being undertaken at the University of Malta are truly welcomed and appreciated. We are passionate about research, this being one of the pillars defining our core institutional objectives.

At our University, we encourage people to work in a collegial and supportive manner. We recognise the importance of supporting the growth of researchers. Providing employment opportunities for researchers to engage in research projects and work alongside experienced mentors, Principal Investigators, and other collaborating academics allows you to gain valuable experience and strengthen your skills.

This handbook outlines the main aspects of the employee-employer relationship at the University, complementing the Maltese Employment and Industrial Relations Act (EIRA). It is designed to address common questions you may have on your employment conditions. If you have any concerns or queries that are not addressed in the handbook, please do not hesitate to contact a member of staff at the Office for Human Resources Management & Development (OHRM&D). You can find our contact details on the OHRM&D page: um.edu.mt/hrmd/ourstaff.

Sincerely,



Ms Jacqueline Fenech

*Director
Office for Human Resources
Management & Development*



Professor Ing. Simon Fabri

*Pro-Rector
Research & Knowledge Transfer*



Introduction

This handbook applies to researchers at the University of Malta (UM) supported by the European Union's Marie Skłodowska-Curie Actions (MSCA) at both the Post Doctoral level and those who are reading for a Ph.D. as required by the relevant MSCA funding programme.

The handbook provides guidance in finding answers to general questions related to your work conditions. Please note that it is only intended to provide general information and does not form part of an employment contract with the UM¹.

For questions regarding specific personal employment situations or practices that are not addressed in this handbook, please contact our office at hcmd@um.edu.mt.

¹ The UM reserves the right to change any part of the information set out in this handbook without consulting, obtaining agreement, or providing notice of any kind.

Definitions

Management: is to be understood as referring to the Rector, Pro-Rectors, University Secretary, Deans, Directors and or such official of the University authorised to head the administration thereof.

University: This term refers to the University of Malta or UM, and is hereafter referred to as 'University'.

Principal investigator: is the Resident Academic acting as the Supervisor to the Researcher on a specific project. The PI may also be the lead researcher for the grant project on behalf of the University of Malta.

Post-doctoral experience: shall refer to experience obtained after the award of a Ph.D. degree or an equivalent research based doctoral qualification.

MSCA Researcher (PostDoctoral or Reading for a Ph.D.): a position for which funding is awarded by a specific European programme falling under the Marie Skłodowska-Curie Actions, where funds are directed towards research activities and administered through the Project Support Office. A MSCA Researcher is answerable to the PI/Supervisor.

Recruitment, Selection & Employment

PostDoctoral MSCA Researcher

These types of researchers fall under Marie Skłodowska-Curie action programmes that allow researchers with a Ph.D. to carry out their research activities abroad, get new skills and develop their careers in their field of research. This entails the MSCA Researcher to work together with the Supervisor in the host organisation (in this case the UM), and submit a proposal accordingly. If the proposed research is awarded the funding, the MSCA Researcher is employed by the UM acting as the host organisation. In this case, a contract of employment is issued once the funding is confirmed.

MSCA Researcher Reading for a Ph.D.

Some Marie Skłodowska-Curie action programmes include networks on which the objective is to implement doctoral programmes by partnerships of organisations from different sectors across Europe and beyond, to train highly skilled Ph.D. candidates, stimulate their creativity, enhance their innovation capacities and boost their employability in the long-term. MSCA Researchers in this case are employed through a call for applications.

During the recruitment and selection process, the UM is committed to hiring the best qualified person for the post. The UM recognises the worth and dignity of all candidates by providing equal opportunity for employment, ensures fair, open and transparent competition, while ensuring all contractual and legislative requirements are met, in line with the European Charter for Researchers.

Hiring Process

The PI in liaison with the HR Manager for externally funded projects is responsible for the recruitment and selection of MSCA Researchers reading for a Ph.D., and a call for applications is advertised to identify potential applicants.

The call for applications are featured on the Office for Human Resources Management and Development website (um.edu.mt/hrmd/recruitment/projects), as well as on Euraxess, Facebook, LinkedIn and other portals as necessary. This generates a strong candidate pool.

Application Process

Applicants should submit an updated curriculum vitae with their application letter, a copy of their certificates and names of referees, as per the instructions on the call for applications by the closing date featured therein.

Selection Process

Candidates who do not meet the required qualifications will not be considered for an interview. The UM will make its selection decision based on the applicant deemed to be most qualified with regard to the required skills, ability, relevant past performance, and qualifications, as outlined in the call for applications. PIs must adhere to the UM's practices on conflict of interest as well as ensuring that employees are not directly supervised by a relative.

Candidates who are selected for the position will receive a nomination from our representatives from the OHRM&D. Once the nomination is accepted by the candidate, a contract of employment and a set of forms will be sent via email to be filled out and returned to our office.

Probationary Period

From the first day of employment, newly hired MSCA Researcher, will be subject to a probationary period. The period amount will depend on the duration of the definite contract. The PI and the MSCA Researcher should meet early on to establish mutually agreeable probationary goals. It is encouraged to hold regular meetings throughout the probationary period to review the performance against those goals. If the MSCA Researcher's progress and performance are deemed to have been unsatisfactory or an additional assessment period is required, the PI may decide to discontinue the employment.

Starting your employment with UM

The following is a list of forms relevant to both Postdoctoral MSCA Researchers, and MSCA Researchers, reading for a Ph.D. (henceforth in this document being referred to as the MSCA Researcher or MSCA Researchers). The forms are required to start off your employment at the UM.

Form checklist:

- **Contract of employment** to be signed by the MSCA Researcher and the PI.

- **Personal data card:** This card contains the MSCA Researcher's personal details and contact details in case of emergencies.

- **Jobsplus Engagement Form:** This form is required so that the MSCA Researcher is registered with Jobsplus as an employee with the UM.

- **Link to parking permit self-service portal, if required:**
<https://um.unidesk.ac.uk/tas/public/ssp/>

- **Salaries forms:** Once these forms are filled in, the Salaries Office will be able to process the MSCA Researcher's salary every four weeks. In accordance with Maltese Tax Regulations, for the first 183 days of stay in Malta, the emoluments earned will be subject to tax at the Non-Resident Rate of Tax. Once the 183 days in Malta are exceeded, the tax status will be changed and will thereafter be taxed at the Resident Rate of Tax on the emoluments earned. In view of this, the MSCA Researcher should provide a copy of the airline ticket of the arrival date in Malta.

- **Activation code:** Soon after commencement, we will send the MSCA Researcher an email with the activation code and guidelines for activation of a UM IT account.

For further assistance in filling in the initial paperwork you can visit our office, **Room 214** at the **Office for Human Resources Management & Development** located at the **Administration Building**, located at number 53 on the campus map:
➤ um.edu.mt/campuses/msida/campusmap



Moving to Malta

We suggest you would read the following guide for foreigners: gov.mt/en/Life%20Events/Pages/Renting%20and%20Purchasing%20Property/Moving-to-Malta-A-Guide-for-Foreigners.aspx

Our Office will always offer further support to get you started with your work at the UM. Following is a list of requirements for your employment:



EU Nationals – Registration Certificate

- A covering letter is prepared by the OHRM&D to confirm your employment in order for you to be able to apply for the Social Security Registration Number.
- You will be provided with a link to apply for the Social Security Registration Number. Once completed you will receive both your social security number and your tax details either by email or by post.
- EU nationals staying for a period longer than three months in Malta are required to apply for a residence card here:

Third country nationals – Still Abroad

- TCNs will be emailed by the Work Permit Team within the OHRM&D with a list of required documents. Included in the list is a link to apply for the Malta Qualifications Recognition Information Centre (MQRIC) to ensure that your qualifications are recognised.
- A full Health Insurance coverage will be required for the first year of employment. The policy will be covered by the UM.
- The OHRM&D will submit the work/residence application to Identità.
- If you are a TCN residing in an EU country, you must provide our office with a valid (at least 6 months) Residence Permit of the country you are living in. You can proceed with your travel arrangements soon after you receive the approval letter from Identità, since in this case no visa is required.
- If you are a TCN residing outside the EU, soon after you receive the approval letter from Identità, you will need to proceed with the long-term D visa application. Information on how to apply and pay is available at identita.gov.mt/central-visa-unit-national-visa-long-stay-visa/ and is also provided in the approval letter from Identità. Any other information / assistance that you may require will be provided to you by the OHRM&D office. The visa application is paid by the TCN.
- The fees for the application will be covered by the UM.
- If you wish to have your family with you, then you will need to submit an application form to Identità. Details are included at identita.gov.mt/expatriates-unit-non-employment-permits-family-members-policy/.
- If you require any further information from Identità during the whole process, you may contact them by sending an email at noneu.identita@gov.mt.

Third Country Nationals – Once in Malta

- TCNs coming from countries with high tuberculosis risk are required to undertake a health screening test. The application form for the test is available at hdpd.gov.mt/sites/default/files/2024-03/UPDATED%2022032024%20FORM%20B%20-%20OTHER%20JOBS_HIGH_V%20HIGH%20RISK%20TB.pdf. The fee for this test is borne by the TCN.
- Identità will also require a lease agreement for a minimum period of 6 months from the commencement date, together with the Housing Authority approval email and the lawyer/notary attestation form. Information for applying is available at identita.gov.mt/lease-agreement-attestation-form-3. A list of various property agents in Malta is available online.
- When all the required documents are in order, you can fix an appointment with Identità to get the biometrics done. Booking details are available at identita.gov.mt/expatriates-unit-useful-information-biometrics-and-interim-receipt. Once this step has been completed, you will get a temporary work permit allowing the start of your employment with the UM.

Additional information for both TCNs and EU Nationals

- Once you obtain the residence permit (for TCNs), you may enrol your offspring in a state school. You will be required to contact the school that is situated in your town of residence. A list of schools with their contact details is available at education.gov.mt/colleges.
- Once you are in Malta and start your employment, you may be required to attend conferences or secondments outside of Malta. If you will be travelling within the EU, no VISA is required. If you will be travelling in a country outside the EU, a VISA may be required depending on the country you will be visiting. Further information and booking details are available at visa.vfsglobal.com/kwt/en/mes.

Important Contact Details while you are in Malta:

- Emergency: (Police, Ambulance, Fire Brigade & Civil Protection): **112**
This number will only be answered in Maltese or English. You can call from any landline or mobile phone, even if your phone subscription is still registered in your home country.
- Identità – Expatriates Unit: **2590 4800**
- Police Headquarters: **2122 4001, 2122 4002, 2122 4003, 2122 4004, 2122 4005, 2122 4006, 2122 4007**
- Department for Industrial and Employment Relations: **info.dier@gov.mt**.
- Jobsplus – Expatriates Section: **2220 1281, 2220 1287, 2220 1290, 2220 1291**
- Mater Dei Hospital: **2545 0000**

Dress Code

When working on campus it is important to present a professional image at the workplace. You can refer to the following dress code guidelines.

- MSCA Researchers are expected to be smart and neat in appearance and should wear clothes that are suitable for the nature of their work.
- Appropriate business attire for work excludes halter and strapless tops, spaghetti straps, tank tops, cropped tops, casual, denim or beach shorts, beach dresses, athletic attire (sweatshirts, sweatpants) torn clothing, clothing with holes in them, or which are tight fitting or revealing. All clothing must be clean, neat, and fit properly.
- Footwear such as flip flops, sneakers, gym shoes and beach sandals are not considered as appropriate.
- MSCA Researchers must abide by the safety policies and procedures of their departments and wear the required protective clothing and safety equipment as directed.
- MSCA Researchers who are required to wear a uniform must ensure that the uniform is worn in full and is kept clean and presentable.

Complaints & Appeals

The UM is committed to maintaining a civil workplace. Promoting civility and respect and early intervention will reduce the risk of incivility. Whenever conflicts arise, MSCA Researchers are encouraged to deal directly with the other person(s) who are involved to respectfully engage in dialogue to achieve resolution. If this does not sort out the conflict, the matter should be referred to the Principal Investigator, and/or the Head of Department in the first instance, and to ultimately follow it up with the Director of OHRM&D in case of no resolution.

Documentation related to any concerns regarding disrespect and incivility will be kept strictly confidential within the OHRM&D. Emails can be forwarded to hrmd@um.edu.mt

Disciplinary Action

At the UM, all MSCA Researchers are expected to act with responsibility and integrity. It is the responsibility of the PI to report incidents of suspected misconduct during work. Any misconduct should be reported to the Director OHRM&D. Disciplinary procedures may be initiated against a MSCA Researcher who is alleged to have assisted in misconduct. The standard operating procedure XHR-007-02 outlines the disciplinary action process: um.edu.mt/operatingprocedures/doc/XHR-007-02

Salary & Timesheets

The salary for Postdoctoral MSCA Researchers and MSCA Researchers reading for a Ph.D. under a specific programme are remunerated in accordance with the guidelines of the same funding programme and may vary from one programme to another. All MSCA Researchers are subject to the payment of Maltese Income Taxes and National Insurance contributions where applicable. In order for the MSCA Researcher to receive payment, a timesheet has to be duly filled and submitted online, on the administrative information management system called AIMS. Further information may be found in Appendix I.

Time & Attendance

Working Hours

MSCA Researchers engaged on a full-time basis are expected to work a 40 hour week from 08:00 till 17:00, with a break of one hour, throughout the whole year. MSCA Researchers do not work on half days during the summer period.

Vacation Leave

MSCA Researchers working on a full-time basis with a 40-hour working week are entitled to paid annual leave of at least the equivalent in hours of four weeks and thirty-two hours (192 hours). When a Public Holiday falls on any day of the week (between Monday and Sunday), the equivalent in hours of one working day (8) is to be added to the MSCA Researchers' vacation leave entitlement. Such an extra day of vacation leave is to be added to the Researchers' vacation leave entitlement on the day of such Public Holiday.² One can check the yearly entitlement and vacation leave balance on AIMS. More details are available in this manual: um.edu.mt/I/1gfy6

MSCA Researchers are required to apply for leave electronically on AIMS. Leave cannot be transferred from one year to the following year. Any unutilised leave at the end of the year will be lost.

² Source: dier.gov.mt/en/About-DIER/FAQs/Leave/Pages/Leave.aspx

Maltese Public Holidays

1 January	New Year's Day
10 February	Feast of St Paul's Shipwreck
19 March	Feast of St Joseph
31 March	Freedom Day
March/April	Good Friday
1 May	Worker's Day
7 June	Sette Giugno
29 June	Feast of St Peter and St Paul
15 August	Feast of the Assumption
8 September	Feast of Our Lady of Victories
21 September	Independence Day
8 December	Feast of the Immaculate Conception
13 December	Republic Day
25 December	Christmas Day

Sick Leave

MSCA Researchers are entitled to 30 days of sick leave on full pay. They need to inform the OHRM&D when they are on sick leave and provide the office and social security with a medical certificate after resuming duties from sick leave.

Other types of leave are offered to employees in Malta. Following **this link** for further details.

If you have any queries regarding time and attendance please contact the Personnel Management team on **absence.hrmd@um.edu.mt**

Harassment & Discrimination

The UM strives to ensure there is no discrimination on any matter associated with terms and conditions of employment by reason of race, creed, colour, sex, gender, marital status, ethnic origin, ancestry, place of origin, political or religious affiliation, sexual orientation, citizenship, age, record of offences, family status, disability, or language (unless it is an occupational requirement of a position). The UM recognises that institutional excellence can only be achieved by engaging with diversity at every level of the institutional activities.

It is expected that all MSCA Researchers act in accordance with the policies set up by the UM. The following pages can give you a clear indication of the policies adopted by the UM.

Harassment and Bullying

➤ um.edu.mt/services/harassmentandbullying

The Gender Equality and Sexual Diversity Committee

➤ um.edu.mt/about/gender

Committee on Race and Ethnic Affairs

➤ um.edu.mt/about/governance/committees/raceethnicaffairs

Good Practice in Inclusive Language

➤ um.edu.mt/_data/assets/pdf_file/0006/425229/goodpracticeinclusivelanguage.pdf

Gender+ Equity Plan (G+EP)

➤ um.edu.mt/about/equity

Health & Safety

The UM is committed to ensure the health and safety of its MSCA Researchers and in providing a safe work environment at all times in accordance with the **Occupational Health and Safety Authority Act**. The Health and Safety Services (um.edu.mt/services/administrativesupport/safety) is responsible for the planning, implementing and monitoring the University's health and safety programme according to established policy and legislative requirements.

All MSCA Researchers are provided with the necessary training on Health & Safety free of charge. A variety of courses in First Aid, fire prevention and basic life support are offered several times a year according to the training calendar: um.edu.mt/hrmd/trainingdevelopment. Certain training might be mandatory for some MSCA Researchers working in some laboratory settings.

Standard Operating Procedures for the use of equipment

As part of your work at the UM, MSCA Researchers may be required to use equipment or facilities in certain laboratories. In this regard, the UM has a repository (um.edu.mt/operatingprocedures) of Standard Operating Procedures (SOPs). Any other information may be obtained by sending an email at labsupport.rssd@um.edu.mt

Health & Wellness

The Health and Wellness Centre was set up to cater for the wellbeing of students and staff.

It offers a range of professional services aimed at safeguarding the mental and physical health of the University community. These services include the **Counselling Services**, psychiatric support, sexual health advice, nutritional advice and support on matters related to substance abuse. The social workers also process applications for the **Student Solidarity Fund (SSF)**. Most services are offered at the Health & Wellness Centre located at 42 in the campus map (um.edu.mt/campuses/msida/campusmap). You may contact the team on health-wellness@um.edu.mt

Other support is provided by the **Chaplaincy**, **Student Advisory Services** (that offers advice on career guidance and programmes of studies) and the **ACCESS Disability Support Unit**.

Relevant SOPs and Policies

- ✔ **Supporting suicidal and/or severely distressed students - Staff guidelines**
- ✔ **Complete guidelines for access arrangements at UM, 2018**

Training & Development

The University strongly believes in developing the skills and competencies of its MSCA Researchers through training initiatives.

As a result, the OHRM&D offers a multitude of training initiatives:
um.edu.mt/hrmd/trainingdevelopment/coursesandresources

All courses are offered free of charge to all UM employees. In collaboration with the Doctoral School the OHRM&D also provides workshops (um.edu.mt/doctorschool/professionaldevelopment) for MSCA Researchers, which are specifically designed for Ph.D. students and Postdocs.

We encourage you to keep an eye out for the training that is currently available and to participate in these training initiatives. The OHRM&D periodically sends mailshots with the training opportunities available for staff.

Working Conditions

Contract of Employment

Contracts of employment for MSCA Researchers are of a fixed term duration and are not converted into one of an indefinite duration if the employee is employed continuously for a period of four years. This is in view that the MSCA Researcher is specifically employed to perform tasks related to a project and other projects. This is in line with the Contracts of Service for a Fixed Term Regulation: legislation.mt/eli/ln/2007/51/eng/pdf

Reporting Line

All MSCA Researchers report directly to the PI or other team members as directed by the PI. MSCA Researchers are not to give access or any information to any third parties who are not associated with the project they are working on, about any work and/or data that relates to tasks directed by the PI without the prior written approval of the UM.

Data Protection

All data gathered and processed must be treated according to Maltese data protection legislation: legislation.mt/eli/cap/586/eng/pdf

Intellectual Property

Any intellectual property arising from the research is the property of the University of Malta. In the eventuality of Research Support Assistants or Officers utilising the data arising from their employment as partial fulfilment to their studies at the UM, their assessable student work will be covered by the UM IP Policy relating to students. Any other work they perform under their contract of employment which is not related to studies at the UM, is covered by the clauses in the UM IP policy relating to University Members of Staff: um.edu.mt/knowledgetransfer/docs/IP_Policy_2014.pdf

Email Account, UM Google Suite, and UM Library Services

For the duration of their contract of employment, MSCA Researchers are provided with a personal UM Email Account and access to the UM Google Suite. The MSCA Researchers also benefit from access to the UM's Library Services.

Information, documents and data

MSCA Researchers should treat all information, documents and data related to the project to which they may have access to in the course of their duties as confidential and will

take all necessary and reasonable precautions to prevent unauthorised disclosure of the confidential information. This confidentiality may subsist for a number of years after the termination of their contract of employment, in line with the grant agreement of the project. All information, documents, code and data belong solely to the UM and the MSCA Researchers are bound to provide full access of all the information, documents, code and data to the PI.

Teaching Duties

Under certain funding programmes, MSCA Researchers are sometimes required to provide assistance to a department or faculty with the teaching responsibilities. MSCA Researchers receive valuable teaching experience as they advance their education and further develop their skills.

Responsibilities may include one or more of the following:

- To conduct tutorial or lab sessions;
- To present one or more lectures in a class; and
- To supervise field trips.

Additional teaching duties by MSCA Researchers are also carried out on a casual basis against remuneration. Further information may be obtained from the OHRM&D at hcmd@um.edu.mt

Termination of Employment

In the event that the employment with the UM is terminated, the MSCA Researchers are bound to give a successful handover to the PI and other team members as instructed by the PI. In addition, they must return to the PI any data collected during the project, and also resources, material, and equipment (e.g. laptops) purchased from UM or project funds that were used during the project. Access to the UM account will be revoked on termination of the contract.

End of Contract

Once a contract is terminated, you will receive a letter from the Director for HRM&D along with a Jobs Plus termination form and a return of material declaration form. Both forms need to be returned to the OHRM&D. The PI receives a copy of this documentation.

Resignation/Dismissal during probationary period

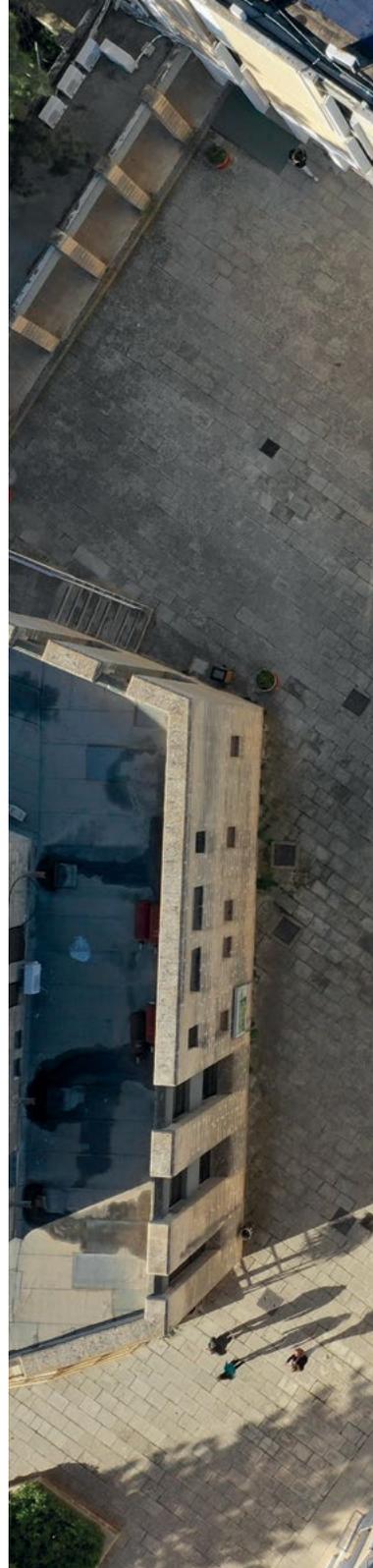
In the case of a resignation, the MSCA Researcher will be required to send a resignation letter to the Director for HRM&D, copying the PI. If the MSCA Researcher's engagement is not confirmed during the probationary period, the contract is terminated during probation. In both cases, both parties need to be given one week notice and the contract will be terminated without any repercussions.

Resignation after the probationary period

If an MSCA Researcher wishes to resign after the probationary period, the MSCA Researcher will be required to send a resignation letter to the Director for HRM&D, copying the PI.

If the contract of employment is terminated without a justifiable reason, the Party terminating the contract of employment is to pay to the other Party a sum equal to one half of the full wages that would have accrued in respect of the remainder of the time specifically agreed upon. These penalties are outlined in the laws of Malta under the definite contract regulations:

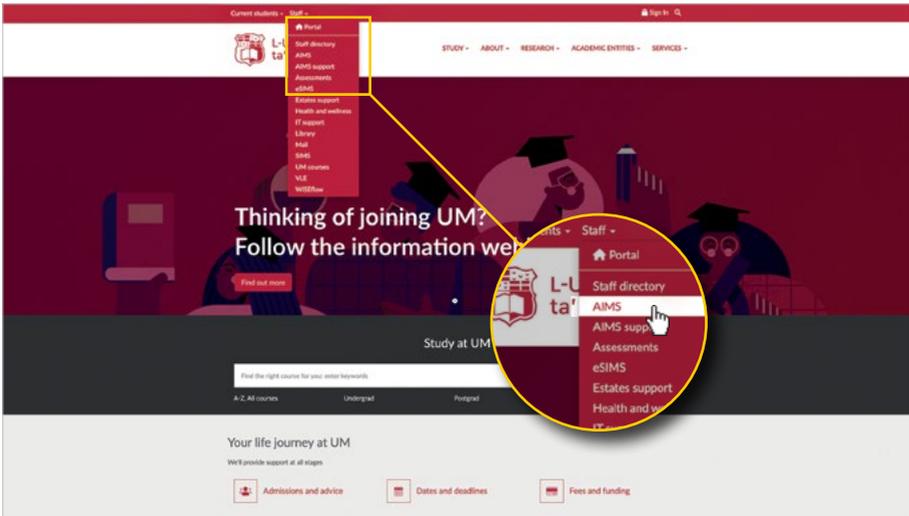
<https://legislation.mt/eli/sl/452.81/eng/pdf>



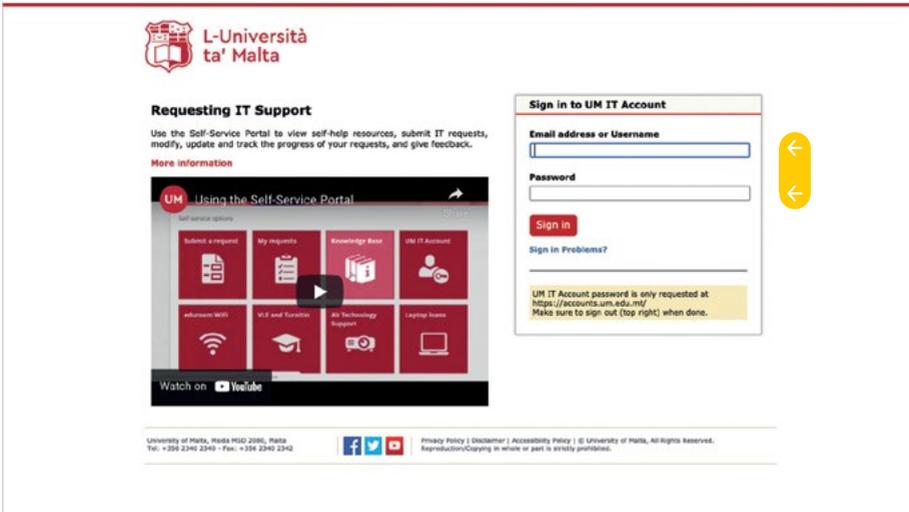


Appendix I

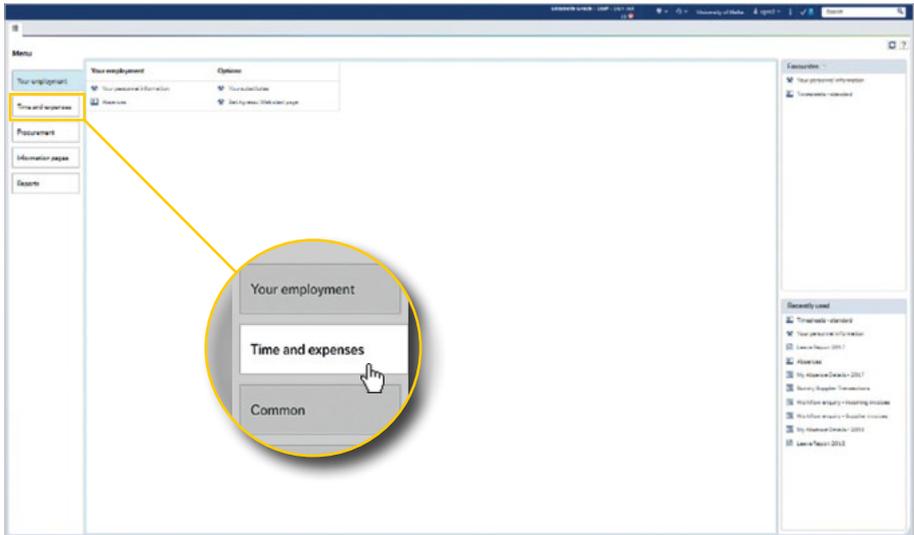
Timesheet tutorial



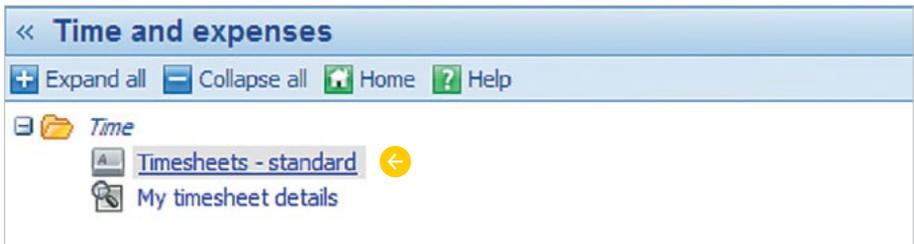
1 Select **AIMS** from drop down menu at um.edu.mt.



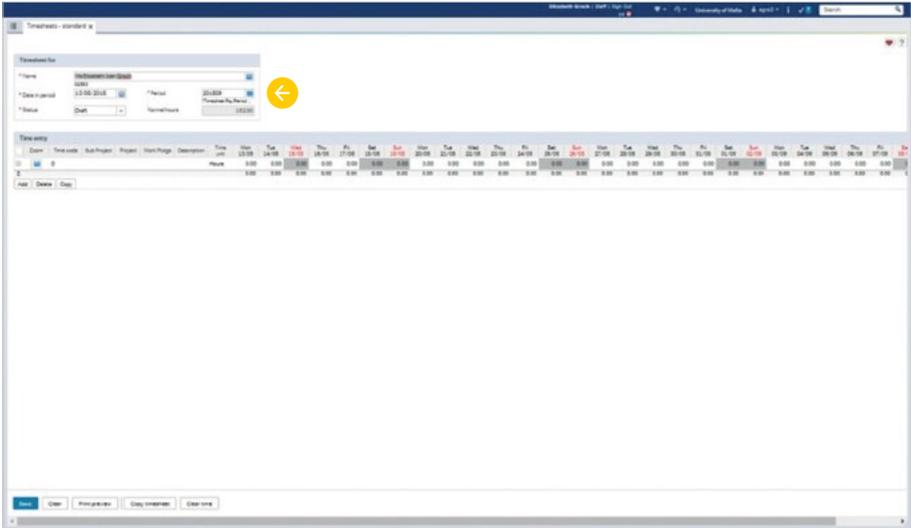
2 Insert UM account **username** and **password**.



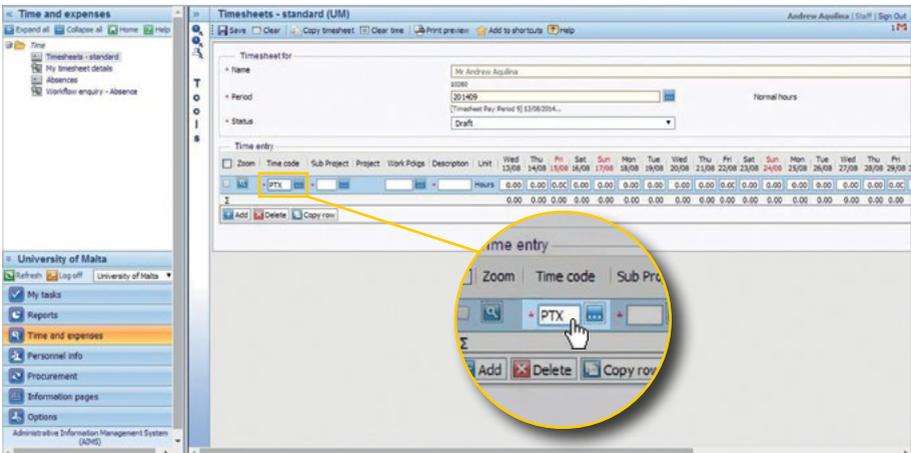
3 Choose **Time and expenses**.



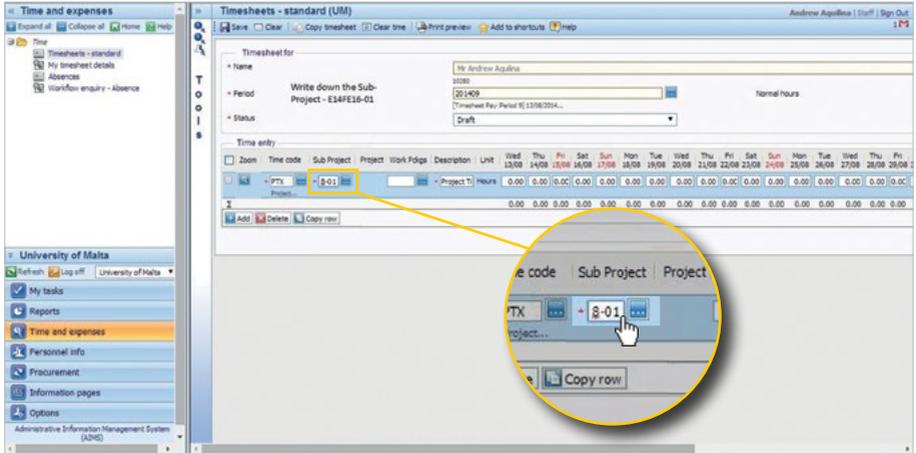
4 Click on **Time** and choose **Timesheets - standard**.



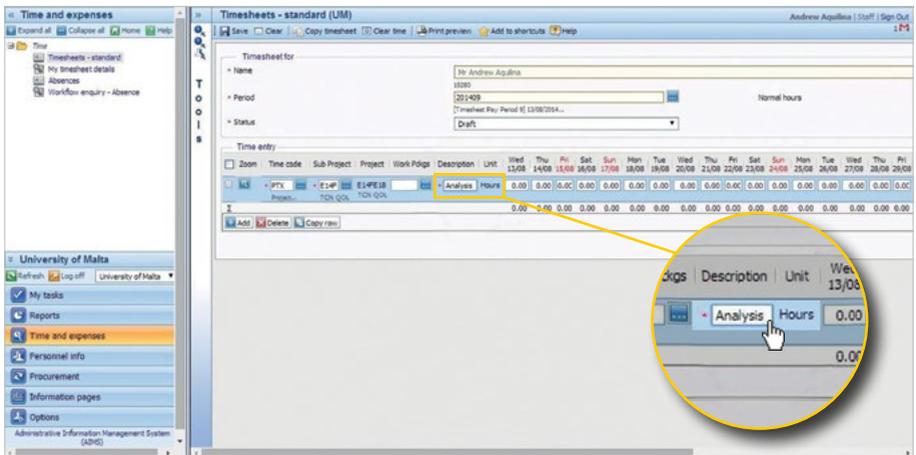
5 Select the **Pay Period**. If you wish to access a previous timesheet, simply click on the box as shown below, and manually change the date (202101, stands for pay period 1 - 01/01/2021 - 28/01/2021 and press **TAB**.
You may also search the pay periods simply by clicking on the blue box.



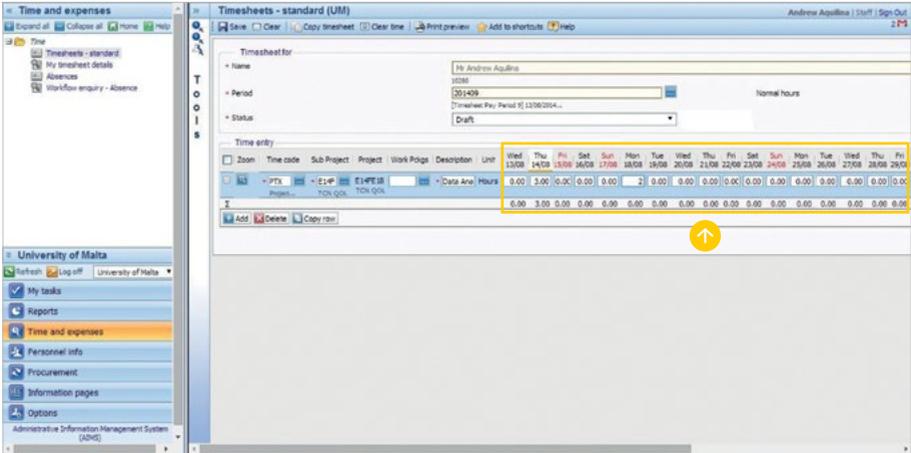
6 List time code – **PT** and press **TAB**.



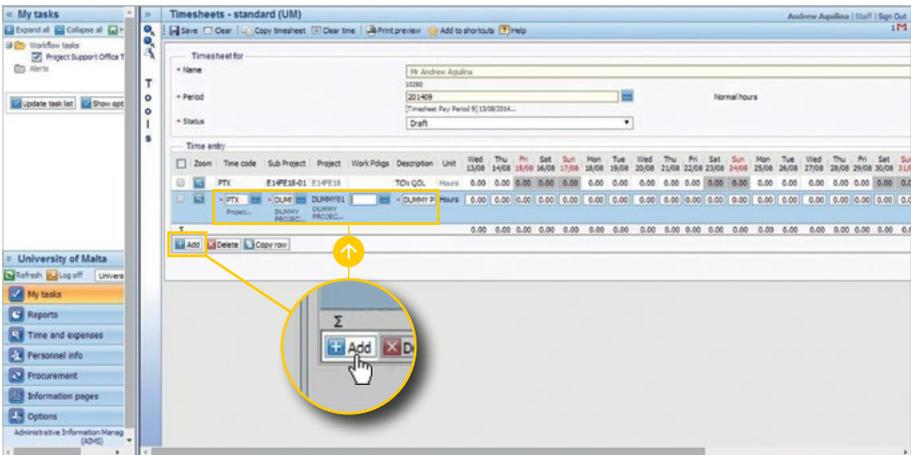
7 Write down the Sub-Project E21LG80-01 (Project code) and press **TAB**.



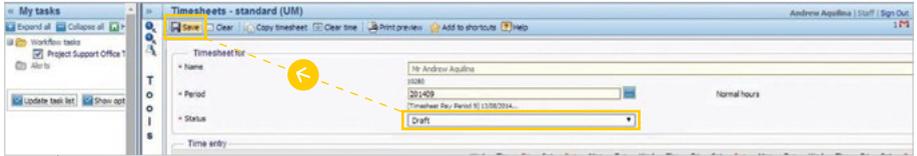
8 Under the Description Area – List the tasks carried out and press **TAB**.



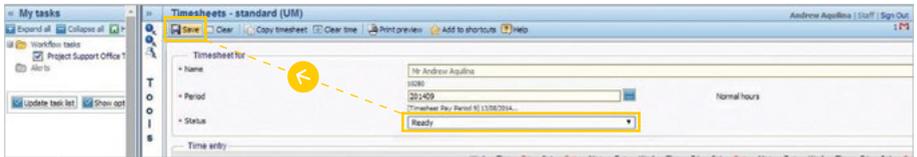
9 Always press **TAB** after each input.



10 Click on **Add** to add a new row.
 Add new row for other PT or PTX hours on a different WP, for other sub-projects or to add the public holiday sub project (PUBHOL1-01) and insert the hours accordingly.



- 11** If the time-sheet is not yet finalised, the status needs to be **DRAFT**. Press **SAVE** before closing window.



- 12** Once the Time-sheet is finalised and you have confirmed that all details and hours are correct, change the status to **READY** and press **SAVE**.

Notes

Field help

Search criteria

Advanced

Search

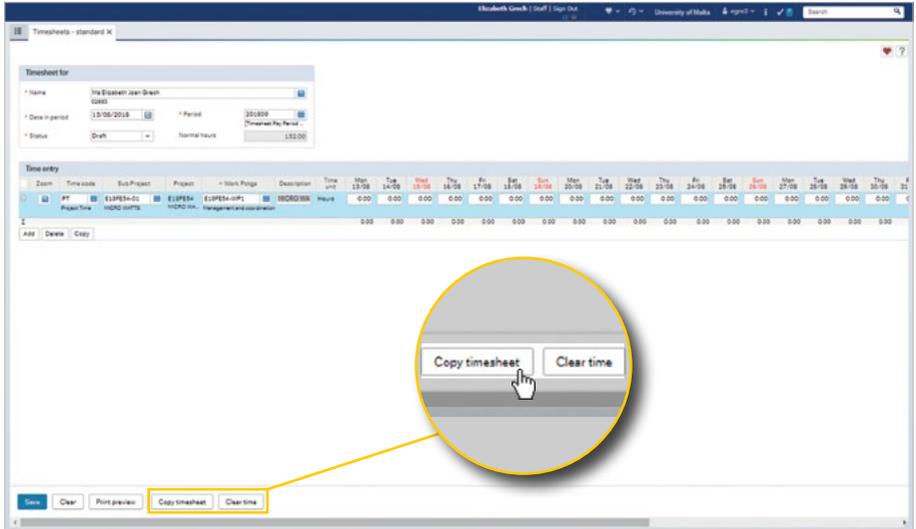
Sub Project	Description	Order responsible (T)	Project	CustomerID
E11FE20-01	PROMED	Dr Everaldo Attard	E11FE20	

Close

Select **Subproject** – If you press Search you are able to see the whole list of projects you are connected to.

Time booked	Subproject to use	Paid Upon Timesheet	Time-Code
Dummy	DUMMY01-01	N	PT
Research Time (academic non project)	RSRCHTS-01	N	R
Teaching Time (timesheets)	TEACHTS-01	N	T
Administration Time (timesheets)	ADMINTS-01	N	A
Consultancy Time (timesheets)	CONSULTS-01	N	C
Productive Project Time	relevant subproject code	N	PT
Productive Project Time	relevant subproject code	Y	PTX
Public Holiday	PUBHOL1-01	N	PH
Public Holiday	PUBHOL1-01	Y	PHX
Vacation Leave	VACNLV1-01	N	VL
Vacation Leave	VACNLV1-01	Y	VLX
Sick Leave	SICKLV1-01	N	SL
Sick Leave	SICKLV1-01	Y	SLX
Special Leave	SPECLV1-01	N	SP
Special Leave	SPECLV1-01	Y	SPX

Note that the time codes ending in X apply only to those employees who are paid strictly against timesheets.



For next timesheet you can click **Copy timesheet** at the bottom of the screen and click **Clear Hours** so that all sub-projects utilised in the previous timesheet would appear in the current timesheet.

Video Tutorials are also available on the following link:

➤ um.edu.mt/finance/aims/trainingmanuals

Full Timesheets

Per pay period:

- 160 hours are the total hours worked per pay period on a full-time basis (PT):
- any public holidays during that period (PUBHOL1-01), timecode PH
- any vacation leave taken during that period (VACNLV1-01), timecode VL (these would be automatically inserted once applied from the Absence module)
- any sick leave taken during that period (SICKLV1-01), timecode SL (these would be automatically inserted once HR are informed)
- any special leave taken during that period (SPECLV1-01) (if applicable), timecode SP (these would be automatically inserted once HR are informed)

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