Academic Timesheet System
User Guide for Preparer
(Research Staff)

STRICTLY CONFIDENTIAL

PURPOSE OF THIS FORM:
The data collected from this form is ONLY used in the Cost Allocation Guidelines (CAG) model for allocating academic staff costs to UGC / non-UGC activities. Please note that individual timesheet data remains confidential and the timesheet is NOT connected with any performance evaluation.

Timesheet : Summary

Staff ID	: 991724	
Staff Name	: Preparer P991724	
Faculty / Deptartment / Unit	: LC	
Post Title Code	: RF - Research Fellow	

Timesheet Period	:	15/06/2022 to 28/06/2022
Deadline	:	31/12/2022 (Sat)

User Guide   FAQ   ← Click to open the User Guide and FAQ

ATTENTION: EXCLUDE private time (such as holidays, leaves) and those activities with contract NOT entered by HKBU

Welcome! Please select an option to complete the survey

Either	Option 1:	Declare your institutional activities during the timesheet period are 100% UGC activities or 100% non-UGC activities
Or	Option 2:	Input your institutional activities by day

1. Click [Option 1] to submit a timesheet by declaring all your institutional activities are either 100% UGC or 100% non-UGC

or Click [Option 2] to submit timesheet data by day

Academic Timesheet System
Option 1 - Submit a Declaration
Research Staff

Submit your timesheet by Declaration if your institutional activities performed in the two weeks Survey period are 100% UGC related or 100% non-UGC related

Timesheet : Summary

Staff ID	: 991724	Timesheet Period	: 15/06/2022 to 28/06/2022
Staff Name	: Preparer P991724	Deadline	: 31/12/2022 (Sat)
Faculty / Deptartment / Unit	: LC		
Post Title Code	: RF - Research Fellow		

User Guide   FAQ

Please select the nature of your institutional activities performed in the two weeks timesheet period from 15/06/2022 to 28/06/2022

○ 100% UGC activities   ○ 100% non-UGC activities   ◄—— **1.** Select [100% UGC activities] or [100% non-UGC activities]

Number of days/hours worked for the two weeks timesheet period from 15/06/2022 to 28/06/2022

- Total number of hours worked   [ ] hours *(in the nearest 0.5 hour)* ◄—— **2.** Input the Total number of hours worked
  - EXCLUDE private time (such as rest day, holidays and leave) and those activities with contract NOT entered by HKBU
  - For full time Research Staff, the general contractual working hour is not less than 39 hours per week

- Total number of days of work   [10.0] days *(in the nearest 0.5 hour)* ◄—— **3.** Input the Total number of days of work
  - EXCLUDE rest days, holidays and leaves. Please update as appropriate

Research Project(s) performed in the two weeks timesheet period

	Project Code	Project Name	(Project Search) (Add)	Funding Source	
⊗	[ ]				

[Declare] [Return]

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Timesheet : Summary

Staff ID	: 991724	Timesheet Period	: 15/06/2022 to 28/06/2022
Staff Name	: Preparer P991724	Deadline	: 31/12/2022 (Sat)
Faculty / Deptartment / Unit	: LC		
Post Title Code	: RF - Research Fellow		

User Guide   FAQ

Please select the nature of your institutional activities performed in the two weeks timesheet period from 15/06/2022 to 28/06/2022

○ 100% UGC activities   ○ 100% non-UGC activities

Number of days/hours worked for the two weeks timesheet period from 15/06/2022 to 28/06/2022

- Total number of hours worked
  - *EXCLUDE private time (such as rest day, holiday*
  - *For full time Research Staff, the general contract*

- Total number of days of work   10.0
  - *EXCLUDE rest days, holidays and leaves. Please update as appropriate*

> Click [Project Search] to select a project from the [Lookup Project] window

> Click [Add] for a new row to input additional project performed

Research Project(s) performed in the two weeks timesheet period

	Project Code	Project Name	Project Search	Add		Funding Source
⊗					4. Input/select at least one project code before proceeding to next step	

[Declare]   [Return]

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Lookup Project

Project Name: [   ]   Project Code: [   ]

Select	Project Code	Project Name
[ ]		
☐	NonPrj-UGC	Activities performed during the Survey Period were UGC funded but not related to any research project
☐	NonPrj-Non UGC	Activities performed during the Survey Period were non-UGC funded but not related to any research project
☐	Comm-UGC	UGC funding related project under bidding/commissioning/approval stage
☐	Comm-Non UGC	Non-UGC funding related project under bidding/commissioning/approval stage
☑	160112	RC-Matching
☑	160164	A Unified Fran
☐	160002	Research Projects - Contra Accounts
☐	160106	Matching Sch for Travelling Allowance for Jr Academics
☐	160108	Academics Editors for GRF-ECS
☐	160110	RC-Matching Scheme-UG Summer Research Programme
☐	160156	New Drug Discovery for Aging-associated Neurodegenerative Disorders-Parkinson's Disease
☐	160158	Development of a Portable Platform for Rapid Detection of Genetically Modified Organism (GMO) and De Novo Discovery of Cancer Biomarkers Using Third Generation of DNA Sequencing Coupled with Cloud Computing
☐	160178	Macro environ... sentiment, pub... dy of media
☐	160186	Governance S
☐	163938	Organic Aerosol Formation from UV-Radiated Aqueous Phase Reaction of Methylamine and Methyl Vinyl Ketone

Tick the selected project(s) you have performed during the two weeks Survey period

Confirm you selection
or Close this [Lookup Project] window
and go back to the Timesheet Form

«« « 1 2 » »»   Go To Page: [1] of 2

Close   **Confirm**

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PURPOSE OF THIS FORM:
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Timesheet : Summary

Staff ID	: 991724	Timesheet Period	: 15/06/2022 to 28/06/2022
Staff Name	: Preparer P991724	Deadline	: 31/12/2022 (Sat)
Faculty / Deptartment / Unit	: LC		
Post Title Code	: RF - Research Fellow		

User Guide   FAQ

Please select the nature of your institutional activities performed in the two weeks timesheet period from 15/06/2022 to 28/06/2022

◉ 100% UGC activities   ○ 100% non-UGC activities

Number of days/hours worked for the two weeks timesheet period from 15/06/2022 to 28/06/2022
- Total number of hours worked   120.0 hours *(in the nearest 0.5 hour)*
  - *EXCLUDE private time (such as rest day, holidays and leave) and those activities with contract NOT entered by HKBU*
  - *For full time Research Staff, the general contractual working hour is not less than 39 hours per week*

- Total number of days of work   10.0 days *(in the nearest 0.5 hour)*
  - *EXCLUDE rest days, holidays and leaves. Please update as appropriate*

Research Project(s) performed in the two weeks timesheet period

	Project Code	Project Name Project Search Add	Funding Source	
✕	160112	RC-Matching Fund Scheme for Recruitment of Research Assistant Professors (2017-18)	UGC	
✕	160164	A Unified Framework for Analysing Meta-Analysis of Continuous Outcomes	UGC	

5. Click [Declare] to proceed
or Click [Return] to go back to Option selection

Declare   Return

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Timesheet : Summary

Staff ID	:	991724	Timesheet Period	:	15/06/2022 to 28/06/2022
Staff Name	:	Preparer P991724	Deadline	:	31/12/2022 (Sat)
Faculty / Deptartment / Unit	:	LC			
Post Title Code	:	RF - Research Fellow			

User Guide   FAQ

Declaration Form

You have selected to declare that your institutional activities (total of **120.0 hours** worked, **average 12.0 hours per day of work**) during the timesheet period from 15/06/2022 to 28/06/2022 are 100% UGC activities.

Research Project(s) performed in the two weeks timesheet period

Project Code	Project Name	Funding Source	
160112	RC-Matching Fund Scheme for Recruitment of Research Assistant Professors (2017-18)	UGC	
160164	A Unified Framework for Analysing Meta-Analysis of Continuous Outcomes	UGC	

Remarks to Endorser

> Remarks to Endorser, if needed ◄—— **6.** Input [Remarks to Endorser] (Optional

* Please input remarks

7. Click [Submit] to proceed
or Click [Return] to revise the timesheet date

Select [Submit] your declaration to the Endorser
Select [Return] to change the nature to 100% non-UGC activities.

[Submit]   [Return]

STRICTLY CONFIDENTIAL

PURPOSE OF THIS FORM:

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Timesheet : Summary

Staff ID	:	991724	Timesheet Period	:	15/06/2022 to 28/06/2022
Staff Name	:	Preparer P991724	Deadline	:	31/12/2022 (Sat)
Faculty / Deptartment / Unit	:	LC			
Post Title Code	:	RF - Research Fellow			

User Guide   FAQ

Declaration Form

You have selected to declare tha[...] [...]k) during the timesheet period from 15/06/2022 to 28/06/2022 are 10[...]

Financial Information System [FIS-SYS-00010]

Total hours worked	:	120.0
Total days of work	:	10.0
Average hours per day of work	:	12.0

Confirm to submit to Endorser?

[No]   [Yes]

Research Project(s) performed

Project Code			Funding Source	
160112	RC-		UGC	
160164	A Unified Framework for Analysing Meta-Analysis of Continuous Outcomes		UGC	

Remarks to Endorser

```
Please note that....
```

* Please input remarks

Select [Submit] your declaration to the Endorser
Select [Return] to change the nature to 100% non-UGC activities.

[Submit]   [Return]

STRICTLY CONFIDENTIAL

PURPOSE OF THIS FORM:

The data collected from this form is ONLY used in the Cost Allocation Guidelines (CAG) model for allocating academic staff costs to UGC / non-UGC activities. Please note that individual timesheet data remains confidential and the timesheet is NOT connected with any performance evaluation.

Timesheet : Summary

Staff ID	:	991724	Timesheet Period	:	15/06/2022 to 28/06/2022
Staff Name	:	Preparer P991724	Deadline	:	31/12/2022 (Sat)
Faculty / Deptartment / Unit	:	LC			
Post Title Code	:	RF - Research Fellow			

User Guide   FAQ

ATTENTION: EXCLUDE private time (such as holidays, leaves) and those activities with contract NOT entered by HKBU

Thank you for taking the time to complete this survey
Your declaration has been successfully submitted to Endorser on 07/10/2022

Details of your submission

You have declared that your institutional activities (total of **120.0 hours** worked, **average 12.0 hours per day of work**) during the timesheet period from 15/06/2022 to 28/06/2022 are 100% UGC activities.

Remarks submitted to Endorser, if any

Please note that....

Research Project(s) performed in the two weeks timesheet period

Project Code	Project Name	Funding Source	
160112	RC-Matching Fund Scheme for Recruitment of Research Assistant Professors (2017-18)	UGC	
160164	A Unified Framework for Analysing Meta-Analysis of Continuous Outcomes	UGC	

Email notification will be provided when your submission is approved/returned by the Endorser

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Academic Timesheet System
Option 2 - Submit Timesheet Data by Day
Research Staff

You have to submit your timesheet by Day if your institutional activities performed in the two weeks Survey period consists of both UGC and non-UGC related activities

Option 2 - Timesheet Summary Form

Timesheet : Summary [Return to Declaration] [Submit]

Staff ID	: 991725	Timesheet Period	: 15/06/2022 to 28/06/2022
Staff Name	: Preparer P991725	Deadline	: 31/12/2022 (Sat)
Faculty / Deptartment / Unit	: LC	Total Hours	: 0.0
Post Title Code	: RF - Research Fellow	UGC Hours / Non-UGC Hours	: 0.0 / 0.0
		Institutional Administration Hours	: 0.0
		Average Hours per Day of Work	: 0.0
		Total Days of Work	: 10.0 days

User Guide   FAQ
ATTENTION: EXCLUDE private time (such as holidays, leaves) and those activities with contract NOT entered by HKBU
(For full time Research Staff, the general contractual working hour is not less than 39 hours per week)

> Click [Next 7 days] or [Previous 7 days] to open the form accordingly

[Next 7 days]

Date	15/06/2022	16/06/2022	17/06/2022	18/06/2022	19/06/2022	20/06/2022	21/06/2022
	Wed Edit	Thu Edit	Fri Edit	Sat Edit	Sun Edit	Mon Edit	Tue Edit
Day of Work	1.0 day	1.0 day	1.0 day	0.0 day	0.0 day	1.0 day	1.0 day
Total Hours Worked	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs
Teaching	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs
Research & Creative Outputs	0.0 h						0.0 hrs
Other Institution Activities	0.0 h					rs	0.0 hrs
Institution Administration	0.0 h					rs	0.0 hrs

> **1.** Select a date for data input
> **2.** Click [Edit] to open the Timesheet: Input form

> For full time research staff, please note the general contractual working hour is not less than 39 hours per week

Research Project(s) performed in the two weeks timesheet period

	Project Code	Project Name [Project Search] [Add]		Funding Source
(x)				

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Timesheet : Input Form

5. Save changes → Save | Copy Timesheet From | Timesheet Summary

Staff Name : Preparer P991725

User Guide   FAQ

ATTENTION: EXCLUDE private time (such as holidays, leaves) and those activities with contract NOT e
(For full time Research Staff, the general contractual working hour is not less than 39 hours per week)

Copy Timesheet data from another date

Select a date for data input → < 15/06/2022 (Wed) ▼ >

| Day of work | full day ▼ | ← Select "full day" work, "half day" work or "rest/leave day" |

Category	Activity	UGC (note 1)	Non-UGC (note 1)	Actual Hours Worked (note 2)			Remarks (Optional)
				Total	UGC	Non-UGC	
⌄ Teaching	Sub-Total	80.0%	20.0%	1.0	0.8	0.2	
⊗ Teaching	Timetable from Student Inf. Sys.LC101003-1(14:30-15:20)	80%	20.0%	1.0	0.8	0.2	sample data
Teaching	Delivery of Teaching	100%	0.0%				
Teaching	Teaching / Class Preparation	100%	0.0%				
Teaching	Supervise Research Postgraduates	100%	0.0%				
Teaching	Course Planning / Development	100%	0.0%				

| Total (exclude Institutional Administration) | | | | 1.0 | 0.8 | 0.2 | |
| Grand Total | | | | 1.0 | | | |

Add More entries

▼ | ▼

3. Input the UGC ratio and Total Actual Hours Worked for the Activities, where appropriate (Non-UGC ratio is system generated)

4. Input remarks *(optional)*

⊗ : Delete Record(s) *(once deleted, cannot undo)*

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Timesheet : Input Form | Save | Copy Timesheet From | Timesheet Summary

Staff Name : Preparer P991725

User Guide   FAQ

ATTENTION: EXCLUDE private time (such as holidays, leaves) and those activities with contract NOT entered by HKBU
(For full time Research Staff, the general contractual working hour is not less than 39 hours per week)

< 15/06/2022 (Wed) ∨ >

Day of work: full day ∨

Category	Activity	UGC (note 1)	Non-UGC (note 1)	Actual Hours Worked (note 2) Total	UGC	Non-UGC	Remarks (Optional)
⍨ Teaching	Sub-Total	80.0%	20.0%	1.0	0.8	0.2	
⊗ Teaching	Timetable from Student Inf. Sys.LC101003-1(14:30-15:20)	80%	20.0%	1.0	0.8	0.2	sample data
Teaching	Delivery of Teaching	100%	0.0%				
Teaching	Teaching / Class Preparation	100%	0.0%				
Teaching	Supervise Research Postgraduates	100%	0.0%				
Teaching	Course Planning / Development	100%	0.0%				

The prefilled teaching activities are timetabled classes extracted from the Student Information System (SIS), based on the SSOid used to sign in the BUniPort to facilitate input and update.

A. If the course has been cancelled,
　　1. Click ⊗ to delete it

B. If the ratios or total hours worked are not correct,
　　1. Input the correct timesheet record (no need to input the course code)
　　2. Delete the incorrect prefilled record

Timesheet : Input Form

Save   Copy Timesheet From   Timesheet Summary

User Guide   FAQ

Staff Name   :   Preparer P991725

ATTENTION: EXCLUDE private time (such as holidays, leaves) and those activities with contract NOT entered by HKBU
(For full time Research Staff, the general contractual working hour is not less than 39 hours per week)

< | 15/06/2022 (Wed) ▾ | >

Day of work   full day ▾

Category	Activity	UGC (note 1)	Non-UGC (note 1)	Actual Hours Worked (note 2)			Remarks (Optional)
				Total	UGC	Non-UGC	
≫ Teaching	Sub-Total	80.0%	20.0%	1.0	0.8	0.2	
⊗ Teaching	Timetable from Student Inf. Sys.LC101003-1(14:30-15:20)	80%	20.0%	1.0	0.8	0.2	sample data

Total (exclude Institutional Administration)			1.0	0.8	0.2
Grand Total			1.0		

Add More entries

Teaching ▾	Delivery of Teaching ▾	100%	0.0%		

Teaching
Research & Creative Outputs
Other Institutional Activities
Institutional Administration

Delivery of Teaching
Teaching / Class Preparation
Supervise Research Postgraduates
Course Planning / Development
Assessment And Examination
Student Contact / Supervision
Other Teaching Activities

Note:
1. ...nt enrollment record extracted from Student Information System as at snapshot date (For
2. Rounded to the nearest 0.5 hour.

If you need to add an extra entry:
1. Select a [Category] and an [Activity]
2. Input the UGC ratio and Total Actual Hours Worked for the Activity
3. Input remarks (optional)
4. Save changes

Timesheet : Input Form   (Save) (Copy Timesheet From) (Timesheet Summary)

Staff Name   :   Preparer P991725   User Guide   FAQ

ATTENTION: EXCLUDE private time (such as holidays, leaves) and those activities with contract NOT entered by HKBU
(For full time Research Staff, the general contractual working hour is not less than 39 hours per week)

| | | < | 15/06/2022 (Wed) ▾ | > | | | |

| Day of work | full day ▾ | | | | | | |

Category	Activity	UGC (note 1)	Non-UGC (note 1)	Actual Hours Worked (note 2) Total	UGC	Non-UGC	Remarks (Optional)
⌃ Teaching	Sub-Total	80.0%	20.0%	1.0	0.8	0.2	
⌃ Research & Creative Outputs	Sub-Total	0.0%	0.0%	0.0	0.0	0.0	
⌃ Other Institutional Activities	Sub-Total	0.0%	0.0%	0.0	0.0	0.0	
⌃ Institutional Administration	Sub-Total			0.0			

| Total (exclude Institutional Administration) | | | | 1.0 | 0.8 | 0.2 |
| Grand Total | | | | 1.0 | | |

Add More entries

| ▾ | ▾ | | | |

Click the arrow to Expand / Collapse Category

Timesheet : Summary　　　　　　　　　　　　　　　Return to Declaration　　Submit

Staff ID	:	991725	Timesheet Period	15/06/2022 to 28/06/2022
Staff Name	:	Preparer P991725	Deadline	31/12/2022 (Sat)
Faculty / Deptartment / Unit	:	LC	Total Hours	63.0
Post Title Code	:	RF - Research Fellow	UGC Hours / Non-UGC Hours	47.9 / 15.1

> If you want to change to "Submit a Declaration" instead of "Submit Timesheet Data by Day", you can click [Return to Declaration].
>
> However, please note once you selected to submit a declaration, all timesheet data inputted will be deleted.

User Guide　　FAQ
ATTENTION: EXCLUDE private time (such as holidays, leaves) and t...
(For full time Research Staff, the general contractual working hour is not les...

Next 7 days　🖨

Date	15/06/2022 Wed Edit	16/06/2022 Thu Edit	17/06/2022 Fri Edit	18/06/2022 Sat Edit	19/06/2022 Sun Edit	20/06/2022 Mon Edit	21/06/2022 Tue Edit
Day of Work	1.0 day	1.0 day	1.0 day	0.0 day	0.0 day	1.0 day	1.0 day
Total Hours Worked	8.0 hrs	7.0 hrs	10.0 hrs	0.0 hrs	0.0 hrs	8.0 hrs	7.0 hrs
Teaching	8.0 hrs	4.0 hrs	10.0 hrs	0.0 hrs	0.0 hrs	8.0 hrs	7.0 hrs
Research & Creative Outputs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs
Other Institution Activities	0.0 hrs	3.0 hrs	0.0 hrs				
Institution Administration	0.0 hrs	0.0 hrs	0.0 hrs				

> **6**. Click 🖨 to print the timesheet summary and review before submit the survey to endorser

Research Project(s) performed in the two weeks timesheet period

	Project Code	Project Name	Project Search	Add		Funding Source
⊗						

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Timesheet : Summary   Return to Declaration   Submit

Staff ID	:	991725	Timesheet Period	: 15/06/2022 to 28/06/2022
Staff Name	:	Preparer P991725	Deadline	: 31/12/2022 (Sat)
Faculty / Deptartment / Unit	:	LC	Total Hours	: 63.0
Post Title Code	:	RF - Research Fellow	UGC Hours / Non-UGC Hours	: 47.9 / 15.1
			Institutional Administration Hours	: 0.0
			Average Hours per Day of Work	: 6.3
			Total Days of Work	: 10.0 days

User Guide   FAQ
ATTENTION: EXCLUDE private time (such as holidays, leaves) and those activities with contract NOT entered by HKBU
(For full time Research Staff, the general contractual working hour is not less than 39 hours per week)

Next 7 days 🖨

Date	15/06/2022	16/06/2022	17/06/2022	18/06/2022	19/06/2022	20/06/2022	21/06/2022
	Wed Edit	Thu Edit	Fri Edit	Sat Edit	Sun Edit	Mon Edit	Tue Edit
Day of Work	1.0 day	1.0 day	1.0 day	0.0 day	0.0 day	1.0 day	1.0 day
Total Hours Worked	8.0 hrs	7.0 hrs	10.0 hrs	0.0 hrs	0.0 hrs	8.0 hrs	7.0 hrs
Teaching	8.0 hrs	4.0 hrs	10.0 hrs	0.0 hrs	0.0 hrs	8.0 hrs	7.0 hrs
Research & Creative Outputs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs
Other Institution Activities	0.0 hrs					0.0 hrs	0.0 hrs
Institution Administration	0.0 hrs					0.0 hrs	0.0 hrs

Click [Project Search] to select a project from the [Lookup Project] window

Click [Add] for a new row to input additional project performed

Research Project(s) performed in the two weeks timesheet period

	Project Code	Project Name	Project Search	Add		Funding Source
⊗						

7. Input/select at least one project code before proceeding to next step

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Timesheet : Summary | Return to Declaration | Submit

Staff ID : 991725   Timesheet Period : 15/06/2022 to 28/06/2022
Staff Name   2022 (Sat)
Faculty / De
Post Title Co   15.1

Lookup Project ☒

Project Name: [_____]   Project Code: [_____]

User Guide
ATTENTION
(For full time

Select	Project Code ⬍	Project Name ⬍
	[____]	[_____] ▲
☐	NonPrj-UGC	Activities performed during the Survey Period were UGC funded but not related to any research project
☐	NonPrj-Non UGC	Activities performed during the Survey Period were non-UGC funded but not related to any research project
☐	Comm-UGC	UGC funding related project under bidding/commissioning/approval stage
☐	Comm-Non UGC	Non-UGC funding related project under bidding/commissioning/approval stage
☐	63946	Development of Macromolecular Nanomachine Sensors and Drug Delivery Vechicle for PM2.5-related Diseases
☐	67612	Transnational Scientific Modernity and Popular Culture in Tokugawa Japan
☑	60002	Research Projects
☑	60106	Matching Sch for T
☐	60108	Academics Editors for GRF-ECS
☐	60110	RC-Matching Scheme-UG Summer Research Programme
☐	60112	RC-Matching Fund Scheme for Recruitment of Research Assistant Professors (2017-18)
☐	60156	New Drug Discovery for Aging-associated Neurodegenerative Disorders-Parkinson's Disease
☐	60158	Development of a Portable Platform for Rapid Detection of Genetically Modified Organism (GMO) and De Novo Discovery of Cancer Biomarkers Using Third Generation of DNA Sequencing Coupled with Cloud Computing
☐	60164	A Unified Framework for Analysing Meta-Analysis of Continuous Outcomes
☐	60178	Macro environmen... sentiment, public e...

Tick the selected project(s) you have performed during the two weeks Survey period

Confirm you selection
or Close this [Lookup Project] window
and go back to the Timesheet Form

«« « 1 2 » »»   Go To Page: 1 of 2

Close   Confirm

Date   21/06/2022
Tue   Edit

Day of Worl   1.0 day
Total Hours   7.0 hrs

Teaching   7.0 hrs
Research &   0.0 hrs
Other Institu   0.0 hrs
Institution A   0.0 hrs

Research P

Research P
Pr

Timesheet : Summary

Return to Declaration   Submit

Staff ID	: 991725	Timesheet Period	
Staff Name	: Preparer P991725	Deadline	
Faculty / Deptartment / Unit	: LC	Total Hours	: 63.0
Post Title Code	: RF - Research Fellow	UGC Hours / Non-UGC Hours	: 47.9 / 15.1
		Institutional Administration Hours	: 0.0
		Average Hours per Day of Work	: 6.3
		Total Days of Work	: 10.0 days

8. Click [Submit] to Endorser

User Guide   FAQ
ATTENTION: EXCLUDE private time (such as holidays, leaves) and those activities with contract NOT entered by HKBU
(For full time Research Staff, the general contractual working hour is not less than 39 hours per week)

Next 7 days

Date	15/06/2022 Wed Edit	16/06/2022 Thu Edit	17/06/2022 Fri Edit	18/06/2022 Sat Edit	19/06/2022 Sun Edit	20/06/2022 Mon Edit	21/06/2022 Tue Edit
Day of Work	1.0 day	1.0 day	1.0 day	0.0 day	0.0 day	1.0 day	1.0 day
Total Hours Worked	8.0 hrs	7.0 hrs	10.0 hrs	0.0 hrs	0.0 hrs	8.0 hrs	7.0 hrs
Teaching	8.0 hrs	4.0 hrs	10.0 hrs	0.0 hrs	0.0 hrs	8.0 hrs	7.0 hrs
Research & Creative Outputs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs
Other Institution Activities	0.0 hrs	3.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs
Institution Administration	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs

Research Project(s) performed in the two weeks timesheet period

	Project Code	Project Name Project Search Add	Funding Source
⊗	160002	Research Projects - Contra Accounts	UGC
⊗	160106	Matching Sch for Travelling Allowance for Jr Academics	UGC

STRICTLY CONFIDENTIAL

PURPOSE OF THIS FORM:

The data collected from this form is ONLY used in the Cost Allocation Guidelines (CAG) model for allocating academic staff costs to UGC / non-UGC activities. Please note that individual timesheet data remains confidential and the timesheet is NOT connected with any performance evaluation.

Timesheet : Summary

Staff ID	:	991725
Staff Name	:	Preparer P991725
Faculty / Deptartment / Unit	:	LC
Post Title Code	:	RF - Research Fellow

Timesheet Period	:	15/06/2022 to 28/06/2022
Deadline	:	31/12/2022 (Sat)
Total Hours	:	80.0
UGC Hours / Non-UGC Hours	:	59.8 / 20.2
Institutional Administration Hours	:	0.0
Average Hours per Day of Work	:	8.0
Total Days of Work	:	10.0 days

Submission Form

You are going to submit your timesheet records to the Endorser.
Please input remarks to Endorser, if necessary.

Research Project(s) performed in the two weeks timesheet period

Project Code	Project Name	Funding Source	
160002	Research Projects - Contra Accounts	UGC	
160106	Matching Sch for Travelling Allowance for Jr Academics	UGC	

Remarks to Endorser

9. Click [Submit] to proceed
or Click [Return] to go back to [Timesheet: Summary]

Confirm [Submit] your timesheet records to the Endorser   [Submit] [Return]

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PURPOSE OF THIS FORM:

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Timesheet : Summary

Staff ID	:	991725	Timesheet Period :	15/06/2022 to 28/06/2022
Staff Name	:	Preparer P991725	Deadline :	31/12/2022 (Sat)
Faculty / Deptartment / Unit	:	LC	Total Hours :	80.0
Post Title Code	:	RF - Research Fellow	UGC Hours / Non-UGC Hours :	59.8 / 20.2
			Institutional Administration Hours :	0.0
				8.0
				10.0 days

Submission Form

You are going to submit your timesheet records to the En[...]
Please input remarks to Endorser, if necessary.

Research Project(s) performed in the two weeks time[...]

Timesheet System ✕

Total hours worked	:	80.0
Total days of work	:	10.0
Average hours per day of work	:	8.0

Confirm to submit to Endorser?

[No]   [Yes]

Project Code		ng Source	
160002	Research Projects - Contra A[...]	JGC	
160106	Matching Sch for Travelling Allowance for Jr Academics	UGC	

Remarks to Endorser

Confirm [Submit] your timesheet records to the Endorser   [Submit]   [Return]

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Timesheet : Summary [Return to Declaration] [Submit]

Staff ID	:	991725	Timesheet Period	: 15/06/2022 to 28/06/2022
Staff Name	:	Preparer P991725	Deadline	: 31/12/2022 (Sat)
Faculty / Deptartment / Unit	:	LC	Total Hours	: 80.0
Post Title Code	:	RF - Research Fellow	UGC Hours / Non-UGC Hours	: 59.8 / 20.2
			Institutional Administration Hours	: 0.0
			Average Hours per Day of Work	: 8.0
			Total Days of Work	: 10.0 days

User Guide   FAQ

ATTENTION: EXCLUDE private time (such as holidays, leaves) and those activities with contract NOT entered by HKBU
(For full time Research Staff, the general contractual working hour is not less than 39 hours per week)

Thank you for taking the time to complete this survey
Your timesheet data has been successfully submitted to Endorser on 09/10/2022

Details of your submission

[Next 7 days] 🖨

Date	15/06/2022	16/06/2022	17/06/2022	18/06/2022	19/06/2022	20/06/2022	21/06/2022
	Wed [View]	Thu [View]	Fri [View]	Sat [View]	Sun [View]	Mon [View]	Tue [View]
Day of Work	1.0 day	1.0 day	1.0 day	0.0 day	0.0 day	1.0 day	1.0 day
Total Hours Worked	8.0 hrs	7.0 hrs	10.0 hrs	0.0 hrs	0.0 hrs	8.0 hrs	7.0 hrs
Teaching	8.0 hrs	4.0 hrs	10.0 hrs	0.0 hrs	0.0 hrs	8.0 hrs	7.0 hrs
Research & Creative Outputs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs
Other Institution Activities	0.0 hrs	3.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs
Institution Administration	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs

Research Project(s) performed in the two weeks timesheet period

Project Code	Project Name	Funding Source
160002	Research Projects - Contra Accounts	UGC
160106	Matching Sch for Travelling Allowance for Jr Academics	UGC

Academic Timesheet System
Revise and Resubmit the Survey
(*If the submission is returned by Endorser)*

When your timesheet is returned by the Endorser, there are 3 options to resubmit your timesheet
1. Input [Remarks to Endorser] without any update to timesheet declaration or data, then Click [Resubmit], or

2. Select Option 1 to submit a new timesheet declaration, or
3. Select Option 2 to input/update the timesheet data for submission

Your submission has been returned by the Endorser on 12/10/2021

Endorser's remarks, if any

Please upd...

Details of your last submission on 12/10/2021   Resubmit

Please select [option 2] to view and update the records, if necessary.

Remarks to Endorser for last submission, if any, is shown below. If you don't need to update your timesheet records, you can edit your remarks and resubmit.
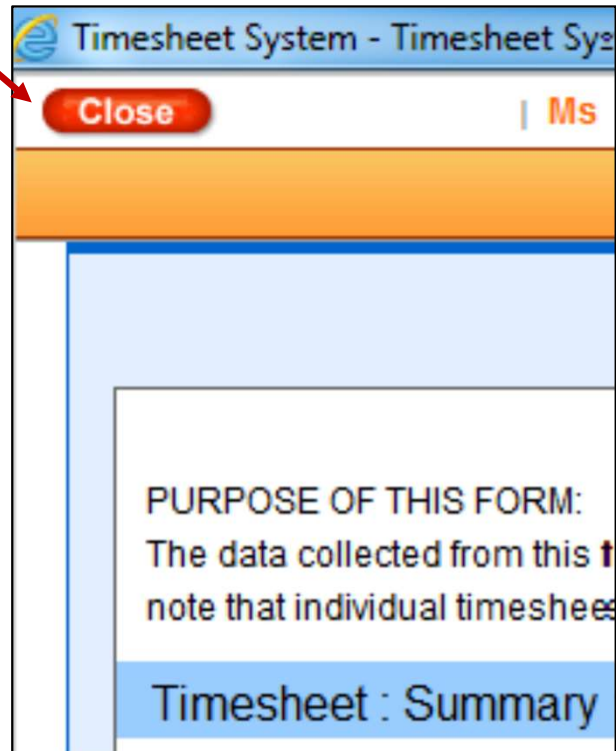
You can select an [Option] to complete the survey

Either   Option 1: Select the nature of your institutional activities in the timesheet period

Or   Option 2: Input/Update your institutional activities by day

Click [Close] to exit the system

Materials facilitating the completion of Time Analysis Survey

Relevant materials available on the <u>FO website</u>

- o User Guide

- o Frequently Asked Questions (FAQ)

- o Training videos on Academic Timesheet System

- o Cost Allocation Guidelines of UGC

- o Data Privacy Framework

The FAQ and User Guide are also available in the TSS.

Timesheet : Summary

Staff ID	:	991725
Staff Name	:	Preparer P991725
Faculty / Deptartment / Unit	:	LC
Post Title Code	:	TUT - Tutor

User Guide   FAQ

User Support and Enquirers
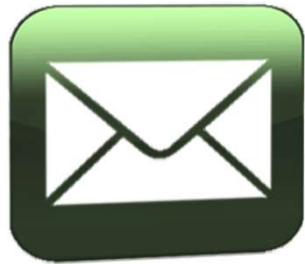
CAG Mail Box
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