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| --- | --- | --- | --- | --- |
| **Team member full name:** |  | | | |
| **Role in the project:** |  | | | |
| **Working period:** | **From:** |  | **To:** |  |
| **Project title:** |  | | | |
| **Project reference No:** |  | | | |
| **Funding Agency:** |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Working Hours** | | **Date** | **Working Hours** | |
| **After ending the official working hour** | **During Weekends** | **After ending the official working hour** | **During Weekends** |
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|  |  |  |  |  |  |
| **Total number of Days (8 hours/day)=** | | | | | |
| **Total number of Days after official working hours X 1.25 + Total number of Days during weekends hours X 1.5=** | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Name** | **Signature** | **Date** |
| **Signatures** | **Team member** |  |  |  |
| **Project Coordinator** |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **International Project Office** | ***Project Officer*** | | | |
| **Compatible with Regulations:** | **Yes No** | | |
| **Notes:** |  | | |
| **Signature:** |  | **Date:** |  |
| ***Director of the International Project Office*** | | | |
| **Notes:** |  | | |
| **Signature:** |  | **Date:** |  |