



## Fjelltopp Timesheets

All contractors hired by Fjelltopp Ltd need to submit and have timesheets approved to receive payments for their work. This document details the format of these sheets and how to submit them.

Summary timesheets should be submitted every month and should include these columns: **Client, Project, Registered time**. For example:

Client	Project	Registered time
WHO Madagascar	Malaria dashboard	02:00:46
Fjelltopp	Website	01:01:43

It is important that the Clients and Projects are chosen from the list available [here](#). The project coordinator is responsible for keeping this list updated.

After every month please submit your timesheets in **csv and pdf format to [gunnar@fjelltopp.org](mailto:gunnar@fjelltopp.org)**. Once your timesheet has been approved please submit an invoice for that months work to [accounts@fjelltopp.org](mailto:accounts@fjelltopp.org). The invoice will then be paid within the timeframe agreed.

It is crucial to keep good track of your work and you should be ready to submit a more detailed timesheet if required. This detailed timesheet should give an accounting of when and what you did. It should look something like this:

Client	Project	Description	Start date	Start time	End date	End time	Duration
WHO Madagascar	Malaria dashboard	Added map to report	2018-04-23	09:04:45	2018-04-23	10:46:31	01:41:45
Fjelltopp	Website	Added bios	2018-04-23	11:04:35	2018-04-23	12:06:18	01:01:43

It needs to include the Client and Project as in the summary. The description is a free text field about what was done. Then it should include the start date and time, the end date and time and the duration.

Both the summary and detailed timesheet can be exported directly from [Toggl](#). It is not necessary to use this service but suggested.



## Clarifications:

While on mission each day of work and travel days are counted as full-days of work (7.5 hours).

If you submit a timesheet where the total number of hours is very different from the average expected number of hours per month, please provide an explanation for why and when you will take time off or work extra to make the total number of hours for your contract.

The expected number of hours to work is stated on your contract. This number is based on working 7.5 hours per day, with 5 weeks of holiday and 10 days of public holidays. If you are working 100% this is equivalent to working 141 hours every month.