

1 Fellow participants in EGEE-SA1 at CERN!
2 note to ROCSs about time sheets - ROC Meeting 11 - 15/06/04
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4 The Project Office has worked on the time sheet and the SA1 group at CERN are trying the procedure to see how we get on with it.
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6 This note provides early information before the roll-out by the project office.
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8 There is a spreadsheet attached containing a list of those who are required to do timesheets at CERN, and a version of the WBS customized for CERN.
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10 What you should do it go to the following web page, download the spreadsheet, complete the page with your own data for the month of May, and forward the completed spreadsheet to the PO.
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12 <http://egee-intranet.web.cern.ch/egee-intranet/documentation-support/timesheets/Timesheets.htm>
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14 There are FAQs and other information to assist the user to do his/ her timesheet. Nevertheless I think that there will still be a lot of questions and concerns about this, and it will be a month or two before it is working well.
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16 The plan is to change it in October or so, so that the system works with a web page. Once the user identifies themselves, the options for TBS and so on are customized and it should be a quick and painless process for the user. However, this will require some development and integration with the PPT tool, and in the meantime, the present cumbersome procedure with the spreadsheets is likely to remain in force.
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18 If you have concerns, questions etc., then please get in touch.
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20 Alistair
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