Chronos: questions & answers

1. Why Chronos?
Audits from funding sponsors have shown that timesheets for research projects do not have accurate entries. Based on this fact, funding sponsors have decided not to consider salary costs of projects as eligible costs, and have demanded the partial refund of attributed funds.
Chronos is rolled-out in order to satisfy the request from funding sponsors. They now require that a timesheet tool is made available. Chronos is an intuitive and friendly timesheet tool for users while being robust and it is rolled-out in order to reduce the financial risks to which EPFL is exposed.

2. Who needs to enter time sheets in Chronos?
Chronos is aimed towards anyone from EPFL (professors, scientific personnel, postdocs and PHD students) working on a research project funded by a funding sponsor requiring timesheets.
The timesheet entry has to be performed by each person for his own time, and cannot be delegated to someone else.

3. Is time entry in Chronos compulsory?
It is mandatory for anyone from EPFL working on a research project funded by a sponsor requiring time sheet entry to enter their time in Chronos.
In case of doubt, please contact the Research Office. This obligation is regulated by the following LEX: LEX 3.1.5 and LEX 4.1.4.

4. Can I enter my absences in Chronos?
Absences are to be entered in the EPFL ‘Absences’ platform, as described in LEX 4.1.4. Chronos automatically displays these absences.

5. Why is there a distinction between Chronos and Absences?
‘Absences’ is used by all EPFL employees (in accordance with LEX 4.1.4). Chronos is aimed to fulfil the requirements of funding sponsors regarding people working on research projects funded by such sponsors.
6. **Do professors also have to enter their time related to research projects in Chronos?**

Based on the specific requirements of each funding sponsor, it is also mandatory for EPFL professors to enter their time dedicated to research projects.

This regulation is enforced by the following LEX: [LEX 3.1.5](#) and [LEX 4.1.4](#).

7. **Which funding sponsors require timesheet entries in Chronos?**

During the first semester of 2018, the main funding sponsors requiring timesheet entries in Chronos are as follows: The European Commission, Innosuisse, American Governmental Agencies. Other funding sponsors may also have similar requirements. However, this list is bound to change depending on requirements from different funding sponsors. It is therefore advised to confirm if there is such a requirement by contacting the [Research Office](#).

8. **How can I access and connect to Chronos?**

Chronos can be accessed from:

- The [Research Office website](#)
- The Pocket Campus mobile application

Gaspar login and password are used to connect to the platform.

9. **What is the difference between the REO excel spreadsheet that was used until now and Chronos?**

Chronos replaces the Excel spreadsheet based timesheets that were managed by the Research Office.

10. **I have just been granted the funds for a project, how can I make it available for time entry in Chronos?**

Once a grant is accepted (“Accepted request” in GrantsDB), a fund is created by the financial services. This action triggers timesheet entry availability for this project in Chronos. Two options are made available: RA and OA. If “work packages” are specified in the contract, the Research Office then creates these entries under RA in Chronos.

11. **Can I enter my time spent on a project in a different tool other than Chronos?**

No, the time sheet entries for research projects have to be made in Chronos. This platform ensures compatibility with the funding sponsors requirements and also enforces regular time entries and archival of data.
12. In Chronos, what do the sub-categories RA, WP, OA and Education refer to?

   The time sheet entry for a specific project is divided into three categories by default:
   - RA (Research Activities) space concentrates on activities marked as eligible by funding sponsors, for instance any task linked to research projects. This space can be further subdivided, depending on the research contract specifications, in work packages (WP).
   - OA (Other Activities) space is for all non-eligible activities by funding sponsors standards: for instance: teaching, administration.
   - Education space is for PhD. Students and is targeted at time entry for statutory education linked activities, for example given courses, taken courses, links to ECTS credits.

13. How can I enter my time in Chronos?

   A video tutorial is available on the Service Desk and the Research Office web sites and gives step-by-step instructions on how to use Chronos.
   Reminder: you can use the Pocket Campus application to enter your time.

14. Which projects can I access in Chronos?

   You can see the list of research projects in which you are contributing on the left banner. You can also access other projects in which your unit is involved manually (please see the video tutorial available on the Service Desk and Research Office web sites for details)

15. I cannot see the research project in which I am involved in the left banner. How can I proceed to enter my time?

   You can look for a project in which your unit is involved manually. (Kindly refer to the video tutorial available on the Service Desk and Research Office web sites for details).

16. Can I delegate the time entry requirement?

   No, The time entry has to be done by each one for his/her projects.

17. Who validates time entries in Chronos?

   The unit head validates all time entries for his unit. This obligation cannot be delegated to a third party.

18. Which is the expected frequency for validating time entries for my unit?

   Time entries in Chronos have to be validated at least one a month by the Heads of units.
   Reminder: Time entry validation in Chronos is available from the Pocket Campus mobile application.

19. Can the validation of time entry in Chronos be delegated?

   No. This action is under the sole responsibility of the Heads of units.
20. My question is not listed in the FAQ, who can I contact?

For functionalities related questions, please contact the Service Desk.

For any questions related to the validation process or the eligibility of salary costs for a funding sponsor, please contact the Research Office.