AGENTSCHAP INNOVEREN & ONDERNEMEN

Fact sheet

Calculating gross employment costs in Interreg programmes using monthly costs with a fixed percentage

Cost category: Staff costs

Programme covered by this fact sheet: Interreg Europe

	Date	Valid untill	Main changes
Version 1	10/10/2022		
Version 2			
Version 3			

PURPOSE

The goal of this fact sheet is to further detail and complement programme instructions regarding staff cost calculation. It is explicitly not the goal to substitute or create additional rules on top of the programme manual regarding eligible costs

Flemish beneficiaries shall apply this fact sheet in order to calculate the overall gross employment for staff being reported on Interreg projects covered by this fact sheet.

BACKGROUND

The formula to determine gross employment costs starts from the same basis as the one in place for Flemish beneficiaries in other Interreg or ERDF programmes falling outside the scope of this fact sheet.

The difference is that the present method has been adapted to fit the programme requirements.

Hence, the calculation method described works according to a fixed FTE % on a monthly basis instead of an hourly basis that varies.



HOW TO DETERMINE A PERSON'S GROSS MONTHLY EMPLOYMENT COST

Step 1: identify the person's gross monthly salary via the person's monthly pay slip. Only the amount referred to under the header "gross salary" must be used. No other salary costs may be included in this amount. The factor in the next step will cover all additional salary costs legally covered by the employer.

Step2: apply the factor 1,7 to the identified amount. You now know the person's gross monthly employment cost.

Step 3: apply the relevant FTE % for Interreg project activities as fixed in the task assignment letter

Step 4: you know now the eligible staff costs for this month

Example

1	Employee gross monthly salary (A)			
2a	Factor covering employer's contributions (B)			
2b	Total monthly salary costs (C)			
3	Fixed percentage of time per month for the project (D)	60%		
4	Eligible staff costs:	3.060		

SUPPORTING EVIDENCE

The supporting evidence equals the one(s) required by the programmes covered by this fact sheet.

Further points of attention:

- Given their central role in the calculation described above, it is key to run a good filing system for the pay slips that will be used throughout the project.
- As far as not foreseen by programme tools, we also recommend to keep an overview table specifying per month the calculation of the monthly employment costs;
- Beneficiaries are further reminded to organise a transparent and consistent audit trail for persons working on several EU funded projects at once

FURTHER INFORMATION

Interreg Europe Programme manual, section 6.2.1