



## Employment (SCO) Verification Report

*This template should be filled in by the Managing Authorities<sup>1</sup> when carrying out a management verification to determine the eligibility and veracity of staff costs (employment).*

### 1. GENERAL INFORMATION

Reference No.	
Member State	Malta
Programming Period	202X-202X
Fund	
<b>Project Number</b>	
<b>Title of the Project</b>	
Beneficiary	
Project Leader	
Officer/s carrying out this management verification	
Place of meeting (where applicable)	

### 2. EMPLOYMENT

Call Reference	<i>In the case of staff who are assigned, and therefore no calls were issued, insert Not Applicable</i>		
Position			
Name and Surname of applicant/s assigned or selected			
Duration of assignment / contract			
Full-Time or Part-Time	<i>Please specify</i>	Annual Gross in line with Contract	
No. of hours / weeks / months in line with Contract / Assignment Letter		Salary / rate per hour / month / pay period in line with Circular	
Respective activity in Grant Agreement / Addenda / Official Correspondence	<i>Insert Title and SFD activity number</i>	Amount allocated in Grant Agreement / Addenda / Official Correspondence	

<sup>1</sup> The Managing Authority reserve the right to add additional questions to this template or request additional information in relation to the verifications being made to ensure that the Beneficiary is in line with the Conditions of the Grant Agreement and addenda to it.

SECTION A - Staff <u>assigned</u> to work on an EU funded operation		Tick her if N/A		<input type="checkbox"/>
		Yes, No or N/A	Comments	
1.	Is the <b>Letter of Assignment / renewal of Contract</b> available?	--		
SECTION B - Staff specifically <u>engaged</u> to work on an EU funded operation		Tick her if N/A		<input type="checkbox"/>
		Yes, No or N/A	Comments	
2.	Is the <b>Vacancy Form</b> available?	--		
3.	Is the <b>copy of call</b> available?	--		
4.	Are the <b>CVs and signed declarations of Selection Board members with respect to Conflict of Interest</b> available?	--		
5.	Are the <b>copy of application and the documents as requested in call</b> available?	--		
6.	Does the applicant selected satisfy the eligibility conditions / criteria of the call issued?	--		
7.	Is the <b>Contract of Employment</b> available?	--		
GENERAL CONDITIONS APPLICABLE TO BOTH SECTION A AND SECTION B				
		Yes, No or N/A	Comments	
8.	Can the employment be verified? Please explain.	--		
9.	Is appropriate reference given to the protection of personal data in documents such as contracts, in accordance with the General Data Protection Regulation (and any subsequent amendments)?	--		
10.	Does the duration of the contract foresee a change in the established rate? If YES, explain how this is reflected in the staff costs methodology.	--		
11.	What is the basis of the numerator – annual gross? (e.g. payslips, contract, collective agreement, proof of payment, Beneficiary's accounts...)			
12.	Please specify what is being covered by the annual gross employment costs			
13.	Please specify the actual timeframe taken to arrive at the annual gross employment costs			

**3. CONCLUSION**3.1 **General remarks** on this verification3.2 Indicate/list any **suspicion of irregularities** or actual **detection of irregularities**3.3 List any **follow-up actions** required3.4 **Recommendations** and **remarks** on general improvement3.5 Is there any further information from **external alerts** which may need to be taken into consideration, or which may require further verifications?3.6 **List of Annexes** (Any evidence / supporting documentation substantiating the verification)**4. ENDORSEMENT OF VERIFICATION REPORT****Officer/s Conducting Verification:**

Name in Block Letters	Signature
Designation	Date

Name in Block Letters	Signature
Designation	Date

**Endorsed by:**

Name in Block Letters	Signature

Designation	Date
Project Leader:	
Name in Block Letters	Signature
Designation	Date