

Time Study Example

Marshall, Stephanie - MHFRP ID: 415002751

Position: ADMINISTRATOR

Time Study and Activity Log 07/11/16 - 07/17/16

[Click here to download or pop up the Time Study Instructions in a separate window.](#)

[Click here to download or pop up the Activity Code Reference in a separate window.](#)

If you do not work weekends or are on unpaid leave, FMLA, or extended PTO click the appropriate button below to mark applicable samples:

This sample sheet has not been signed.

Activity Code Description

A: Direct Medical & Other Medicaid Services	G1: Referral, Coordination & Monitoring of Medicaid Svcs.	K: Medicaid Administrative Training
B: Non Medical, Non-Medicaid, Educ., Social Svcs	G2: Referral, Coordination & Monitoring of Medicaid Svcs.-SPMP	L: Non-Medicaid Administrative Training
C: Medicaid Outreach	H: Referral, Coordination & Monitoring of Non-Medicaid Svcs.	M: Family Planning Referral
D: Non-Medicaid Outreach	I: Medicaid Provider Relations	N: General Administration
E: Facilitating Access to Medicaid Eligibility	J1: Program, Plan, Dvlp. & Agency-wide Coord	O: Non-Paid Time
F: Facilitating Non-Medicaid Program Eligibility	J2: Program, Plan, Dvlp. & Agency-wide Coord- SPMP	

Day 1

Day 2

Day 3

Day 4

Day 5

Day 6

Day 7

Signature

Tuesday Time Study

Start	Notes	Activity Code
1 0 Min <input type="text" value="sdg"/>		B <input type="button" value="Record"/>
15 Min <input type="text" value="sdg"/>		B <input type="button" value="Copy Previous Response"/>
30 Min <input type="text" value="sdg"/>		B <input type="button" value="Copy Previous Response"/>
45 Min <input type="text" value="sdg"/>		B <input type="button" value="Copy Previous Response"/>

Always Start
Coding Your
Time by The
Number 1
Where it
Says Start

Complete the
Notes and
Activity Code
columns

