

# Correct Time Study Example

The image shows two identical screenshots of a time study form. Each form has three main sections: 'Time', 'Activity Code', and 'Description'. In the 'Time' section, a dropdown menu is set to 'HOUR 12 - 30 min'. In the 'Activity Code' section, a dropdown menu is set to 'O: Non-Paid Time'. In the 'Description' section, a text box contains the text 'Work shift completed - Code O'. A small icon of two overlapping documents is visible in the top right corner of each form.

- ❑ You will need to complete all 12 hours of each day.
- ❑ For the hours you are not working, please indicate you are not scheduled to work and use code O, following the example above.
- ❑ The “I worked only 8 hours today” button at the top will prepopulate hours 9-12 as Work shift completed, using code O.

