

Correct Time Study Example

The screenshot displays two identical time study form entries. Each entry consists of a 'Time' dropdown menu set to 'HOUR 12 - 30 min' (in the first example) and 'HOUR 12 - 45 min' (in the second example), an 'Activity Code' dropdown menu set to 'O: Non-Paid Time', and a 'Description' text box containing 'Work shift completed - Code O'. A blue 'Save' button is visible in the top right corner of each form entry.

- ❑ 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.