

# Time Study Example

- MHFRP ID:  
Position:  
Time Study and Activity Log

Click here for Time Study Instructions  
Click here for Activity Code Reference

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

[I do not work weekends](#) [I am on unpaid leave](#) [This position is vacant](#)

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If you work 8 hours a day, click the button below to fill in the remaining hours:

[I worked only 8 hours today](#)

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< 1 Day 1 2 Day 2 3 Day 3 4 Day 4 5 Day 5 6 Day 6 7 Day 7 8 Signature >

Time: HOUR 1 - 0 min

Activity Code: SELECT ACTIVITY CODE

Description: Enter description

Always Start  
Coding Your  
Time at the First  
Increment  
Indicating the  
First Hour  
Worked.

The time  
represents hours  
of work; not the  
actual time of  
day.

