

# Completing the Time Study

- If you do not work weekends, click on the button in the gray box that states “I do not work weekends” and this will prepopulate Saturday and Sunday to “not scheduled to work – Code O”.
- The ‘I am on unpaid leave’ button will prepopulate all 7 days as code O indicating you are on unpaid leave.
- If you are using one of these options, remember to click ‘Save Responses’ to record your response.

**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	