

Time Study Example

- MHFRP ID:
Position:
Time Study and Activity Log

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

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](#)

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

[I worked only 8 hours today](#)

< 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.

