

Time Study Example



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

Time Study Form Screenshot 1:

- Time: HOUR 1 - 0 min
- Activity Code: SELECT ACTIVITY CODE
- Description: Enter description

Time Study Form Screenshot 2:

- Time: HOUR 1 - 15 min
- Activity Code: SELECT ACTIVITY CODE
- Description: Enter description

Complete the
Notes and
Activity Code
columns