

Completing the Time Study

- Once you have received the link **via email** to the online Time Study, begin with your first hour of work and complete all 12 hours per day.
- If you don't work 8 hours in a particular day; use code N (for paid time) or O (for unpaid time) to code up to the 12th hour.
 - ▣ For example: If you only work 8 hours, code the next four hours as “not scheduled to work – Code O”.
- If you work over 8 hours in a particular day; code all of your activities up to the first 12 hours of that day. We cannot account for any time over the first 12 hours of each day.
- Code Time Continuously, Even If You Are on Break or at Lunch (Use Code N or O, Depending on Whether You Are Paid or Not)