

# Time Study Example

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**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:

☐ I do not work Weekends ☐ I am on unpaid leave ☐ This position is vacant

*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	

◀ Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Day 7 ▶ Signature

Save Responses

Tuesday Time Study		
Start	Notes	Activity Code
1 0 Min <input type="text" value="sdg"/>		B ▼
<input type="button" value="Record"/>		
15 Min <input type="text" value="sdg"/>		B ▼
<input type="button" value="Copy Previous Response"/>		
30 Min <input type="text" value="sdg"/>		B ▼
<input type="button" value="Copy Previous Response"/>		
45 Min <input type="text" value="sdg"/>		B ▼

The numbers along the left side represent hours of work; not the actual time of day.

Always  
Start Coding  
Your Time  
by The  
Number 1  
Where it  
Says Start

