Time Study Example

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Position: ADMINISTRATOR

Time Study and Activity Log 07/11/16 - 07/17/16

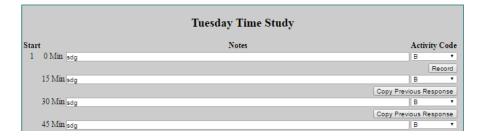
Click here to download or pop up the Time Study Instructions in a separate window.		
Click here to download or pop up the Activity Code Reference in a separate window.		
If you do not work weekends or are on unpaid leave, FMLA, or extended PTO click the appropriate button below to mark applicable samples:		
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 SvcsSPMP	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	<u>Day 3</u> <u>Day 4</u> <u>Day 5</u> <u>Day 6</u> <u>Day 6</u>	ay 7 Signature	

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

The numbers

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



Save Responses

