

# Time Study Guidelines

- Complete the time study for the seven day period, beginning Monday, May 25<sup>th</sup>, and ending Sunday, May 31<sup>st</sup>.
- Code all twelve hours per day; time should be coded in fifteen minute increments.
  - ▣ When you are done coding your hours worked, use Code O to complete your time study for hours 'not scheduled to work'.
- Select one activity code that best describes what you were doing during the majority of the fifteen minutes, i.e. only one code can be selected.
- Begin coding your work time during hour one on each day of the time study (where it says Start).
- Electronically sign the signature page of the time study to verify your completion.
- Submit your time study once you have completed it.
- This quarter's time study is due Monday, June 1<sup>st</sup>, 2020.