

Time Study Example



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

Two screenshots of the time study form. The top screenshot shows the 'Time' dropdown set to 'HOUR 1 - 0 min' and the 'Activity Code' dropdown set to 'SELECT ACTIVITY CODE'. The bottom screenshot shows the 'Time' dropdown set to 'HOUR 1 - 15 min' and the 'Activity Code' dropdown set to 'SELECT ACTIVITY CODE'. Both screenshots have a blue arrow pointing to the 'Description' field.

Complete the
Notes and
Activity Code
columns