

# Completing the Time Study

- If you do not work weekends, click on the button in the gray box that states “I do not work weekends” and this will prepopulate Saturday and Sunday to “not scheduled to work – Code O”.
- The ‘I am on unpaid leave’ button will prepopulate all 7 days as code O indicating you are on unpaid leave.
- If you are using one of these options, remember to click ‘Save’ to record your response.

Click here for Time Study Instructions  
Click here for Activity Code Reference

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If you do not work weekends or are on unpaid leave, FMLA, or extended PTO, click the appropriate button below to mark applicable samples:

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If you work 8 hours a day, click the button below to fill in the remaining hours: