

Reminders

- Notifications will pop-up on your screen and will not let you submit your time study if you:
 - ▣ Leave an increment blank with no note or code
 - ▣ Fail to sign the signature page
- Don't forget to click "Save Responses" before closing your browser.
- Make use of the buttons in the gray box if you are on unpaid leave or do not work weekends.
- Refer back to the activity code summary sheet for examples and instructions at the top of your time study.