

Signature Page

- After completing the Time Study, click the signature page for your electronic signature stating you certify that the activities coded during this time study period accurately reflect your activities performed.
- The software will not allow you to submit your final time study unless there is a signature.
 - ▣ Once signed, a notification will appear at the bottom of your screen including the date the time study was signed (shown below).



Activity Log Status

Each day must have at least 12 hours of logs to be marked as complete.

Day 1: COMPLETE

Day 2: COMPLETE

Day 3: COMPLETE

Day 4: COMPLETE

Day 5: COMPLETE

Day 6: COMPLETE

Day 7: COMPLETE

Signature Added 2019-11-05

