

# WORKER TIME STUDY

## BEGINNING YOUR TIME STUDY

Starting with the first day, verify the *hours paid* on the top line. This should match your payroll records. You can click on the [pre-filled number](#) to change it. Beginning from the top and working down enter your hours for the day. Click the **DONE** button to advance to the next day.

		Tue (11/1/2016)									
<b>Enter Payroll Information</b>		1	2	3	4	5	6	7	8	9	10
Hours paid	<input type="text" value="8.00"/>	8.00	8.00	8.00	8.00	-	-	8.00	8.00	8.00	8.00
Less: Paid time off	<input type="text" value=""/>	-	-	-	-	-	-	-	-	-	-
Hours worked		8.00	8.00	8.00	8.00	-	-	8.00	8.00	8.00	8.00
<b>Enter Hours Worked</b>		used: 0.00 of 8.00									
1442	CWS HR - Family Maintenance	<input type="text" value=""/>	-	-	-	-	-	-	-	-	-
1443	CWS HR - Family Reunification	<input type="text" value=""/>	-	-	-	-	-	-	-	-	-
1444	CWS HR - Permanent Placement	<input type="text" value=""/>	-	-	-	-	-	-	-	-	-
1465	CWS - Services	<input type="text" value=""/>	-	-	-	-	-	-	-	-	-
1482	CWS Case Mgt. - Family Maintenance	<input type="text" value=""/>	-	-	-	-	-	-	-	-	-
1483	CWS Case Mgt. - Family Reunification	<input type="text" value=""/>	-	-	-	-	-	-	-	-	-
1484	CWS Case Mgt. - Permanent Placement	<input type="text" value=""/>	-	-	-	-	-	-	-	-	-
5134	EA-L Referrals	<input type="text" value=""/>	-	-	-	-	-	-	-	-	-
		<b>DONE</b>									

Begin here and work down

Fiscal indicators, green = good, red = bad

Click on a code number to see its full description

When the day is complete, click DONE to advance to the next day

