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)										
Enter Payroll Information		1	2	3	4	5	6	7	8	9	10
Hours paid 🕢	-	8.00	8.00	8.00	8.00	-	-	8.00	8.00	8.00	8.00
Less: Paid time off			-	-	-	-	-	-	-	-	-
Hours worked		8.00	8.00	8.00	8.00	-	-	8.00	8.00	8.00	8.00
Enter Hours Worked		used: 0.00 of 8.00									
1442 CWS HR - Family Maintenance			-	-	-	-	-	-	-	-	-
1443 CWS HR - Family Reunification			-	-	-	-	-	-	-	-	-
1444 CWS HR - Permanent Placement			-	-	-	-	-	-	-	-	-
<u>1465</u> CWS - Services			-	-	-	-	-	-	-	-	-
🙂 <u>1482</u> CWS Case Mgt Family Maintenance			-	-	-	-	-	-	-	-	-
🙂 1483 CWS Case Mgt Family Reunification			-	-	-	-	-	-	-	-	-
1484 WS Case Mgt Permanent Placement			-	-	-	-	-	-	-	-	-
<u>5134</u> EA-⊾ ⊃eferrals			-	-	-	-	-	-	-	-	-
Fiscal indicators, green = good, red = bad	When the day is complete, click DONE to advance to the next day										

SIGN ELECTRONICALLY

When your monthly time study has been completed it is ready for your electronic signature. Check the **CERTIFY** box, then click the **ELECTRONICALLY SIGN** button.

If you just do a middle month time study for each quarter, you will be notified by email when it's time to begin your next middle month time study.

Congratulations! Your time study is ready to sign	×
REVIEW	
Open with Excel and review your time study	
CERTIFY	
I certify that this is a true and accurate report of my time and the activities where performed as shown.	
SIGN Click the button to Electronically Sign	
Chek the batter to Electronically sign	

GETTING HELP

Click the **HELP** button in the upper right-hand corner of your time study screen. From the popup screen you can view the user guide or send an email to your county's *fiscal contact*.

	Time Study Buddy		Home	February 2017 -	Account - Help
Enter Payr Hours paid	User Guides Worker's User Guide 😤 Covers logging into your account, fin signing your time study.	User guide	and elect	Click h to get l ronically	
Less: Paid ti Hours worke Enter Hour © 2151 Me © 2153 Me © 2681 NA © 2711 Me	More Help • Report a Problem • Leave Feedback • Help Videos • Reset Your Cookies	Click to send an email to your county's <i>fiscal contact</i>			 0 8.00 - - -
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