

## **How to Complete the MAA Time Survey Electronically**

1. Open up the Excel Spreadsheet, select "Save As" and save the document to a location where you can easily access the file (the desktop is sometimes the best place).
2. Make sure the window is maximized and click on the tab at the bottom titled, "Time Survey Pg 1" – this page will auto-calculate your totals for the columns and rows. Each column represents a work hour of your day and each must total one (unless you are a 7.5 hour employee in which case your last column work hour will equal .5). NOTE: When you have completed for the entire week, the box at the end of the total hours row will equal your total work hours for the week (if you are a 7.5 hour employee then the box will total 37.5).
3. The tab at the bottom of the Excel Spreadsheet titled, "Time Survey Pg 2" is only used if you exceed 8 hours during a day.
4. If you have coded time to Codes 4, 6, 8, 10, 12, 14, 15, & 16 you will need to provide a narrative. To do this, click on the tab at the bottom of the Excel Spreadsheet titled, "Time Survey Pg 2 Samples". You will then need to type your narrative(s) into the appropriate code.
5. Be sure to save the document as you make changes so your updates are not lost.
6. Once you have completed the time survey, please submit your time survey for review to:  
Jackie Douglas – [jdouglas@tehamaed.org](mailto:jdouglas@tehamaed.org)
7. To submit as an attachment open a new email and click on the paper clip button to insert the file, locate the file where you have saved it and select the file, next click "Insert" and the file will show up as an attachment in your email. Please type, "Time Survey for Review" in the email subject line and click "Send".
8. Jackie Douglas and the Regional LEC Coordinator will review the time surveys for any necessary corrections. We will return the time survey to you with requested changes or inform you that it is all correct.
9. Once all of the corrections have been made, you will print out your time survey, sign it in BLUE ink and send it in to your supervisor for their signature (BLUE ink). Please keep a copy for your records for future reference.

*If you should have any questions or concerns please feel free to contact Jackie Douglas, MAA Coordinator at 528-7342.*