

# WHAT IS A GOOD TIME SURVEY FORM?

## FRONT OF FORM



- ✓ The **Name, Job Classification, Work Hours, Training Date, Survey Dates, Claiming Unit (No Acronyms), and School Site** are all filled in correctly (You should always check your forms even if you request them from our office) for each participant.
- ✓ The hours are logged in **.25, .5, .75 or 1**. **No fractions are acceptable.**
- ✓ The form **adds correctly** down. (Each hour in the Total Hours column adds to "1" and **only** to "1" – 1.5 hours is not acceptable in a column.)
- ✓ **All columns** have been added accurately across.
- ✓ The columns going down and across add to the same total and match the **normal working** hours at the top of the form.
- ✓ Form is completed in **pencil or typed**, except for signatures.
- ✓ The **Participant and Supervisor** have both signed and dated the form in **Blue** ink.



## BACK OF FORM

Samples on the back of a form are a must and cannot be left out for the following codes:

Code 4, Code 6, Code 8, Code 10, Code 12, Code 14, Code 15, and code 16

- ✓ The **Participant** has written a sample for each code that they have reimbursable time logged.
- ✓ **Two samples** are required if a participant logs non-consecutive time in a code.
- ✓ **Three samples** are required if a participant claims more than 5 hours for any one code.
- ✓ **NEVER USE WHITEOUT...EVER** - all errors must be thoroughly erased, or, struck through and initialed.



# EXTRA HOURS FORM

- ✓ This form is used **WHENEVER** a participant goes over their normal working hours
- ✓ It should be filled out with the appropriate information (Name, Job Title, Site, etc...).
- ✓ **ONLY** MAA time is logged (no code 1).
- ✓ Columns **DO NOT** need to equal 1. MAA time can stand alone at .5 or .25, whatever it is.
- ✓ The form **starts** with hour 9 **regardless** of when the participant is in extra time. Do not move over and start with hour 12 and do not skip time columns. Code as consecutive time even if there is a gap as to when an activity was performed. Hour 9 just means the first hour someone is past their contract – could be 6:00 in the morning or 6:00 at night. It could also be 1:30 in the afternoon if they work part time.
- ✓ If there are not 2 samples on the first time survey form, then a sample will be needed. **NO SAMPLE IS NECESSARY IF THERE ARE ALREADY TWO SAMPLES ON FIRST TIME SURVEY FORM.**
- ✓ A **third sample** is required if a participant is past 5 hours (including the extra hours page).
- ✓ Both **participant and supervisor** must sign and date in **BLUE** ink.

