Appendix 4.003A **INSTRUCTIONS**

Below are steps to complete the Staff Time Study Sheet

Step 1:	Fill in your name next to "Employee Name"
Step 2:	Fill in your Position Title next to "Position Title"
Step 3:	Fill in your Local agency name next to "Local agency"
Step 4:	Fill in your Site Location next to "Site Location"
NOTE:	All cells that are shaded in gray contain formulas. If you are completing this sheet electronically, you will not need to enter data into the gray shaded cells. Upon entering the date in the "Week 1- Sunday" space, the spreadsheet will generate the other dates needed in the Time and Effort Record.
Step 5:	Enter the number of hours worked on each category per day for the entire month. If an employee is off work put zeros in fields.
NOTE:	Hours worked should be rounded to the nearest quarter hour (15 minutes) example: 4 hours would be **4.0**, 4 and half hours would be **4.5**, 4 hours and fifteen minutes would be **4.25** and 4 hours and 45 minutes would be **4.75**.
Step 6:	Obtain the appropriate signatures
Step 7:	Send signed copies to Local agency coordinators for review. Coordinators are to then send documents to State Agency.

Below are steps to complete the Local Agency Site Summary

Step 1:	Fill in each employee name under "Name"
Step 2:	Fill in each employee title and position under "Title"
Step 3:	Fill in your Local agency name next to "Local agency"
Step 4:	Fill in the total Breastfeeding hours worked under "total Breastfeeding hours"
Step 5:	Fill in the total Nutrition Education hours worked under "total Nutrition Education hours"
Step 6:	Fill in the total Program Management hours worked under "total Program Management hours"
Step 7:	Fill in the total Client Serviceshours worked under "total Client Serviceshours"
Step 8:	Fill in the Total hours worked under "Total Hours Worked"
NOTE:	All cells that are shaded in gray contain formulas. If you are completing this sheet electronically, you will not need to enter data into the gray shaded cells.
Step 9:	Divide column F (Total Nutrition Education hours) by column I (Total hours worked) this will give you the Nutrition Education Percentage, which goes in column J
Step 10:	Send signed copies to Local agency coordinators for review. Coordinators are to then send documents to State Agency.

Below are steps to complete the Local Agency Summary	
Step 1:	Fill in the name of each local agency site under "Local Agency Name"
Step 2:	Fill in the total Breastfeeding hours worked under "total Breastfeeding hours"
Step 3:	Fill in the total Nutrition Education hours worked under "total Nutrition Education hours"
Step 4:	Fill in the total Program Management hours worked under "total Program Management hours"
Step 5:	Fill in the total Client Serviceshours worked under "total Client Serviceshours"
Step 6:	Fill in the Total hours worked under "Total Hours Worked"
NOTE:	All cells that are shaded in gray contain formulas. If you are completing this sheet electronically, you will not need to enter data into the gray shaded cells.
Step 7:	Divide column E (Total Nutrition Education hours) by column H (Total hours worked) this will give you the Nutrition Education Percentage, which goes in column I
Step 8:	Send to State agency for review.

Reviewed August 2019