



**MEDI-CAL ADMINISTRATIVE ACTIVITIES (MAA)  
TIME SURVEY STANDARDS**

1. All applicable fields are completed.
<ul style="list-style-type: none"> <li>a. Name</li> <li>b. Job classification</li> <li>c. Employee number</li> <li>d. Claiming unit/location</li> <li>e. Month/Year</li> <li>f. Hours</li> <li>g. Signatures/Date</li> <li>h. Employee's telephone number</li> <li>i. Etc.</li> </ul>
2. MAA time surveys match agency timesheets.
<ul style="list-style-type: none"> <li>a. Reported MAA time should reflect <b>FIRST 5 funded time</b>.</li> <li>b. Applicable paid-time-off is reflected correctly (sick, holiday, leave, etc).</li> <li>c. Comp time exception: comp time shall be recorded on time survey when it is earned.</li> </ul>
3. MAA time survey hours are coded in accordance with job tasks and responsibilities as detailed on duty statements.
<ul style="list-style-type: none"> <li>a. Codes 1, 3, 5, 7, 9, 11, 14 – are non-reimbursable codes.</li> <li>b. Code 21 – General Administration shall not exceed 25% of hours.</li> </ul>
4. Employee and supervisor signature and dates are signed in <b>blue ink only</b> .
5. Signature dates for the participant is on the <b>last day worked</b> of the time survey month.
6. MAA Time surveys do not have corrections, edits (white-out, cross-outs, etc.) or highlights. All corrections are made in Gateway and print outs are final submissions.