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

1. All applicable fields are completed.
   
   a. Name  
   b. Job classification  
   c. Employee number  
   d. Claiming unit/location  
   e. Month/Year  
   f. Hours  
   g. Signatures/Date  
   h. Employee's telephone number  
   i. Etc.

2. MAA time surveys match agency timesheets.
   
   a. Reported MAA time should reflect **FIRST 5 funded time.**  
   b. Applicable paid-time-off is reflected correctly (sick, holiday, leave, etc).  
   c. Comp time exception: comp time shall be recorded on time survey when it is earned.

3. MAA time survey hours are coded in accordance with job tasks and responsibilities as detailed on duty statements.
   
   a. Codes 1, 3, 5, 7, 9, 11, 14 – are non-reimbursable codes.  
   b. Code 21 – General Administration shall not exceed 25% of hours.

4. Employee and supervisor signature and dates are signed in **blue ink only.**

5. Signature dates for the participant is on the **last day worked** 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.