

## **TIME SURVEY PARTICIPANT INTERVIEW QUESTIONS**

- 1. What MAA activity codes are you approved to perform and how do you perform these activities at your job?**
- 2. Describe what kind of activities would be General Administration.**
- 3. If you perform an activity for 7 minutes how would you code your time?**
- 4. If you perform an activity for 9 minutes how would you code your time?**
- 5. Explain how you verify the time survey is accurate and complete?**
- 6. Briefly explain the purpose of secondary documentation:**
- 7. Where should you code your time when not performing MAA?**
- 8. If you have questions regarding the time survey, who should you ask?**
- 9. Are you an SPMP? No, (move on to next question). Yes, (answer the following): Describe an instance when you would code time to SPMP**
- 10. For direct charge: how do you keep track and verify your time spent on MAA?**
- 11. When you are not time surveying, how do your duties differ from when you are time surveying? Skip if on a perpetual time survey**