

Office of Financial Services
1209 Random Moment Time Study (RMTS)

2025-11-29

Table of Contents

Policy 2

Authority..... 3

References 4

Applicability..... 5

Definitions 6

Responsibilities 7

History..... 8

Evaluation 9

	Department of Human Services Policy and Manual Management System	Index: POL 1209
		Revised: 10/15/2025
		Next Review: 10/15/2027

Policy

The policy of the Georgia Department of Human Services (DHS) is to conduct Random Moment Time Studies to assign to each benefiting funding source its share of the cost of administering DHS programs and activities.

Authority

- The Office of Management and Budget's Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200.
- The United States Department of Health and Human Services (HHS) regulations for public assistance agencies.

References

[Electronic Code of Federal Regulations](#)

Applicability

This policy is applicable to all divisions and offices of the Georgia Department of Human Services.

Definitions

1. **Random Moment Time Study:** a statistical method of identifying the activities of a group of employees. It determines the percentage of total work time the group spends on the various activities.
2. **RMTS Application:** a system programmed to randomly select a sample of employees from a universe of grouped employees. It also selects an observation date and time for each employee.
3. **Universe:** the population of specific groups of employees in the DHS divisions or offices from whom the quarterly samples are randomly selected.
4. **Moment:** is the point in time selected by the RMTS automated system for making an observation.
5. **RMTS Observations:** e-mail notifications are sent to those employees who have been systematically assigned a moment. Selected employees are to respond via e-mail with the activity they are performing or participating in at the specified moment.
6. **Activity codes:** numeric or alphabetic codes which represent work activities a specific group of employees may be engaged during work hours.

Responsibilities

The Director of the DHS Office of Financial Services (OFS) is responsible for issuing and updating procedures to implement this policy.

History

None

Evaluation

The effectiveness of the policy is evaluated by the Georgia Department of Audits and Accounts (DOAA) and by representatives of federal agencies as they perform financial management reviews. The precision and reliability of the sampling process and of the sample results are evaluated quarterly by the Cost Allocation Section of the DHS Office of Financial Services.