

This conversion chart should be used when reporting minutes worked.

Place the tenth of an hour to be reported in the "tenths" column on the time card.

TENTH CONVERSION CHART	
IF YOU WORKED	TENTH OF HOUR TO BE REPORTED
1-2 minutes	0
3-8 minutes	1
9-14 minutes	2
15-20 minutes	3
21-26 minutes	4
27-32 minutes	5
33-38 minutes	6
39-44 minutes	7
45-50 minutes	8
51-56 minutes	9
57-60 minutes	1 hour