

Time Conversion Chart for Payroll

Minutes	Decimal Hours	Rounded Decimal Hours
1	0.02	0.00
2	0.03	0.00
3	0.05	0.00
4	0.07	0.00
5	0.08	0.00
6	0.10	0.00
7	0.12	0.00
8	0.13	0.25
9	0.15	0.25
10	0.17	0.25
11	0.18	0.25
12	0.20	0.25
13	0.22	0.25
14	0.23	0.25
15	0.25	0.25
16	0.27	0.25
17	0.28	0.25
18	0.30	0.25
19	0.32	0.25
20	0.33	0.25
21	0.35	0.25
22	0.37	0.25
23	0.38	0.50
24	0.40	0.50
25	0.42	0.50
26	0.43	0.50
27	0.45	0.50
28	0.47	0.50
29	0.48	0.50
30	0.50	0.50

Minutes	Decimal Hours	Rounded Decimal Hours
31	0.52	0.50
32	0.53	0.50
33	0.55	0.50
34	0.57	0.50
35	0.58	0.50
36	0.60	0.50
37	0.62	0.50
38	0.63	0.75
39	0.65	0.75
40	0.67	0.75
41	0.68	0.75
42	0.70	0.75
43	0.72	0.75
44	0.73	0.75
45	0.75	0.75
46	0.77	0.75
47	0.78	0.75
48	0.80	0.75
49	0.82	0.75
50	0.83	0.75
51	0.85	0.75
52	0.87	0.75
53	0.88	1.00
54	0.90	1.00
55	0.92	1.00
56	0.93	1.00
57	0.95	1.00
58	0.97	1.00
59	0.98	1.00
60	1.00	1.00

To ensure consistent time and attendance reporting, time for employees paid on an hourly basis should be recorded in quarter hour (.25) increments. Seven (7) minutes or less is rounded down and eight (8) minutes or more is rounded up.