

## Rounding Guidelines, Minute to Decimal Conversion Chart

With each In/Out clock combination\* the system is able to calculate the total time worked for that segment plus any other In/Out clock combinations recorded during a specific day. The supervisor must approve all recorded time before the decimal rounding occurs. The following minutes to decimal conversion chart reflects the four-quarter hour segments. Rounding occurs at the mid-point of every quarter hour, starting at the top of the hour. The line in the middle indicates the mid-point at which rounding moves to the previous quarter hour or to the next quarter hour.

Minutes	Decimal	Minutes	Decimal	Minutes	Decimal	Minutes	Decimal
1	= 0.02	16	= 0.27	31	= 0.52	46	= 0.77
2	= 0.03	17	= 0.28	32	= 0.53	47	= 0.78
3	= 0.05	18	= 0.3	33	= 0.55	48	= 0.8
4	= 0.07	19	= 0.32	34	= 0.57	49	= 0.82
5	= 0.08	20	= 0.33	35	= 0.58	50	= 0.83
6	= 0.1	21	= 0.35	36	= 0.6	51	= 0.85
7	= 0.12	22	= 0.37	37	= 0.62	52	= 0.87
8	= 0.13	23	= 0.38	38	= 0.63	53	= 0.88
9	= 0.15	24	= 0.4	39	= 0.65	54	= 0.9
10	= 0.17	25	= 0.42	40	= 0.67	55	= 0.92
11	= 0.18	26	= 0.43	41	= 0.68	56	= 0.93
12	= 0.2	27	= 0.45	42	= 0.7	57	= 0.95
13	= 0.22	28	= 0.47	43	= 0.72	58	= 0.97
14	= 0.23	29	= 0.48	44	= 0.73	59	= 0.98
15	= 0.25	30	= 0.5	45	= 0.75	60	= 1

Rounds to  
previous  
qtr/hr

Rounds to  
next  
qtr/hr

No  
rounding  
occurs

Rounding will always result in one of the following conversions after the timesheet is approved:

- .00 = Top of the hour
- .25 = 15 minutes after the hour
- .50 = 30 minutes after the hour
- .75 = 45 minutes after the hour

**\*Recorded In/Out clock combinations for a single day with decimal conversion and rounding**

\*Clock In = 7:48 AM

\*In = 1:18 PM

\*Clock Out = 11:46 AM

\*Out = 4:30 PM

Total = 3hrs:58 = decimal 3.97

Total = 3hrs:12 = decimal 3.20, **Grand Daily Total = 7.17 decimal**

**For this specific day the rounding would produce 7.25 hours on the processed timesheet.**