

*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.*

<b>TENTH CONVERSION CHART</b>	
<b>IF YOU WORKED</b>	<b>TENTH OF HOUR TO BE REPORTED</b>
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