CONVERTING DECIMALS → MINUTES

Recording Hours on Time Sheet

Use Hours & Minutes (HH:MM)

Calculating Hours

Convert HH:MM to Decimals, then Calculate. If necessary, convert back to HH:MM

When determining the number of hours to record on the timesheet,
You must convert the decimal in the total hours to minutes.

Example: Recipient has 283 monthly authorized hours – divided by 4,
the provider may work a maximum of 70.75 hours per week. This is equal
to 70 hours, 45 minutes. To figure out the fraction of the hour to record
on the time sheet, you need to multiply the decimal by 60 minutes.

.75 x 60 minutes = 45 minutes

Conversion from Minutes to Payroll Decimal Hours

Minutes	Hour Decimal	Minutes	Hour Decimal	Minutes	Hour Decimal	Minutes	Hour 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	0.30	33	0.55	48	0.80
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	0.10	21	0.35	36	0.60	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	0.40	39	0.65	54	0.90
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	0.20	27	0.45	42	0.70	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	0.50	45	0.75	60	1.00