

### Partial Hours Conversion Chart

Fractions of hours reported for Regular time worked must be reported in tenths. Use the following chart to convert minutes worked to tenths.

Minutes	10ths
1 – 6	0.1
7 – 12	0.2
13 – 18	0.3
19 – 24	0.4
25 – 30	0.5
31 – 36	0.6
37 - 42	0.7
43 – 48	0.8
49 – 54	0.9
55 – 60	1.0