

**INSTRUCTIONS FOR COMPLETING
BI-WEEKLY TIME AND ATTENDANCE REPORT (JUD 13)**

Appendix D

Conversion table – Minutes to Decimal Hours

Minutes	Hours		Minutes	Hours
01 =	.02		31 =	.52
02 =	.03		32 =	.53
03 =	.05		33 =	.55
04 =	.07		34 =	.57
05 =	.08		35 =	.58
06 =	.10		36 =	.60
07 =	.12		37 =	.62
08 =	.13		37 =	.63
09 =	.15		39 =	.65
10 =	.17		40 =	.67
11 =	.18		41 =	.68
12 =	.20		42 =	.70
13 =	.22		43 =	.72
14 =	.23		44 =	.73
15 =	.25		45 =	.75
16 =	.27		46 =	.77
17 =	.28		47 =	.78
18 =	.30		48 =	.80
19 =	.32		49 =	.82
20 =	.33		50 =	.83
21 =	.35		51 =	.85
22 =	.37		52 =	.87
23 =	.38		53 =	.88
24 =	.40		54 =	.90
25 =	.42		55 =	.92
26 =	.43		56 =	.93
27 =	.45		57 =	.95
28 =	.47		58 =	.97
29 =	.48		59 =	.98
30 =	.50		60 =	1.00

This chart is provided as an aid in reporting leave in increments of less than one hour. Keep in mind leave usage and balances are recorded in hundredths of an hour. For example, one hour, or 60 minutes, would be recorded as 1.0, and 31 minutes converts to .52 hours, so **the correct entry on the time sheet should be 1.0 and .52** respectively.