

| Minutes to Tenths of Hours Conversion Chart |            |                |            |
|---|------------|----------------|------------|
| Minutes Worked                              | Convert To | Minutes Worked | Convert To |
| 0-2   | 0          | 33-38          | .6         |
| 3-8   | .1         | 39-44          | .7         |
| 9-14  | .2         | 45-50          | .8         |
| 15-20                                       | .3         | 51-56          | .9         |
| 21-26                                       | .4         | 57-60          | 1.0        |
| 27-32                                       | .5         |                |            |

- x Holiday Worked (Benefit Eligible Employees ONLY): Record the number of hours actually worked on a University holiday in this field. Note: Do not record the actual hours worked on a holiday in time in and out fields. You should record in and out time in the field called



(vacation, sick, family sick, personal days and compensatory time used.) REG does not include work on a holiday or hours eligible for overtime/comp time since those are captured separately.

- x HOL: This field automatically calculates. NOTE: HOL includes any hours in fields 1b+2b.
- x OTM: This field automatically populates from the amount entered in field 3j.
- x CTE: