

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 a 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: