

Daily hours reported must represent actual hours worked.

Use the following table to report fractions of an hour:

Minutes	Report As
1 - 6	.1
7 - 12	.2
12 - 18	.3
19 - 24	.4
25 - 30	.5
31 - 36	.6
37 - 42	.7
43 - 48	.8
49 - 54	.9
55 - 60	0
Example 1: An employee who works 2 hours 38 minutes will report hours worked as 2.7 Example 2: Employee who works 3 hours 55 minutes will report hours worked as 4.0	