

## Converting Minutes to Service Hours for Program Participants

When entering the amount of service hours that you provide Goodwill Industries of Tennessee, Inc. on your time sheet, please enter the minutes as a fraction of an hour. **Examples:** One hour and 25 minutes would be entered as 1.417 while one hour and 45 minutes would be entered as 1.75 in the Hours field. The chart below lists minutes converted to fractions of an hour (dividing the number of minutes by 60) for your reference when completing time sheets.

<u>Minutes</u>	<u>Time to Enter</u>	<u>Minutes</u>	<u>Time to Enter</u>	<u>Minutes</u>	<u>Time to Enter</u>
0	0.000	21	0.350	42	0.700
1	0.017	22	0.367	43	0.717
2	0.033	23	0.383	44	0.733
3	0.050	24	0.400	45	0.750
4	0.067	25	0.417	46	0.767
5	0.083	26	0.433	47	0.783
6	0.100	27	0.450	48	0.800
7	0.117	28	0.467	49	0.817
8	0.133	29	0.483	50	0.833
9	0.150	30	0.500	51	0.850
10	0.167	31	0.517	52	0.867
11	0.183	32	0.533	53	0.883
12	0.200	33	0.550	54	0.900
13	0.217	34	0.567	55	0.917
14	0.233	35	0.583	56	0.933
15	0.250	36	0.600	57	0.950
16	0.267	37	0.617	58	0.967
17	0.283	38	0.633	59	0.983
18	0.300	39	0.650	60	1.000
19	0.317	40	0.667		
20	0.333	41	0.683		

**Source:** Adapted from Microsoft Office Accounting Professional and Office Accounting Express