

Pay Periods:

1st through the 15th of the month
 16th through the end of the month

Pay dates are the 10th and the 25th of each month.



Minutes	Decimal	Minutes	Decimal
0:05	0.08	0:35	0.58
0:10	0.17	0:40	0.67
0:15	0.25	0:45	0.75
0:20	0.33	0:50	0.83
0:25	0.42	0:55	0.92
0:30	0.5	1:00	1

Employee Name: _____

Date	Day	In	Out	Total	Lunch	Total Hours - Lunch	Decimal Conversion

 Supervisor Signature

 Total Hours

 Employee Signature