



The UNIVERSITY *of* OKLAHOMA

Employee Functions

Time & Attendance

Experience the Workforce system from the employee perspective. Learn Workforce navigation fundamentals and functions related to reporting time, activities, and absences in the system.

Notice: Falsification of timesheets, whether submitting or approving, can be grounds for immediate termination.

University time system:
<http://time.ou.edu>

Conversion Chart

The below conversion chart is used for all timesheet calculations. The time conversions may be different than what you are used to.

NOTE: The following chart must be followed in converting all fractional hours from minutes to tenths for entry of time on the hourly time record. Fractions of an hour less than 6-minutes do not count.

Minute	Decimal	Quarter	Minute	Decimal	Quarter
0	0.00	0.00	30	0.50	0.50
1	0.02	0.00	31	0.52	0.50
2	0.03	0.00	32	0.53	0.50
3	0.05	0.00	33	0.55	0.50
4	0.07	0.00	34	0.57	0.50
5	0.08	0.00	35	0.58	0.50
6	0.10	0.00	36	0.60	0.50
7	0.12	0.00	37	0.62	0.50
8	0.13	0.25	38	0.63	0.75
9	0.15	0.25	39	0.65	0.75
10	0.17	0.25	40	0.67	0.75
11	0.18	0.25	41	0.68	0.75
12	0.20	0.25	42	0.70	0.75
13	0.22	0.25	43	0.72	0.75
14	0.23	0.25	44	0.73	0.75
15	0.25	0.25	45	0.75	0.75
16	0.27	0.25	46	0.77	0.75
17	0.28	0.25	47	0.78	0.75
18	0.30	0.25	48	0.80	0.75
19	0.32	0.25	49	0.82	0.75
20	0.33	0.25	50	0.83	0.75
21	0.35	0.25	51	0.85	0.75
22	0.37	0.25	52	0.87	0.75
23	0.38	0.50	53	0.88	1.00
24	0.40	0.50	54	0.90	1.00
25	0.42	0.50	55	0.92	1.00
26	0.43	0.50	56	0.93	1.00
27	0.45	0.50	57	0.95	1.00
28	0.47	0.50	58	0.97	1.00
29	0.48	0.50	59	0.98	1.00

Note: Time entry rounds based on each completed in/out punch enter to define time totals throughout a workday, meaning if you are required to clock in/out for lunch you will have 2-rounded entries for the day; those with 'automatic' meal deductions will have the entire workday rounded only 1-time.

Rounding each clock or work in/out slice to the nearest quarter (.25) hour to gives clocking employees some leeway when clocking in and out.

Example #1: an employee clocks in at 6:29 am and clocks out at 2:34 pm with a 30-minute lunch automatically deducted. The employee worked 8.08 hours (after converting the 5 minutes to decimal ($5/60=.08$) and subtracting out the 30-minute lunch. With rounding to the quarter hour, the employee will be paid for 8 hours.

See the table above for minute conversions.

Example #2: an employee clocks in at 7:50 am and clocks out at 12 pm for a 1-hour lunch. Then the employee returns from lunch at 1:03 pm and clocks out for the day at 4:55 pm. For the first time entry the employee worked 4.17 hours (after converting the 10 minutes to decimal ($10/60=.17$)) after applying the rounding schedule the first completed entry is a total of 4.25 hours. The second time entry after returning from lunch at 1:03 pm and clocking out for the day at 4:55 pm is a total of 3.87 hours (after converting the 52 minutes to decimal ($52/60=0.87$)) With rounding to the quarter hour, the employee will have a second total for 3.75 hours.

After adding punch 1 and 2 for the day the total time is, 4.25 hours + 3.75 hours = 8 hours for the day.

See the table above for minute conversions.