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AM-205-2-1

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Overtime Conversion Chart

SCOPE

Overtime is recorded and compensation granted in 6 minute increments. The following chart may be used to convert minutes to fractions of an hour for the purpose of recording overtime on the PAYROLL ATTENDANCE REPORT (AM-204-16-1).

OVERTIME CONVERSION CHART (11 Minutes De Minimus)

<u>Minutes</u>	<u>Fraction Of An Hour</u>
0 – 11.....	0.0
12.....	0.2
13 – 18.....	0.3
19 – 24.....	0.4
25 – 30.....	0.5
31 – 36.....	0.6
37 – 42.....	0.7
43 – 48.....	0.8
49 – 54.....	0.9
55 – 60.....	1.0
61 – 66.....	1.1
67 – 72.....	1.2