Minutes to Decimal Hours Chart

For payroll: convert the minutes part of a time card to a decimal.

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

Quarter hours are shaded. Decimals are minutes divided by 60, rounded to 2 places.

Convert a time card to decimal hours

1. Split the time into hours and minutes. Example: 7 hours 45 minutes.

2. Find the minutes in the chart, or divide them by 60: 45 / 60 = 0.75.

3. Add the whole hours back: 7 + 0.75 = **7.75 hours**.

4. Multiply by the hourly rate for pay: 7.75 x $18.00 = **$139.50**.

Going the other way

Multiply the decimal part by 60 to get minutes: 8.40 hours = 8 hours and 0.40 x 60 = **24 minutes**.

Common mistake: 8.30 hours is not 8 hours 30 minutes. It is 8 hours 18 minutes. 8 hours 30 minutes is 8.50.

Exact math: some minutes repeat (20 minutes = 0.3333). For the most exact pay, total the minutes for the week first, then divide by 60.

Rounding punches: federal rules allow rounding start and stop times to the nearest 5 minutes, tenth of an hour or quarter hour only if it averages out so employees are paid for all time worked over time (29 CFR 785.48). General information, not legal advice.