TimeClick

Minutes to Decimal Hours Chart

Convert minutes to decimal hours for payroll. Decimal hours = minutes / 60, rounded to 2 places.

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.

Common values

Minutes	Decimal	
6 minutes	0.10	a tenth of an hour
15 minutes	0.25	a quarter hour
20 minutes	0.33	a third of an hour
30 minutes	0.50	half an hour
40 minutes	0.67	two thirds of an hour
45 minutes	0.75	three quarters of an hour

Worked example

7 hours 45 minutes
= 7 + (45 / 60)
= 7 + 0.75
= 7.75 hours

At $18.00 an hour, 7.75 hours is $139.50.

Mistakes to avoid

Minutes are not decimals. 7:30 is 7.50 hours, not 7.30. Typing 7.30 pays 7 hours 18 minutes and underpays by 12 minutes.

Round once, at the end. The chart rounds to 2 places (1 minute is 0.0167, shown as 0.02). For exact pay, add up total minutes first, then divide by 60.

Rounding rules. Federal rules allow rounding punches to the nearest 5 minutes, tenth or quarter hour only if, over time, employees are paid for all the time they work (29 CFR 785.48(b)).