Entering Hours Worked and Rounding

Enter hours worked to the nearest 1/10th of an hour.

Example:

✓ <u>Worked</u> <u>Enter as:</u>
9:00am – 11:15am | 2.3

Amount Worked	Enter as:
Less than 3 minutes	.0
3 – 8 minutes	.1
9 – 14 minutes	.2
15 – 20 minutes	.3
21 – 26 minutes	.4
27 – 32 minutes	.5
33 – 38 minutes	.6
39 – 45 minutes	.7
46 – 50 minutes	.8
51 – 56 minutes	.9