

TIMESHEET

Conversion Table from Minutes to Decimals

MINUTES	DECIMALS	MINUTES	DECIMALS
5	0.08	35	0.58
10	0.17	40	0.67
15	0.25	45	0.75
20	0.33	50	0.83
25	0.42	55	0.92
30	0.50	60	1.00

Please write your time in decimals.

MONTH OF: _____

Date	Reg Hrs	OT Hrs	Other	Description of Work
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

TOTAL HRS _____

I hereby certify that I have worked the total hours as stated above

Please Print: _____ Driver's Name

Supervisor's signature _____ Date

Driver's Signature _____

Date _____