

Minutes as a Percentage of an Hour

You can easily convert minutes to a decimal for reporting using this chart. For example, if an employee works 7 hours and 47 minutes, using the table below, you would convert that to 7.78 hours.

MINUTES	%/HR.	MINUTES	%/HR.	MINUTES	%/HR.	MINUTES	%/HR.
1	2	16	27	31	52	46	77
2	3	17	28	32	53	47	78
3	5	18	30	33	55	48	80
4	7	19	32	34	57	49	82
5	8	20	33	35	58	50	83
6	10	21	35	36	60	51	85
7	12	22	37	37	62	52	87
8	13	23	38	38	63	53	88
9	15	24	40	39	65	54	90
10	17	25	42	40	67	55	92
11	18	26	43	41	68	56	93
12	20	27	45	42	70	57	95
13	22	28	47	43	72	58	97
14	23	29	48	44	73	59	98
15	25	30	50	45	75	60	100