

Minutes to Tenths of Hours Conversion Chart			
Minutes Worked	Convert To	Minutes Worked	Convert To
0-2	0	33-38	.6
3-8	.1	39-44	.7
9-14	.2	45-50	.8
15-20	.3	51-56	.9
21-26	.4	57-60	1.0
27-32	.5		

- x Holiday Worked (Benefit Eligible Employees ONLY): Record the number of hours actually worked on a University holiday in this field. Note: Do not record the actual hours worked on a holiday in time in and out fields. You should record in and out time in the field called

(vacation, sick, family sick, personal days and compensatory time used.) REG does not include work on a holiday or hours eligible for overtime/comp time since those are captured separately.

- x HOL: This field automatically calculates. NOTE: HOL includes any hours in fields 1b+2b.
- x OTM: This field automatically populates from the amount entered in field 3j.
- x CTE: This field automatically calculates from fields 1j + 2j and is reduced by any OTM entered in field 3j.

The following paid time off taken during the biweekly pay period will be entered into WebTime to reduce the accrual balances.

- x CPT: This field automatically calculates and includes any hours in fields 1e+2e
- x VHT: This field automatically calculates and includes any hours in fields 1f+2f
- x SHT: This field automatically calculates and includes any hours in fields 1g+2g
- x FHT: This field automatically calculates and includes any hours in fields 1h+2h
- x PHT: This field automatically calculates and includes any hours in fields 1i

Comp/Overtime Distribution

- x HRS. ELIG. FOR OTM/CTE: This field automatically calculates and includes the hours recorded in fields 1j + 2j.
- x OTM: Enter the number of hours to be paid as overtime (if applicable). This field does not automatically populate.

Compensatory Time Record

- x Balance Brought Forward: Record the balance from the previous time sheet.
NOTE: If the time sheet is completed electronically the remaining fields populate automatically.
Comp Time Earned: This field automatically calculates your total comp time earned at 1.5 times actual hours of comp time, e.g., 4 hours of work will calculate to 6 hours of comp time.
Comp Time Used: This field automatically calculates and includes the hours of comp time used in fields 1e +2e.
- x Balance: This field automatically calculates by adding comp time earned to previous balance and subtracting any comp time used.

Signature/Approvals

- x Employee Signature: Sign your name in the space for Employee's Signature.
- x Supervisor Signature: Give completed Time Record to your supervisor. The appropriate supervisor must approve the Time Record, certifying its accuracy. Both the employee and the appropriate supervisor must initial any changes made to this form