



## MINUTE TO DECIMAL CONVERSION CHART

NOTE: When entering actual hours worked on the Interpreter Daily Log, hours should be rounded to the nearest quarter hour (.00, .25, .50, or .75.).

Minutes	Rounded Decimal Hours
1	.00
2	.00
3	.00
4	.00
5	.00
6	.00
7	.00
8	.25
9	.25
10	.25
11	.25
12	.25
13	.25
14	.25
15	.25
16	.25
17	.25
18	.25
19	.25
20	.25
21	.25
22	.25
23	.50
24	.50
25	.50
26	.50
27	.50
28	.50
29	.50
30	.50

Minutes	Rounded Decimal Hours
31	.50
32	.50
33	.50
34	.50
35	.50
36	.50
37	.50
38	.75
39	.75
40	.75
41	.75
42	.75
43	.75
44	.75
45	.75
46	.75
47	.75
48	.75
49	.75
50	.75
51	.75
52	.75
53	1.00
54	1.00
55	1.00
56	1.00
57	1.00
58	1.00
59	1.00
60	1.00