Hours to Decimal Chart

Decimal hours = hours + minutes 60. 7:45 is 7.75 (not 7.45) - payroll multiplies the decimal by the rate.

Minutes	Decimal
0 min	0.00
5 min	0.08
10 min	0.17
15 min	0.25
20 min	0.33
25 min	0.42

Minutes	Decimal
30 min	0.50
35 min	0.58
40 min	0.67
45 min	0.75
50 min	0.83
55 min	0.92

Payroll examples: 7:45 = 7.75 8:30 = 8.50 6:15 = 6.25 22 min = 0.37 37 min = 0.62

Round once, at the end, to two decimals. Adding h:mm as if it were decimal is the classic mistake (8:30 + 8:30 = 17:00, not 16.60).