

Biweekly Employees

When entering time, biweekly employees must report regular (REG) hours worked plus any variations from REG (e.g. VAC, SCK, PTS) to the nearest tenth of an hour, using the following chart.

Tenths Chart for Recording Partial Hours Worked	
Report partial hours in decimal form to the tenth of the hour	
Minutes: Seconds	Tenths
0-5:59	0.0
6-9	0.1
9:01-15	0.2
15:01-21	0.3
21:01-27	0.4
27:01-32:59	0.5
33-38:59	0.6
39-44:59	0.7
45-50:59	0.8
51-54	0.9
54:01-60	1.00

Using the chart when employee is working less than their scheduled shift:

If the employee is late, determine the number of minutes they worked out of the partial hour in which they were late, compare to the chart and add tenths to the number of full hours worked that day.

Example: Employee is 10 minutes late and was scheduled to work an 8-hour shift. This means they worked 50 minutes of the first hour of their scheduled shift. According to the chart 50 minutes of the hour worked is .8. Assuming the other 7 hours were worked in full you would report 7.8 hours worked plus .2 of VAC/PTU or ETW for the day.

Using the chart when employee is working over their scheduled shift:

If the employee works over their 8 hour scheduled shift by 10 minutes, look up 10 minutes on the chart and add tenths to the number of full hours worked that day.

Example: Employee stays over by 10 minutes. They were scheduled to work an 8-hour shift. 10 minutes on the chart is a .2. Report 8 REG and .2 OTP for the day (assuming they worked 32 REG the rest of the week or they are eligible for daily overtime of over 8 in a day).

Important Note: For non-exempt staff, who are all biweekly paid at U/M, all hours worked over 40 in a work week (Sunday-Saturday), whether authorized or not, must be paid and paid at the overtime rate.