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Metric conversion chart pdf

Calculating an employee's salary is not difficult if you know how to express minutes as decimals. After work time is converted to a decimal form, such as 4.35 hours, you can multiply by the rate of payment and find the total wages that are due. Failing to convert minutes while calculating payments causes errors and creates more work at the back-end. More than a third of small businesses miscalculate payroll incorrectly, spending time, money and potential legal problems. You can try using all-in-one payroll and HR solutions — like Gusto — that help small businesses avoid payroll headaches by doing things like counting, filing, and paying your payroll taxes automatically. Sign up for the 30-day free trial below to see if Gusto suits your business needs. Visit Gusto How to Convert Minutes to Decimal Works You should convert the minutes worked to decimals to make sure you're not over or paying more than your employees. To perform a conversion, you can use payroll software, such as Gusto, an online time calculator, a minute conversion chart, or a spreadsheet app. It doesn't make sense to do this using pen and paper to payroll when there are free options, such as Google Sheets, to help. However, it is important that you understand the process so that it is easy to check the calculation for fairness once it is complete. To help, we'll discuss how to convert minutes manually (using our free minute conversion chart) and use Excel templates. Let's review the example before we begin: Amy worked one day this week for 5 hours and 37 minutes. He was paid at a rate of $14.25 an hour. Wrong Way: 5.37 X $14.25 = 76.52 $ In this case, the minutes worked translate into numerical form by placing decimals between minutes and hours worked. This is not true, since assuming 37 minutes is part of 100 total minutes, instead of a total of 60 minutes that is in an hour. Remember, any number to the right of the decimal is fraction 100. You need to show the minutes worked as a fraction of 60 minutes (one hour) to calculate the total payment for working hours. The Right Way: Step 1: Translate working minutes into a fraction of an hour in decimal form. 37 (minutes) / 60 (total minutes in an hour) = 0.617 Step 2: Add hours of work to the minutes worked (expressed in decimal form from Step 1). 5 hours + 0.617 hours = 5,617 hours Step 3: Multiplies hours and minutes worked (in decimal form) by the hourly payment rate. 5617 X $14.25 (Amy payment rate)= $80.04 In two examples we just reviewed, the difference between converting minutes to decimals by way of wrong versus the right way is that you pay a short employee for $3.52. If you make the same mistake 5 days a week for 52 weeks of the year, it could lead to the $915.20 liability you'll owe in wages, not to mention the extra payroll taxes you need to pay. When I Work has time and attendance software that automatically minutes work into decimal form in addition to calculating gross salaries. Your employees can log in and out of their mobile devices, and you can review whenever you want. Visit When I Work Steps to Convert Minutes to Payroll Calculations To calculate payroll, you can convert minutes to decimals in three steps, but you must decide whether to use actual work hours or hours rounded to the nearest quarter as permitted by federal law. It is better to use actual hours, since rounding can cause you to pay more than is necessary for wages and overtime. We'll show you how round-the-clock work can cost you more money later. Our free minute conversion chart will show the appropriate decimals for minutes one through 60 to help you calculate gross payments accurately and quickly based on actual business hours. Here are the steps you should follow to convert your employees' minutes of work into decimal forms and dollars to pay: 1. Calculate Total Hours worked and Minutes Calculating total work hours is usually easy if you have a time-tracking system (pen-and-paper, time clock, spreadsheet, etc.); however, if your policy requires you to round employee hours to the nearest quarter, as the Labor Department allows, it can be tricky. Actual Business Hours: To calculate the actual work time, you must have a total of hours and minutes between your employees' start and end times for each work day. The timesheet provides a good example of information that you will start before converting minutes to decimal shapes. Example Timesheet In the timesheet above, employees worked a total of 38 hours and 109 minutes or 39 hours 49 minutes. Hours: 8 + 8 + 8 + 7 + 7 = 38 hours Minutes: 0 + 6 + 4 + 42 + 57 = 109 minutes You can convert 60 minutes from 109 minutes to one hour to make it easier for you to translate minutes into decimals in the next step (109 minutes - 60 minutes = 49 minutes; 38 hours + 1 hour = 39 hours). Round Hours Working to Quarter: Federal law gives employers the option to calculate wages using actual working hours and round hours worked. It's up to you which method you prefer, but if you choose the rounding method, you need to know how to round it up correctly to maintain compliance. You are allowed to round the employee time to the nearest quarter of an hour. A quarter of an hour is 15 minutes, and there are four in every hour, namely, :15, :30, :45, :00. If your employees log in at any time not at a quarter, you can round up. However, you can only round out to the next quarter if the time is from eight to 14 minutes past the previous quarter. If your employee's time is from one to seven minutes past the previous quarter, you should Let's use the example timesheet above in the example to complete work hours: Example: On Tuesdays, your employees' hours are at 8:04 .m. He left at 4:10 p.m.m and didn't take The actual time worked is 8 hours 6 minutes. Round working hours are 8 hours and 15 minutes. 8:04 a.m. must be rounded down to 8:00 a.m., as it is no more than seven minutes past the previous quarter (8:00 a.m.). 4:10pm.m. must be rounded up to 4:15p.m, as it is more than seven minutes past the previous quarter (4:00p.m.). The employee timesheet will reflect 8:00 a.m. to 4:15 p.m., 9 minutes more than actually works. The differences that arise by rounding up your employees' working hours can increase over time. In our example, it benefits employees, which means you'll pay more time than it actually does. Paying an extra nine minutes for three days a week for 52 weeks of the year will equal an additional 468 minutes or 7 hours and 48 minutes of non-working time you will pay for. The impact of rounding can be inconsistent every week, depending on your employees' work habits, so it's not the best idea to adopt a working hours policy in hopes of manipulating it for your good. Once you've decided whether to pay employees based on actual work hours or round work hours, you can sum your employees' work time for the week and prepare to convert minutes to decimals. 2. Convert Minutes to Decimals Converts minutes to decimals as simple as dividing minutes by 60. The good news is you can skip that step if you use our minute conversion chart. In a chart, just find the minutes of work, between one and 60, and the decimal equivalent will go directly to the right. For example, decimal equal to 1 is .02. Once you have decimals, add them to the number of hours worked. Let's look at the sample timesheet again (see below) and tuesday's actual time conversion works to decimal. Employees work 8 hours 6 minutes. Per minute of chart conversion, 6 minutes equals .1. Add decimals to the number of hours worked to get the total work time in numeric form, like this: 8 hours + .1 hour = 8.1 hours. The employee worked 8.1 hours on Tuesday. Sample Timesheet 3. Multiply Time Calculated and Wage Rate Now you're ready to use the time you convert into decimal forms to calculate how much you need to pay your employees. Let's assume the employee's hourly wage is $14.25. You owe $115.43 for working hours on Tuesdays. $14.25 (hourly wage) X 8.1 (time in decimal form) = $115.43 Conversion Minutes in Excel Learning how to manually convert minutes to payroll isn't the only option you have. You can also use Excel to help automate processes. We created a template that you can use with the Instructions on the first tab. Converting Minutes to Payroll Frequently Asked Questions (FAQ) This article covers the basics of minute conversion for payroll. Some common questions about how to convert minutes for payroll are: How to calculate minutes for To count minutes for payroll, you must convert the worked minutes to decimal. Do this by dividing the minutes by 60. Then, double your answer to the employee's hourly rate to get the amount you need to pay for those minutes. Next, double the working hours by the pay rate. Add in the amount you owe for long hours working with the amount you owe during working minutes to get the total what is due. What is 1 hour and 15 minutes as a decimal? One hour and 15 minutes as decimal is 1.25. To calculate, convert hours and minutes to minutes. 1 hour = 60 minutes; 60 minutes + 15 minutes = 75 minutes. Then divide the minutes by 60 to find the time in decimal form. 75 minutes / 60 = 1.25 hours How does round hours work affect overtime? Assuming you schedule your employees on quarter hours, :00, :15, :30, or :45, if your full-time employee hours are eight to 14 minutes earlier than scheduled, you should go back to the previous quarter. This means you will pay for an additional 15 minutes. For five days, this equals one extra hour and 15 minutes, which will result in overtime payments (time & half) if the total is more than 40 in the work week. Bottom Row Conversion Minutes for payroll can take little or no depending on whether you're using round or actual work hours, how you track work hours, and what tools you use to calculate. Your main goal is to translate your working time into decimal

form, so you can multiply with your employee's salary level and discover how much you owe in wages. Wage.