

Entering Overtime Hours Format Guideline

When entering overtime on a leave report, employees should round to the nearest quarter of an hour. Use this guide as a reference.

Sample Start Time	Nearest Quarter Hour Worked
:00 - :07	:00
:08 - :22	:25
:23 - :37	:50
:38 - :52	:75
:53 - :00	1:00