

Entering Hours Format Guideline

When entering hours on a time sheet, employees should round minutes to the nearest quarter of an hour. Use this guide as a reference.

Sample Start Time	Nearest Quarter Hour Worked
8:00 - 8:07	8:00
8:08 - 8:22	8:15
8:23 - 8:37	8:30
8:38 - 8:52	8:45
8:53 - 9:00	9:00