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Open

Convert between digital and analogue times.

1. Look at the time shown on the analogue clock.
2. Convert the time into digital time and record your answer.

Hoggy Times 2016

Name: _____ Date: _____

TELLING THE TIME TO 1 MINUTE SHEET 1

Draw lines to match the correct digital time to each clock.

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12 hour time	24 hour time
12am	00:00
1am	01:00
2am	02:00
3am	03:00
4am	04:00
5am	05:00
6am	06:00
7am	07:00
8am	08:00
9am	09:00
10am	10:00
11am	11:00
12pm	12:00
1pm	13:00
2pm	14:00
3pm	15:00
4pm	16:00

Name: _____

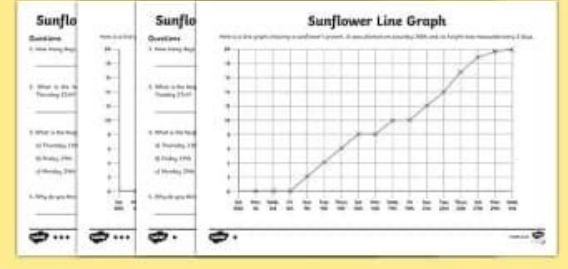
Hours and Minutes

Example:
 2 hours 15 minutes = _____ minutes
 1 hour = 60 minutes
 2 hours = 2 x 60 minutes = 120 minutes
 2 hours 15 minutes = 120 minutes + 15 minutes = 135 minutes

Convert the following to minutes.

1) 3 hours 15 minutes = _____ minutes 2) 4 hours 25 minutes = _____ minutes
 3) 8 hours 10 minutes = _____ minutes 4) 6 hours 35 minutes = _____ minutes
 5) 16 hours 20 minutes = _____ minutes 6) 12 hours 55 minutes = _____ minutes
 7) 7 hours 45 minutes = _____ minutes 8) 11 hours 15 minutes = _____ minutes
 9) 13 hours 55 minutes = _____ minutes 10) 4 hours 22 minutes = _____ minutes
 11) 14 hours 48 minutes = _____ minutes 12) 2 hours 14 minutes = _____ minutes
 13) 15 hours 24 minutes = _____ minutes 14) 10 hours 19 minutes = _____ minutes
 15) 4 hours 39 minutes = _____ minutes 16) 5 hours 14 minutes = _____ minutes

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MORE FROM QUESTIONSANSWERED.NET Begin by determining the start time of the work day. The application makes it easier to keep track of billable hours and hours work with each company or project. Calculate multiple time sheets for a business or project by using software applications (see Resources). If using an electronic calculating tool, you may be given the option to enter or select the time from a drop-down menu. A time sheet includes the days of the work week and the hours worked each day, beginning with the start time, then lunch/break time, and ending with the finish time. You can have employees fill out physical time sheets and compile them once a week or at the end of the pay period. Your company should have specific protocols for filling out time sheets, so read on to learn more about how to account for your employees' hours properly.Track Hours DailyThe best way to keep track of hours worked is to implement some type of system for tracking hours daily. If there are any further issues, raise the question with human resources or the appropriate reporting manager.Account for Vacations and BreaksIn addition to reporting hours worked, you'll also need to account for vacations and breaks. Time sheets are often used to keep track of an employee's working hours. Follow through with the time sheet submission process. After all of the needed entries are made and reviewed for errors, submit the time sheet for processing. Determine any breaks or lunch periods for the day and enter that time. If your employees have a standard company-wide break schedule, you can apply the deductions across the board. Learn the basic calculation of a time sheet by hand. Create separate projects, with each job or project distinctively labeled, if using MTS or other software application. The MTS application also helps employers keep track of their employees hours and expenses. Depending on the job, organization or company, time sheets are usually calculated at the end of a pay period or the end of a work week. Most allow the user to select each time worked for every day of the work week, in addition to the total hours worked and pay rate. If employees have varying break schedules, ensure that they keep accurate reporting of these hours.You'll also want to account for employee vacations since the employees away will not be submitting their own daily reports. Many employers also require employee signatures for time sheet submissions, so take time each pay period to collect signatures. Once you understand the basic calculation or formula for a time sheet, you can increase your speed and accuracy by using electronic time sheets (see Resources). The benefits of using such software is to reduce labor costs and promote time efficiency and time management of multiple projects in one central location. Try using an electronic time sheet. Repeat the calculating process for each day worked for that work week. For example, enter a start time of 12 p.m. and end time of 1 p.m. for a lunch break. When you are recording employees' hours for payroll, you'll want to keep good records of hours worked so that they receive the proper pay. Tips Make sure that time sheet entries are complete. While your employees should report things honestly, it's important to keep things aboveboard by verifying their reports against the records that you have kept manually or via time clock.If you notice any discrepancies, discuss them with the employee in question. Multiple Time Sheets (MTS) is a web application used to manage and calculate multiple time sheets. Make note of vacation days on a separate, central calendar so that you can add the information when you submit your time sheets to payroll.Use App or Online RecordingOnce upon a time, manual time sheet recording was the standard for hourly reporting. Your payroll or human resources department might have a recommendation for online time sheet record keeping, or you may be able to do your own research and submit a request for this addition to your software lineup.Sign Each Time SheetAfter you've updated your time sheets for each employee, sign them before you submit them to payroll. If you're submitting your time sheets electronically, follow submission protocol to submit the reports to your payroll department automatically. According to the hours stated above, the employee worked 8 hours for the day. Calculate the wages earned for the day by multiplying the total number of hours worked by the hourly pay rate. However, these days, there are a variety of online and app options for electronically submitting time sheet reports. You can also have employees punch a clock that calculates hours worked for each employee automatically.If your employees report their own hours, consult their time sheets and see how they compare with your records. Perhaps a simple oversight is to blame. Check your work before submitting the time sheet. Warnings Never use a time sheet tool that is not authorized by your company or organization. For example, enter an 8:00 a.m. start time. Then enter the finish time for the day, for example, 5 p.m. Determine the total hours worked for the day.

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