

CUPE 5791 Time Card Hours Conversion Chart

Note: Hours are not converted for employees who are not accruing Float Time

| Operational Services (7.50 Hour Workday) | |
|---|----------------------|
| Time Taken | = Enter on Time Card |
| 15 mins | 0.25 = 0.23 |
| 30 mins | 0.50 = 0.47 |
| 45 mins | 0.75 = 0.70 |
| 1 hour | 1.00 = 0.93 |
| 1 hr 15 mins | 1.25 = 1.17 |
| 1 hr 30 mins | 1.50 = 1.40 |
| 1 hr 45 mins | 1.75 = 1.63 |
| 2 hours | 2.00 = 1.87 |
| 2 hrs 15 mins | 2.25 = 2.10 |
| 2 hrs 30 mins | 2.50 = 2.33 |
| 2 hrs 45 mins | 2.75 = 2.57 |
| 3 hours | 3.00 = 2.80 |
| 3 hrs 15 mins | 3.25 = 3.03 |
| 3 hrs 30 mins | 3.50 = 3.27 |
| 3 hrs 45 mins | 3.75 = 3.50 |
| 4 hours | 4.00 = 3.73 |
| 4 hrs 15 mins | 4.25 = 3.97 |
| 4 hrs 30 mins | 4.50 = 4.20 |
| 4 hrs 45 mins | 4.75 = 4.43 |
| 5 hours | 5.00 = 4.67 |
| 5 hrs 15 mins | 5.25 = 4.90 |
| 5 hrs 30 mins | 5.50 = 5.13 |
| 5 hrs 45 mins | 5.75 = 5.36 |
| 6 hours | 6.00 = 5.60 |
| 6 hrs 15 mins | 6.25 = 5.83 |
| 6 hrs 30 mins | 6.50 = 6.06 |
| 6 hrs 45 mins | 6.75 = 6.30 |
| 7 hours | 7.00 = 6.53 |
| 7 hrs 15 mins | 7.25 = 6.76 |
| 7 hrs 30 mins | 7.50 = 7.00 |

| Formula (7.5 hrs / day) |
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| Time to Enter = $7.0 / 7.5 \times$ Time Taken (round to 2 decimal places) |

| Applied Scientific, Facilities and Trade Services (excluding Heating Plant and Security) (8 Hour Workday) | |
|--|----------------------|
| Time Taken | = Enter on Time Card |
| 15 mins | 0.25 = 0.24 |
| 30 mins | 0.50 = 0.48 |
| 45 mins | 0.75 = 0.71 |
| 1 hour | 1.00 = 0.95 |
| 1 hr 15 mins | 1.25 = 1.19 |
| 1 hr 30 mins | 1.50 = 1.43 |
| 1 hr 45 mins | 1.75 = 1.66 |
| 2 hours | 2.00 = 1.90 |
| 2 hrs 15 mins | 2.25 = 2.14 |
| 2 hrs 30 mins | 2.50 = 2.38 |
| 2 hrs 45 mins | 2.75 = 2.61 |
| 3 hours | 3.00 = 2.85 |
| 3 hrs 15 mins | 3.25 = 3.09 |
| 3 hrs 30 mins | 3.50 = 3.33 |
| 3 hrs 45 mins | 3.75 = 3.56 |
| 4 hours | 4.00 = 3.80 |
| 4 hrs 15 mins | 4.25 = 4.04 |
| 4 hrs 30 mins | 4.50 = 4.28 |
| 4 hrs 45 mins | 4.75 = 4.51 |
| 5 hours | 5.00 = 4.75 |
| 5 hrs 15 mins | 5.25 = 4.99 |
| 5 hrs 30 mins | 5.50 = 5.23 |
| 5 hrs 45 mins | 5.75 = 5.46 |
| 6 hours | 6.00 = 5.70 |
| 6 hrs 15 mins | 6.25 = 5.94 |
| 6 hrs 30 mins | 6.50 = 6.18 |
| 6 hrs 45 mins | 6.75 = 6.41 |
| 7 hours | 7.00 = 6.65 |
| 7 hrs 15 mins | 7.25 = 6.89 |
| 7 hrs 30 mins | 7.50 = 7.13 |
| 7 hrs 45 mins | 7.75 = 7.36 |
| 8 hours | 8.00 = 7.60 |

| Formula (8.0 hrs / day) |
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| Time to Enter = $7.6 / 8.0 \times$ Time Taken (round to 2 decimal palces) |