Time Reporting Procedures in PeopleSoft

In PeopleSoft, leave reporting time and time worked will be entered into the system as hours and decimals instead of hours and minutes (for example, 14:30 becomes 14.50). New forms are being created to reflect this change. Timesheets and leave reporting forms submitted on or after June 27 should be submitted on these new forms.

A printable chart has been created to help with the conversion of minutes to decimals. Though other similar conversion charts are available online and elsewhere, the rounding on these charts may be different. BGSU employees should use the chart we provide.

Employees should make sure that timesheets and other time reporting forms for pay periods on or after June 27 are submitted in the hours and decimal format. This will assure that payment is accurate and timely. Turning in timesheets in the hours and minutes format could cause confusion or inaccurate calculations, and may result in delays or improper payment amounts.

Supervisors should double-check employee timesheets and leave forms before submitting them to the payroll office. The payroll office will return timesheets and leave reporting forms to the supervisor if they are not properly completed in the hours and decimals format after the first pay period in July. Any questions should be directed to the Payroll Office at 419-372-2201.

TIME REPORTING
CONVERSION FROM MINUTES TO DECIMALS FOR BGSU STARTING JUNE 27, 2005
Prepared for Reference

Minutes (Currently Paid and Reporting Actual Minutes)	Decimal reporting and paid in PeopleSoft	Minutes Currently Paid	Decimal reporting and paid in PeopleSoft
1	0.02	31	0.52
2	0.03	32	0.53
3	0.05	33	0.55
4	0.07	34	0.57
5	0.08	35	0.58
6	0.10	36	0.60
7	0.12	37	0.62
8	0.13	38	0.63
9	0.15	39	0.65
10	0.17	40	0.67
11	0.18	41	0.68
12	0.20	42	0.70
13	0.22	43	0.72
14	0.23	44	0.73
15	0.25	45	0.75
16	0.27	46	0.77
17	0.28	47	0.78
18	0.30	48	0.80
19	0.32	49	0.82
20	0.33	50	0.83
21	0.35	51	0.85
22	0.37	52	0.87
23	0.38	53	0.88
24	0.40	54	0.90
25	0.42	55	0.92
26	0.43	56	0.93
27	0.45	57	0.95
28	0.47	58	0.97
29	0.48	59	0.98
30	0.50	60	1.00