

Name: \_\_\_\_\_

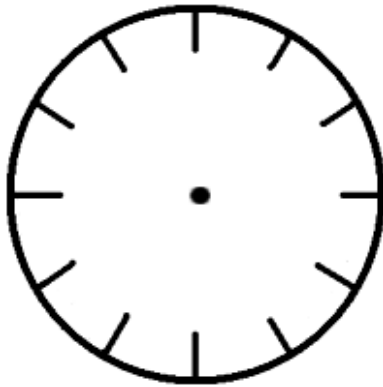
## Unit 3 - Finance

### 3.8 - Time Cards - Part 1

**Overview**

- Many jobs are paid on an hourly basis.
- To track your hours, your employers may use time cards, punch clocks or scanners.
- You must be able to break an hour into *quarters* using both minutes and decimals

Label the clock at all the Hour, Quarter Hour, Half Hour and Three Quarter Hour marks in fraction and decimal forms.



3:15 = 3.\_\_\_\_ hours

3:30 = 3.\_\_\_\_ hours

3:45 = 3.\_\_\_\_ hours

3:00 = \_\_\_\_ hours

**Example:** The time card for Jade Green Stone is shown below. First calculate the number of hours she works each day. Then compute her total weekly hours and her gross weekly wages.

Employee Name Jade Green Stone					Hourly Rate of Pay \$9.45		
Day	Morning		Afternoon		Evening		Total
	In	Out	In	Out	In	Out	
Mon.	8:00	12:00	1:00	5:00			
Tue.	8:00	11:00	1:00	4:30			
Wed.			1:00	5:00	6:00	9:15	
Thu.	8:00	11:45	1:15	5:00			
Fri.	8:30	11:15	1:45	4:15			
Sat.			1:30	4:45	6:15	9:45	
Sun.							
<b>Total Weekly Hours</b>							
<b>Gross Weekly Wages</b>							

## Assignment

1. Use the fraction button on your calculator to add the following. Change each of the answers into a **decimal** as well. **HINT:** Remember that there is **60** minutes in an hour.

a)  $\frac{3}{4} + \frac{1}{2} + \frac{3}{4}$

e)  $8 + 7\frac{1}{2} + 7\frac{3}{4} + 8 + 7\frac{1}{2}$

b)  $\frac{1}{2} + \frac{1}{4} + \frac{1}{2} + \frac{1}{4}$

f)  $6\frac{1}{4} + 7\frac{3}{4} + 8 + 7 + 7\frac{1}{2}$

c)  $3\frac{3}{4} + 3\frac{1}{4} + 3\frac{1}{2} + 4\frac{3}{4}$

g)  $7\frac{1}{2} + 7\frac{3}{4} + 7 + 6\frac{3}{4} + 7\frac{3}{4}$

d)  $3\frac{1}{2} + 4 + 3\frac{3}{4} + 3\frac{1}{2} + 4\frac{1}{4}$

h)  $7 + 7\frac{3}{4} + 7\frac{3}{4} + 7\frac{3}{4} + 7\frac{3}{4}$

2. Complete the following time card.

Employee Name Ruby Gold				Hourly Rate of Pay \$9.05			
Day	Morning In      Out		Afternoon In      Out		Evening In      Out		Total
Mon.							
Tue.			1:00	4:30			
Wed.							
Thu.			2:15	5:30			
Fri.			1:30	5:00			
Sat.					6:00	9:15	
Sun.			12:30	5:45			
Total Weekly Hours							
Gross Weekly Wages							

3. Complete the following time card.

Employee Name Gemma Opal					Hourly Rate of Pay \$10.75		
Day	Morning		Afternoon		Evening		Total
	In	Out	In	Out	In	Out	
Mon.	8:00	11:30	1:15	5:00			
Tue.							
Wed.	8:15	11:45	1:00	5:00			
Thu.							
Fri.	8:30	11:15	1:15	4:45			
Sat.			1:00	5:00	6:00	8:45	
Sun.			1:00	4:30			
Total Weekly Hours							
Gross Weekly Wages							