

Adding Time on a Calculator

Adding time on a calculator without converting the minutes to hundredths is inaccurate.

Units of time are calculated as 60 minutes equals 1 hour, but a calculator uses units of 100.

For example, if an employee worked 9 hours and 30 minutes on one day and 8 hours and 45 minutes on the day, the time card would display 9:30 for day 1 and 8:45 for day 2. If you were to add these without converting on a calculator, you would get 17.75 hours which is 17 hours and 45 minutes.

9.30

8.45

17.75 = 17 hours and 45 minutes. This is inaccurate.

When you change the minutes to 100ths using the conversion chart below, the 9:30 becomes 9.50 and the 8:45 becomes 8.75. If you add these two numbers on the calculator you get 18.25, which is 18 hours and 15 minutes.

9.50

8.75

18.25 = 18 hours and 15 minutes. This is correct.

A **Time Conversion Chart** is provided here to help with the converting of the time from minutes to 100ths prior to adding it on a calculator.

Min.	100ths	Min.	100ths	Min.	100ths
1	0.02	21	0.35	41	0.68
2	0.03	22	0.37	42	0.70
3	0.05	23	0.38	43	0.72
4	0.07	24	0.40	44	0.73
5	0.08	25	0.42	45	0.75
6	0.10	26	0.43	46	0.77
7	0.12	27	0.45	47	0.78
8	0.13	28	0.47	48	0.80
9	0.15	29	0.48	49	0.82
10	0.17	30	0.50	50	0.83
11	0.18	31	0.52	51	0.85
12	0.20	32	0.53	52	0.87
13	0.22	33	0.55	53	0.88
14	0.23	34	0.57	54	0.90
15	0.25	35	0.58	55	0.92
16	0.27	36	0.60	56	0.93
17	0.28	37	0.62	57	0.95
18	0.30	38	0.63	58	0.97
19	0.32	39	0.65	59	0.98
20	0.33	40	0.67	60	1.00