



Task Title: Convert Fractions to Decimals on a Timesheet

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: The learner will convert fractions of hours to decimals on a timesheet.

Main Competency/Task Group/Level Indicator:

- Understand and Use Numbers/Manage time/C2.2

Materials Required:

- Pen/pencil and paper and/or digital device
- Calculator or digital device with calculator function

Learner Information

Employees often have to complete their own timesheets. Often the time worked needs to be recorded in decimal format rather than in fractions so this can be entered into a computer program by the payroll clerk.

Scan the **"Howie's Restaurant Employee Time Sheet"**.

<h2 style="margin: 0;">HOWIE'S RESTAURANT</h2>					
Employee Timesheet			Name: <u>Lucy</u>		
Date	Day	Start	Finish	Breaks	Total Hours
Aug 24	Sunday	—	—	—	—
Aug 25	Monday	8:00	12:45	1/2 hr	4 1/4
Aug 26	Tuesday	6:45	2:00	3/4 hr	6 1/2
Aug 27	Wednesday	—	—	—	—
Aug 28	Thursday	11:00	7:30	3/4 hr	7 3/4
Aug 29	Friday	10:00	6:15	3/4 hr	7 1/2
Aug 30	Saturday	4:00	9:45	1/2 hr	5 1/4
Total Hours Worked					31 1/4
Rate					\$12.00
Wages					\$375.00

Work Sheet

Task 1: Convert the hours spent on breaks on Monday, August 25th to a decimal.

Answer:

Task 2: Convert the total hours worked on Thursday, August 28th to a decimal.

Answer:

Task 3: Convert the total hours worked on Friday, August 29th to a decimal.

Answer:

Task 4: Lucy made a mistake and on Tuesday, August 26th worked until 2:15. Calculate her total hours worked less time spent on breaks and convert your final number to a decimal.

Answer:
