



**Task-based Activity Cover Sheet**

**Task Title:** Convert fractions of hours to decimals to complete a timesheet

|  |   |
|--|---|
| <b>Learner Name:</b>   |   |
| <b>Date Started:</b>   | <b>Date Completed:</b>                  |
| <b>Successful Completion:</b> Yes ___ No ___   |   |
| <b>Goal Path:</b> Employment <input checked="" type="checkbox"/> Apprenticeship <input checked="" type="checkbox"/> Secondary School ___ Post Secondary ___ Independence ___   |   |
| <b>Task Description:</b><br>The learner will convert fractions of hours to decimals on a timesheet.  |   |
| <b>Competency:</b><br>C: Understand and Use Numbers  | <b>Task Group(s):</b><br>C2:Manage Time |
| <b>Level Indicators:</b><br>C2.2: Make low-level inferences to calculate using time  |   |
| <b>Performance Descriptors:</b> see chart on last page <a href="#">or click here</a>   |   |
| <b>Links to skill building activities:</b> see the last page <a href="#">or click here</a>   |   |
| <b>Materials Required:</b> <ul style="list-style-type: none"><li>• Paper and pen</li><li>• Calculator</li><li>• Question sheet (attached)</li><li>• Answer sheet (attached)</li></ul>  |   |
| <b>ESKARGO:</b> <ul style="list-style-type: none"><li>• Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers</li><li>• Converts fractions to decimals and vice versa</li><li>• Interprets, represents, and converts time using whole numbers, decimals, percentages, ratios, and simple, common fractions (e.g., <math>\frac{1}{2}</math>, <math>\frac{1}{4}</math>)</li><li>• Uses strategies to check accuracy (e.g., estimating, using a calculator, repeating a calculation, using the reverse operation)</li></ul> |   |



**Attitudes:**

Practitioner,

We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes. With your learner, please check one of the following:

- Attitude is not important       Attitude is somewhat important       Attitude is very important



**Task Title:** Convert fractions of hours to decimals to complete a timesheet

Sometimes employees have to complete their own timesheets. Often the time worked needs to be recorded in decimal format rather than in fractions so they can be entered into a computer program by the payroll clerk. Look at the completed “Howie’s Restaurant Employee Time Sheet”.

**Learner Information and Tasks:**

**Task 1:** Convert the hours spent on breaks on Monday, August 25<sup>th</sup> to a decimal.

**Task 2:** Convert the total hours worked on Thursday, August 28<sup>th</sup> to a decimal.

**Task 3:** Convert the total hours worked on Friday, August 29<sup>th</sup> to a decimal.

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



# HOWIE'S RESTAURANT

Employee Timesheet

Name: Lucy

| 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       |
| <b>Total Hours Worked</b> |           |       |        |        | 31 1/4      |
| <b>Rate</b>               |           |       |        |        | \$12.00     |
| <b>Wages</b>              |           |       |        |        | \$375.00    |



**Task Title:** Convert fractions of hours to decimals to complete a timesheet

**Answer Key**

**Task 1:** Convert the hours spent on breaks on Monday, August 25<sup>th</sup> to a decimal.

0.5 hr

**Task 2:** Convert the total hours worked on Thursday, August 28<sup>th</sup> to a decimal.

7.75 hr

**Task 3:** Convert the total hours worked on Friday, August 29<sup>th</sup> to a decimal.

7.5 hr

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

$2:00 \text{ pm} - 6:45 \text{ am} = 7 \frac{1}{2} \text{ hrs} - \frac{3}{4} \text{ hr} = 6 \frac{3}{4} \text{ hr}$  or 6.75 hr



**Title:** Convert fractions of hours to decimals to complete a timesheet

| Performance Descriptors |  | Needs Work | Completes task with support from practitioner | Completes task independently |
|-------------------------|--|------------|---|------------------------------|
| C2.2                    | <ul style="list-style-type: none"><li>calculates using numbers expressed as whole numbers, fractions, decimals and percentages</li></ul>   |            |   |                              |
|                         | <ul style="list-style-type: none"><li>interprets, represents and converts time using whole numbers, decimals, percentages, ratios and simple, common fractions (e.g. <math>\frac{1}{2}</math>, <math>\frac{1}{4}</math>)</li></ul> |            |   |                              |
|                         | <ul style="list-style-type: none"><li>chooses and performs required operation(s); may make inferences to identify required operation(s)</li></ul>  |            |   |                              |
|                         | <ul style="list-style-type: none"><li>uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)</li></ul>  |            |   |                              |

**This task:** was successfully completed \_\_\_\_ needs to be tried again \_\_\_\_

|                         |
|-------------------------|
| <b>Learner Comments</b> |
| <br><br><br><br><br>    |

\_\_\_\_\_  
**Instructor (print)**

\_\_\_\_\_  
**Learner Signature**



## Skill Building Activities

### Links to online resources:

#### Converting Between Fractions and Decimals:

<https://www.khanacademy.org/math/pre-algebra/decimals-pre-alg/decimal-to-fraction-pre-alg/v/converting-fractions-to-decimals-ex2>

This link brings up several Khan Academy tutorials on converting fractions to decimals and vice versa. By using this resource, learners are exposed to a number of examples on how to use fractions and mixed numbers in order to convert to decimals.

#### Convert Fractions to Decimals:

<http://www.mathsisfun.com/converting-fractions-decimals.html>

By clicking on this link the learner is brought to the “Math is Fun” page on converting fractions to decimals. How to convert fractions to decimals is explained using a calculator as well as a 3-step manual calculation. There are 3 separate examples given on how to manually convert. In addition to these explanations, look for the “Your Turn” section at the bottom of the page for 10 practice questions.

#### Convert Decimals to Fractions:

<http://www.mathsisfun.com/converting-decimals-fractions.html>

By clicking on this link the learner is brought to the “Math is Fun” page on converting decimals to fractions. How to convert decimals to fractions is explained using a 3-step process. There are 3 separate examples given on how to use the 3-step conversion process. Look for the “Your Turn” section at the bottom of the page for 10 practice questions.

#### Simply Math Workbook: Decimals:

[http://www.nwtliteracy.ca/resources/adultlit/everyday\\_math/simple\\_math\\_wrkbk.pdf](http://www.nwtliteracy.ca/resources/adultlit/everyday_math/simple_math_wrkbk.pdf)

This comprehensive math workbook by Northwest Territories Literacy Council includes working with whole numbers, basic math skills, fractions, decimals, percents, measurement, and other important math concepts. For the purpose of this task-based activity scroll to page 49, “Decimals.” Of special interest: “Changing Decimals to Fractions” on page 53, “Changing Fractions to Decimals” on page 54, “Adding Decimals” on page 56 and “Subtracting Decimals” on page 57.



Adding and Subtracting Time

<http://www.mathsisfun.com/time-add-subtract.html>

This “Math is Fun” webpage goes through the process of adding and subtracting time. “Add or Subtract the hours and minutes separately. But you may need to do some adjusting if the minutes end up 60 or more, or less than zero!” Several examples are given. Please note the “Your Turn” section at the bottom of the page where learners can practice their skills with Questions 1 – 10.

**LearningHUB online courses available:**

- **Math, Independent Study (assigned by practitioner after assessment)**
  - 100 Whole Numbers Assignment
  - 101 Addition, Subtraction Assignment 1 & 2
  - 201 Multiplication, Division Assignment
  - 302 Decimals Assignment
  - 303 Data Analysis Assignment
  - 304 Percents and Mixed Operations Assignment 1 & 2
  - Math Skills for Today Assignment
  
- **Live Classes (SABA)** – Multiplication; Division; Fractions A; Fractions B; Fractions C; Fractions in Everyday Life; Decimal A; Decimal B; Percentages A; Percentages B.

**\*To access LearningHUB courses**, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): [https://www.learninghub.ca/get\\_registered.aspx](https://www.learninghub.ca/get_registered.aspx)

**\*To Access LearningHUB Course Catalogue:**

<http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%2023,%202014%20revision.pdf>