Task Title: Convert Fractions to Decimals on a Timesheet

OALCF Cover Sheet – Practitioner 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"**.

HOWIE'S RESTAURANT

Employee Timesheet   Name: _Lucy_

Date	Day	Start	Finish	Breaks	Total Hours
Aug 24	Sunday	—	—	—	—
Aug 25	Monday	8:00	12:45	½ hr	4 ¼
Aug 26	Tuesday	6:45	2:00	¾ hr	6 ½
Aug 27	Wednesday	—	—	—	—
Aug 28	Thursday	11:00	7:30	¾ hr	7 ¾
Aug 29	Friday	10:00	6:15	¾ hr	7 ½
Aug 30	Saturday	4:00	9:45	½ hr	5 ¼

Total Hours Worked	31 ¼
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:

_____

Answers

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

Answer: 0.5 hours (1/2 = 1 divided by 2 = 0.5 hours)

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

Answer: 7.75 hours (7 ¾ = 7 + (3 divided by 4) = 7 + .75 = 7.75 hours)

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

Answer: 7.5 hours (1/2 = 1 divided by 2 = .5 hours so 7 ½ = 7.5 hours)

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: 6:45 am to 2:15 pm = 7 ½ hrs – ¾ hr = 7.5 - .75 = 6.75 hr

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
C2.2	calculates using numbers expressed as whole numbers, fractions, decimals and percentages			
	interprets, represents and converts time using whole numbers, decimals, percentages, ratios and simple, common fractions (e.g. ½, ¼)			
	chooses and performs required operation(s); may make inferences to identify required operation(s)			
	uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):   Learner (print):

_____   _____

Skill Building Activities

Links to Online Resources:

LearningHUB math courses including:

- Everyday Life Math Courses
- Math Foundations 1: Decimals and Fractions
- Math Foundations 2: More Fractions

https://www.learninghub.ca/apps/pages/index.jsp?uREC_ID=1118749&type=d&pREC_ID=1380783

LeaningHUB Course Catalogue:
https://www.learninghub.ca/apps/pages/coursecatalogue

Khan Academy: Converting Between Fractions and Decimals:
https://www.khanacademy.org/math/cc-seventh-grade-math/cc-7th-fractions-decimals/cc-7th-fracs-to-decimals/v/converting-fractions-to-decimals-ex2