

8 HOUR EMPLOYEES			7.5 HOUR EMPLOYEES			7 HOUR EMPLOYEES	
Full-Time Administrators, Support, Classified Exempt, OAPSE Media, Technology, Admin Assistants, Maintenance/Custodial			Full-Time Career Specialists, Educational Aides			Full-Time CVFT	
HOURS USED	DECIMAL		HOURS USED	DECIMAL		HOURS USED	DECIMAL
0.50	0.063		0.50	0.067		0.50	0.071
1.00	0.125		1.00	0.133		1.00	0.143
1.50	0.187		1.50	0.200		1.50	0.214
2.00	0.250		2.00	0.267		2.00	0.286
2.50	0.313		2.50	0.333		2.50	0.357
3.00	0.375		3.00	0.400		3.00	0.429
3.50	0.437		3.50	0.467		3.50	0.500
4.00	0.500		4.00	0.533		4.00	0.571
4.50	0.563		4.50	0.600		4.50	0.643
5.00	0.625		5.00	0.667		5.00	0.714
5.50	0.687		5.50	0.733		5.50	0.786
6.00	0.750		6.00	0.800		6.00	0.857
6.50	0.813		6.50	0.867		6.50	0.929
7.00	0.875		7.00	0.933		7.00	1.000
7.50	0.937		7.50	1.000			
8.00	1.000						
HOURLY EMPLOYEES			5 HOUR EMPLOYEES			4 HOUR EMPLOYEES	
Part-time Career Specialists, Technology, Admin Assistants, Adult Educ Instructors			Part-Time Cafeteria			Part-Time Treasurer, Cafeteria	
Employees whose number of hours vary each day will enter the actual number of hours being used. There is no decimal conversion.			HOURS USED	DECIMAL		HOURS USED	DECIMAL
			0.50	0.100		0.50	0.125
			1.00	0.200		1.00	0.250
			1.50	0.300		1.50	0.375
			2.00	0.400		2.00	0.500
			2.50	0.500		2.50	0.625
			3.00	0.600		3.00	0.750
			3.50	0.700		3.50	0.875
			4.00	0.800		4.00	1.000
			4.50	0.900			
	5.00	1.000					