

How to Convert Decimals to HH:MM

- Based on the length of service you will need to look at the Hourly Accrual rate in the Paid Time Off policy (#4010) available on eSource.
- Take the Hourly Accrual x the hours worked = Decimal daily rate.
- Take the decimal daily rate and convert into HH:MM.

Length of Service	Hourly Accrual 0.00	Hourly Accrual HH:MM	Maximum Hrs/Pay Period 0.00	Maximum Hrs/Pay Period HH:MM	Hours Per Year	Days Per Year
1	0.0923	0:05	7.38	7:22	192	24
2	0.0923	0:05	7.38	7:22	192	24
3	0.0923	0:05	7.38	7:22	192	24
4	0.0923	0:05	7.38	7:22	192	24
5	0.1115	0:06	8.92	8:55	232	29
6	0.1115	0:06	8.92	8:55	232	29
7	0.1115	0:06	8.92	8:55	232	29
8	0.1115	0:06	8.92	8:55	232	29
9	0.1115	0:06	8.92	8:55	232	29
10	0.1115	0:06	8.92	8:55	232	29
11	0.1115	0:06	8.92	8:55	232	29
12	0.1115	0:06	8.92	8:55	232	29
13	0.1115	0:06	8.92	8:55	232	29
14	0.1115	0:06	8.92	8:55	232	29
15	0.1269	0:07	10.15	10:09	264	33
16	0.1269	0:07	10.15	10:09	264	33
17	0.1269	0:07	10.15	10:09	264	33
18	0.1269	0:07	10.15	10:09	264	33
19	0.1269	0:07	10.15	10:09	264	33
20	0.1308	0:07	10.46	10:27	272	34
21	0.1308	0:07	10.46	10:27	272	34
22	0.1308	0:07	10.46	10:27	272	34
23	0.1308	0:07	10.46	10:27	272	34
24	0.1308	0:07	10.46	10:27	272	34
25+	0.1308	0:07	10.46	10:27	272	34