

Name (Last, First, MI)			EIN (8 digits)	Pay Loc.		
	Date (MM/DD/YYYY)	Ring Type (BT, OL, IL, MV, ET)	OPN-LU (6 digits)	Route (6 digits)	Finance No. (6 digits)	Time Hrs/100's
Supervisor Name (Print)			Comment(s):			
Supervisor Signature & Date						

Time Conversion Table

Minutes	Hundredths	Minutes	Hundredths	Minutes	Hundredths
0	.00	20	.33	40	.67
1	.02	21	.35	41	.68
2	.03	22	.37	42	.70
3	.05	23	.38	43	.72
4	.07	24	.40	44	.73
5	.08	25	.42	45	.75
6	.10	26	.43	46	.77
7	.12	27	.45	47	.78
8	.13	28	.47	48	.80
9	.15	29	.48	49	.82
10	.17	30	.50	50	.83
11	.18	31	.52	51	.85
12	.20	32	.53	52	.87
13	.22	33	.55	53	.88
14	.23	34	.57	54	.90
15	.25	35	.58	55	.92
16	.27	36	.60	56	.93
17	.28	37	.62	57	.95
18	.30	38	.63	58	.97
19	.32	39	.65	59	.98

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