**Name**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time in** | **Time out** | **Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Week Total:** | | | |

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

**Write the total hours this way:**

15 minutes = .25

30 minutes = .50

45 minutes = .75

60 minutes = 1.0

**For example:**

2 hours = 2.0 hours

1 hour and 45 minutes = 1.75 hours

1 hour and 30 minutes = 1.5 hours

1 hour and 15 minutes = 1.25 hours