

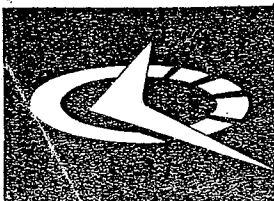
TO ALL EMPLOYEES...

To make it possible to figure your records more quickly and accurately, this time recorder registers in hours and decimal fractions of the hour (either tenths or hundredths) instead of hours and minutes. For instance: 15 minutes past the hour registers as .25 (25/100) or as .2 (2/10) of an hour. Similarly 30 minutes past the hour registers as .50 (50/100) or .5 (5/10) of an hour.

By locating the decimal registration on the chart below, you will be able to determine its equivalent in minutes.

EQUIVALENT TIME CHART

MINUTES	TENTHS	HUNDREDTHS	HOURS		MINUTES	TENTHS	HUNDREDTHS
			AM/PM	CONTINENTAL			
01	.0	.02			30	.5	.50
02	.0	.04			31	.5	.52
03	.0	.05	12	M-N 0	32	.5	.54
04	.0	.06	1	1	33	.5	.55
05	.0	.08	2	2	34	.5	.56
06	.1	.10	3	3	35	.5	.58
07	.1	.12	4	4	36	.6	.60
08	.1	.14	5	5	37	.6	.62
09	.1	.15	6	6	38	.6	.64
10	.1	.16	7	7	39	.6	.65
11	.1	.18	8	8	40	.6	.66
12	.2	.20	9	9	41	.6	.68
13	.2	.22	10	10	42	.7	.70
14	.2	.24	11	11	43	.7	.72
15	.2	.25	12	NOON 12	44	.7	.74
16	.2	.26	1	13	45	.7	.75
17	.2	.28	2	14	46	.7	.76
18	.3	.30	3	15	47	.7	.78
19	.3	.32	4	16	48	.8	.80
20	.3	.34	5	17	49	.8	.82
21	.3	.35	6	18	50	.8	.84
22	.3	.36	7	19	51	.8	.85
23	.3	.38	8	20	52	.8	.86
24	.4	.40	9	21	53	.8	.88
25	.4	.42	10	22	54	.9	.90
26	.4	.44	11	23	55	.9	.92
27	.4	.45			56	.9	.94
28	.4	.46			57	.9	.95
29	.4	.48			58	.9	.96
					59	.9	.98
					60	.0	.00



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