

# Work Pattern Guide - Minute to Decimal Conversion

## Introduction

When submitting an online Flexible Work Arrangement request, the requestor will be asked to complete a new work pattern. Hours and minutes for the new work pattern must be entered in decimal format. This Work Pattern Guide is a tool to assist you when converting to decimal format.

## Converting to Decimal Format

When converting your working hours and minutes to decimal format you will always need to divide the minutes by 60. The hour's value will remain the same.

The standard work day is 7 hours and 21 minutes = 7.35

### Quick Reference Guide - Minutes to Decimal Conversions

Minutes		Decimal	Minutes		Decimal	Minutes		Decimal
1	=	0.02	21	=	0.35	41	=	0.68
2	=	0.03	22	=	0.37	42	=	0.7
3	=	0.05	23	=	0.38	43	=	0.72
4	=	0.07	24	=	0.4	44	=	0.73
5	=	0.08	25	=	0.42	45	=	0.75
6	=	0.1	26	=	0.43	46	=	0.77
7	=	0.12	27	=	0.45	47	=	0.78
8	=	0.13	28	=	0.47	48	=	0.8
9	=	0.15	29	=	0.48	49	=	0.82
10	=	0.17	30	=	0.5	50	=	0.83
11	=	0.18	31	=	0.52	51	=	0.85
12	=	0.2	32	=	0.53	52	=	0.87
13	=	0.22	33	=	0.55	53	=	0.88
14	=	0.23	34	=	0.57	54	=	0.9
15	=	0.25	35	=	0.58	55	=	0.92
16	=	0.27	36	=	0.6	56	=	0.93
17	=	0.28	37	=	0.62	57	=	0.95
18	=	0.3	38	=	0.63	58	=	0.97
19	=	0.32	39	=	0.65	59	=	0.98
20	=	0.33	40	=	0.67	60	=	1

## Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au)