CALCULATING COMPENSATION FOR TIME WORKED

Time for work spent performing a service should be reported in tenths of an hour. Compensation is calculated by multiplying the applicable rate per hour by the total number of hours. Calculate totals for each service category separately, and enter the category and grand totals on the appropriate lines on the voucher form.

TENTHS (.10) OF AN HOUR

Minutes	Time
1-6	.1
7-12	.2
13-15	.25
16-18	.3
19-24	.4
25-30	.5
31-36	.6
37-42	.7
43-45	.75
46-48	.8
49-54	.9
55-60	1.0

Exhibit A