Name: _____

Overview
- Many jobs are paid on an hourly basis.
- To track your hours, your employers may use time cards, punch clocks or scanners.
- You must be able to break an hour into **quarters** using both minutes and decimals

Label the clock at all the Hour, Quarter Hour, Half Hour and Three Quarter Hour marks in fraction and decimal forms.
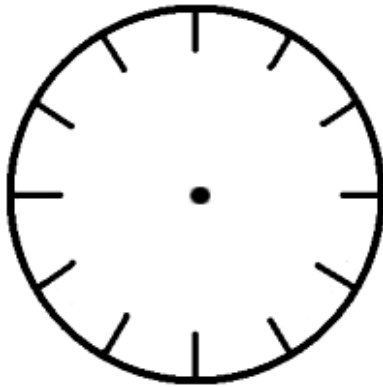
3:15 = 3._____ hours

3:30 = 3.____ hours

3:45 = 3._____ hours

3:00 = _____ hours

Example: The time card for Jade Green Stone is shown below. First calculate the number of hours she works each day. Then compute her total weekly hours and her gross weekly wages.

Employee Name Jade Green Stone					Hourly Rate of Pay $9.45		
Day	Morning In	Out	Afternoon In	Out	Evening In	Out	Total
Mon.	8:00	12:00	1:00	5:00			
Tue.	8:00	11:00	1:00	4:30			
Wed.			1:00	5:00	6:00	9:15	
Thu.	8:00	11:45	1:15	5:00			
Fri.	8:30	11:15	1:45	4:15			
Sat.			1:30	4:45	6:15	9:45	
Sun.							
Total Weekly Hours							
Gross Weekly Wages							

Assignment

1. Add the following manually and then use the fraction button on your calculator to confirm. Change each of the answers into a **decimal** as well. **HINT:** Remember that there is **60** minutes in an hour.

a) $\dfrac{3}{4}+\dfrac{1}{2}+\dfrac{3}{4}$

b) $\dfrac{1}{2}+\dfrac{1}{4}+\dfrac{1}{2}+\dfrac{1}{4}$

c) $3\dfrac{3}{4}+3\dfrac{1}{4}+3\dfrac{1}{2}+4\dfrac{3}{4}$

d) $3\dfrac{1}{2}+4+3\dfrac{3}{4}+3\dfrac{1}{2}+4\dfrac{1}{4}$

e) $8+7\dfrac{1}{2}+7\dfrac{3}{4}+8+7\dfrac{1}{2}$

f) $6\dfrac{1}{4}+7\dfrac{3}{4}+8+7+7\dfrac{1}{2}$

g) $7\dfrac{1}{2}+7\dfrac{3}{4}+7+6\dfrac{3}{4}+7\dfrac{3}{4}$

h) $7+7\dfrac{3}{4}+7\dfrac{3}{4}+7\dfrac{3}{4}+7\dfrac{3}{4}$

2. Complete the following time card.

	Employee Name Ruby Gold						
	Morning		Afternoon		Evening		Total
Day	In	Out	In	Out	In	Out	
Mon.							
Tue.			1:00	4:30			
Wed.							
Thu.			2:15	5:30			
Fri.			1:30	5:00			
Sat.					6:00	9:15	
Sun.			12:30	5:45			
Total Weekly Hours							
Gross Weekly Wages							

Hourly Rate of Pay — $9.05

3. Complete the following time card.

Employee Name Gemma Opal							Hourly Rate of Pay $10.75
Day	**Morning**		**Afternoon**		**Evening**		**Total**
	In	**Out**	**In**	**Out**	**In**	**Out**	
Mon.	8:00	11:30	1:15	5:00			
Tue.							
Wed.	8:15	11:45	1:00	5:00			
Thu.							
Fri.	8:30	11:15	1:15	4:45			
Sat.			1:00	5:00	6:00	8:45	
Sun.			1:00	4:30			
Total Weekly Hours							
Gross Weekly Wages							