

Key Skills:

- Filling out a time card by finding hours worked
- Understanding overtime pay

Things to Remember when Finding Total Hours Worked

*If OUT time is **LESS THAN** the IN time,
change OUT time to **MILITARY** time.

*Military time only changes PM hours (1-11pm),
to change to Military time **ADD 12** to the number of hours.

*You cannot have 60 or more minutes.
If you do, Subtract 60 minutes and Add 1 hour.

WS Lesson 3: 10, 14, 17, 18, 19, 20, 23, 25

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10) $1:02$ ^{Mar} $\xrightarrow{+12hr}$ $\overset{62}{13}:02$

$-8:15$ $-8:15$ $+ \overset{61}{7}:13$ ^{Aft} $-3:16$

$4:47$ $3:57$

$+ 3:57$ ←

$7:104$

$+1$ -60

8:44

14)

$$\begin{array}{r} 1:12 \\ - 8:29 \\ \hline \end{array} \xrightarrow{+12} \begin{array}{r} \text{mor} \\ 12 \quad 61 \\ 13:12 \\ - 8:29 \\ \hline 4:43 \end{array} + \begin{array}{r} \text{after} \\ 6 \quad 70 \\ 7:20 \\ - 3:24 \\ \hline 3:56 \end{array}$$
$$\begin{array}{r} 4:43 \\ + 3:56 \\ \hline 7:99 \\ + 1 \leftarrow -60 \\ \hline \end{array}$$

8:39

17)

<i>mor</i>	10:29		<i>after</i>		4:22 $\xrightarrow{+12}$ 16:22
-	6:19		+	11:16	- 11:16
4:10				5:06	
+	5:06			9:16	
9:16					

←

$$\begin{array}{r}
 18) \quad \begin{array}{l}
 \text{mor} \\
 1:48 \xrightarrow{+12} 13:48 \\
 - 8:21 \\
 \hline
 5:27
 \end{array}
 \quad \begin{array}{l}
 \text{after} \\
 7:17 \\
 + -2:15 \\
 \hline
 5:02
 \end{array} \\
 + 5:02 \\
 \hline
 10:29
 \end{array}$$

19)

<p style="color: green; margin: 0;">mor</p> <p style="margin: 0;">9⁷ 10:20¹</p> <p style="margin: 0;">- 6:58</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="margin: 0;">3:22</p>	+	<p style="margin: 0;">4:10</p> <p style="margin: 0;">- 12:58</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="margin: 0;">3:12</p>	←	<p style="color: green; margin: 0;">after</p> <p style="margin: 0;">15⁶ 16:12¹</p> <p style="margin: 0;">- 12:58</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="margin: 0;">3:12</p>
<p style="margin: 0;">+ 3:12</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="margin: 0; border: 2px solid blue; border-radius: 50%; padding: 5px; display: inline-block;">6:34</p>				

20) *mor* 10:44
 - 6:02

 4:42
 + 2:54

 6:96
 +1 \swarrow -60

 7:36

after 3:20 $\xrightarrow{+12}$ ~~14~~ 15: ~~20~~ 24
 - 12:26

 2:54

Diagram: A blue arrow points from the 2:54 result of the second calculation to the 2:54 term in the first calculation.

$$\begin{array}{r}
 \text{mor} \\
 23) \quad 1:35 \xrightarrow{+12} 13:35 \\
 \quad - 8:29 \\
 \hline
 \quad \quad 5:06 \\
 \quad + 3:08 \\
 \hline
 \quad \quad \underline{8:14}
 \end{array}
 \qquad
 \begin{array}{r}
 \text{after} \\
 5:43 \\
 \quad - 2:35 \\
 \hline
 \quad \quad 3:08
 \end{array}$$

$$\begin{array}{r}
 \text{mor} \\
 25) \quad \overset{10}{\cancel{11}}:\overset{61}{\cancel{72}} \\
 - 7:19 \\
 \hline
 3:51
 \end{array}
 +
 \begin{array}{r}
 \text{after} \\
 3:12 \xrightarrow{+12} 15:12 \\
 - 12:11 \\
 \hline
 3:01
 \end{array}$$

$$\begin{array}{r}
 + 3:01 \\
 \hline
 \textcircled{6:52}
 \end{array}$$

What did we learn...

Assignment

Time Card Project

Working Overtime

time and a half

Double time

These don't change the time but the RATE.