

Table 1.1

Hours turned in on Payroll Time Reports must be shown in tenths of an hour. For example, you will enter 7:30 as 7.5 in section #9 of the timesheet (Regular, Overtime, etc.) Banner Payroll system will pay using tenths of hours and will not process using minutes or fractions. A minute to tenths conversion table is listed below. For more information, see UNM Policy Time and Leave Reporting 2610 at <http://www.unm.edu/~ubppm/ubppmanual/2610.htm>.

Conversion Table

<u>Minutes</u>	=	<u>Tenth of an Hour</u>
1 ~ 6	=	0.1
7 ~ 12	=	0.2
13 ~ 18	=	0.3
19 ~ 24	=	0.4
25 ~ 30	=	0.5
31 ~ 36	=	0.6
37 ~ 42	=	0.7
43 ~ 48	=	0.8
49 ~ 54	=	0.9
55 ~ 60	=	1.0

Record Retention

The administrator of each department shall establish a records management program for the application of efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of official records. The administrator shall establish records disposal schedules for the orderly retirement of records and adopt regulations necessary for the carrying out of the public records act.

Process Steps:

University of New Mexico Records Retention Schedules are based on document type. Once this retention period has been met, timesheets and supporting documentation should be sent to the Records Management Department for Destruction. Refer to Table 1.2 for document type and retention schedule:

Table 1.2

Document Type:	Description:	Min. Retention Time
Time Cards	Records of hours worked by employee. Information includes employee name, date, and hours worked	After close of fiscal year in which document was created, retain four years
Timesheets	Verification of the number of hours worked by employee. Information includes employee's name, employee number, hourly wage, days and hours worked, department head approval, etc.	After close of fiscal year in which document was created, retain four years