

Observation/Job Shadow Hour Recording

- Always in *pen*
- Always done *the day hours were completed*
- Record when you *actually arrive/leave*, not what you were scheduled...it may not be the same!
- Round to the nearest *quarter hour*

Example Record:

- You arrive at 4:23, record 4:30 ?
- You leave at 6:42, record 6:45 ?
- Your total time (hours) for the shift would be 2.25 ?

Clock	Decimal
:00	.00
:15	.25
:30	.50
:45	.75