

## Calculating Percentages of Time Spent on Job Responsibilities

Instructions for calculating time spent during day, week, month and year

This is designed to help you calculate percentages of time that you perform various duties/tasks. The figures in the following tables are based on a standard 40 hour work week, 174 hour work month, and 2088 hour work year.

If a recurring duty is performed weekly and takes the same amount of time each week, the percentage of the job that this duty represents may be calculated by dividing the number of hours spent on the duty by 40. For example, a two-hour daily duty represents the following percentage of the job:  $2 \text{ hours} \times 5 \text{ days/week} = 10 \text{ total weekly hours}$   $10 \text{ hours} / 40 \text{ hours in the week} = .25 = 25\%$  of the job.

If a duty is not performed every week, it might be more accurate to estimate the percentage by considering the amount of time spent on the duty each month. For example, a monthly report that takes 4 hours to complete represents the following percentage of the job:  $4/174 = .023 = 2.3\%$ .

Some duties are performed only certain times of the year. For example, budget planning for the coming fiscal year may take a week and a half (60 hours) and is a major task, but this work is performed one time a year. To calculate the percentage for this type of duty, estimate the total number of hours spent during the year and divide by 2088. This budget planning represents the following percentage of the job:  $60/2088 = .0287 = 2.87\%$ . (This can be rounded to 3% of the job.)

The following tables indicate percentages for tasks that are performed for various periods of time. If you have questions, contact your Human Resources (HR) Office.

## Calculating Percentages for Time Worked during Day, Week, Month and Year

Hours	Daily %	Weekly %	Monthly %	Yearly %
40		100	25	2
39		97.5	24.4	1.95
38		95	23.8	1.9
37		92.5	23.1	1.85
36		90	22.5	1.8
35		87.5	21.9	1.75
34		85	21.3	1.7
33		82.5	20.6	1.65
32		80	20	1.6
31		77.5	19.4	1.55
30		75	18.8	1.5
29		72.5	18.1	1.45
28		70	17.5	1.4
27		67.5	16.9	1.35
26		65	16.3	1.3
25		62.5	15.6	1.25
24		60	15	1.2
23		57.5	14.4	1.15
22		55	13.8	1.1
21		52.5	13.1	1.05
20		50	12.5	1
19		47.5	11.9	0.95
18		45	11.3	0.9
17		42.5	10.6	0.85
16		40	10	0.8
15		37.5	9.4	0.75
14		35	8.8	0.7
13		32.5	8.1	0.65
12		30	7.5	0.6
11		27.5	6.9	0.55
10		25	6.3	0.5
9		22.5	5.6	0.45
8	100	20	5	0.4
7	87.5	17.5	4.4	0.35
6	75	15	3.8	0.3
5	62.5	12.5	3.1	0.25
4	50	10	2.5	0.2
3	37.5	7.5	1.9	0.15
2	25	5	1.3	0.1
1	12.5	2.5	0.6	0.05
0.5	6.3	1.3	0.3	0.03
0.25	3.1	0.6	0.15	0.01

Days	Hours	Weekly %	Monthly %	Yearly %
20	160		100	7.7
19	152		95	7.3
18	144		90	6.9
17	138		85	6.5
16	128		80	6.2
15	120		75	5.8
14	112		70	5.4
13	104		65	5
12	96		60	4.6
11	88		55	4.2
10	80		50	3.8
9	72		45	3.5
8	64		40	3.1
7	56		35	2.7
6	48		30	2.3
5	40	100	25	1.9
4	32	80	20	1.5
3	24	60	15	1.2
2	16	40	10	0.8
1	8	20	5	0.4
0.5	4	10	2.5	0.2
0.25	2	5	1.3	0.1