

P2W Skills for Success

Activity Set 7: Time-Tracking



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7.1: Getting Started

What?

Time is measured and reported for many activities.



Why?

To figure out how long activities take, to keep track of time spent on activities and to identify how much time is needed

Who?

- ✓ Bakers measure how much time has passed to make sure they leave bread to rise for long enough.
- ✓ Machinists complete timesheets to record the number of hours worked in a pay period.
- ✓ Parents check the time to decide when their children should leave for school.

What's involved?

- Telling time
- Measuring the passage of time
- Converting between minutes, decimals and fractions of an hour
- Recording time

How about you?



List some situations when you have kept track of time.

1. _____

2. _____

3. _____

4. _____

5. _____

How comfortable are you using this skill?

I need a lot of practice

I'm very comfortable

1

2

3

4

5

6

7

8

9

10

7.2: Scenario

Read the workplace scenario, then answer the questions below.



Darlene at Work

Darlene drives a delivery truck for a building supplies company. She enjoys her job, especially the time she spends on the road. Darlene starts her workday at 7:00 AM and usually finishes around 4:00 PM.

Today Darlene had a rush delivery scheduled. The materials were supposed to be delivered by 10:30 AM to a location about three hours from the depot where the truck is loaded.







Darlene planned to arrive at work a few minutes early so she could deliver the materials on time. But she ran into some difficulties at home this morning. She didn't hear her alarm clock and woke up 30 minutes late. Then it took her 10 minutes to find her car keys. Traffic was slower than usual, and she didn't arrive at work until 7:50 AM.

Let's Talk!

- Why was Darlene late?
- Who do you think Darlene's lateness affected?
- What could Darlene do to avoid being late in the future?

7.3: Measure Time

Security guards make sure visitors sign in and out when visiting buildings after hours. Complete the sign-in sheet below for the three visitors, then answer the questions below.

<p>T. Calvin in:</p> 	<p>T. Calvin out:</p> 
<p>R. Joannie in:</p> 	<p>R. Joannie out:</p> 
<p>A. Bruneau in:</p> 	<p>A. Bruneau out:</p> 

Name	Company	In	Out	Initials
T. Calvin	Dynomax			TC
R. Joannie	Hearn Consulting Group			RJ
A. Bruneau	TMX Construction			AB

Let's Talk!

- Why do you think visitors have to sign in and out when visiting after hours?
- Where do you see analog clocks?
- How much time passed between each visitor's sign in and sign out time?

7.4: Convert Time

Enter the missing information in the tables below, then answer the questions that follow.

Number of weeks in a year =
Number of days in a year =
Number of days in a week =

Number of hours in a day =
Number of minutes in an hour =
Number of seconds in a minute =

Number of minutes	Fractions of an hour	Decimal equivalent
15	$\frac{1}{4}$.25
30		.5
45	$\frac{3}{4}$	

1. How many days are there in three weeks?

2. How many hours are there in seven days?

3. How many minutes are there in eight hours?

4. How many seconds are there in 15 minutes?

5. How many days are there in 72 hours?

6. How many minutes are there in a $\frac{1}{4}$ hour?

7.5: Timesheet

Keme is always scheduled to work from 9 to 6. He takes a one-hour unpaid lunch during each shift. Use the entries in the Notes column to complete the timesheet below, then answer the questions that follow.

TIME SHEET			
Employee Name: <u> Keme Bushie </u>		Pay Period: <u> Sept 15-28 </u>	
Date	Hours Worked	Number of Paid Hours	Notes
Sun. Sept. 15	9-6	8	
Mon. Sept. 16			Started work ½ hour late
Tues. Sept. 17			
Wed. Sept. 18			Worked extra ¼ hour at end of day
Sat. Sept. 21			
Sun. Sept. 22			
Mon. Sept. 23	---	8	Sick
Tues. Sept. 24			
Wed. Sept. 25			Left work 45 minutes early
Sat. Sept. 28			Started work 30 minutes early
	Total Hours		
Employee Signature: _____			

Let's Talk!

- Notice that the timesheet is a table. What are the column headings?
- Why do you think workers complete timesheets?
- Have you ever completed a timesheet? If yes, was it on paper or on a computer?
- What do you think some of the differences might be between paper-based and computer-based timesheets?

7.6: Attendance Record

Teachers and trainers may use attendance records like the one below to keep track of student absences.

ATTENDANCE RECORD Work Readiness Program		Feb 4	Feb 5	Feb 6	Feb 7	Feb 11	Feb 12	Feb 13	Feb 14	Feb 18	Feb 19	Feb 20	Feb 21	Feb 25	Feb 26	Feb 27	Feb 28	#
1	Aaron A.	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	✓	✓	✓	✓	✓	15
2	Troy B.	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	-	✓	✓	✓	✓	✓	
3	Tyler C.	✓	✓	-	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	✓	✓	14
4	Brittany D.	✓	✓	✓	-	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	-	✓	13
5	Silas F.	-	✓	✓	✓	✓	✓	✓	✓	-	✓	✓	✓	✓	✓	✓	✓	14
6	Grace K.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16
7	Keenan L.	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	-	-	✓	✓	✓	✓	13
8	Joanne M.	✓	✓	✓	✓	-	✓	✓	✓	✓	✓	✓	-	✓	✓	✓	✓	14
9	Kim R.	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	-	✓	✓	✓	✓	✓	14
10	Melissa P.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16
11	Tammy R.	✓	✓	✓	✓	-	✓	✓	✓	✓	-	✓	✓	✓	-	✓	✓	13
12	Ashley R.	✓	✓	✓	-	✓	-	✓	✓	✓	-	✓	✓	-	-	✓	✓	11
13	Ben S.	✓	✓	-	✓	✓	-	✓	✓	✓	-	✓	✓	✓	-	✓	✓	12
14	Sam T.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16
15	Clinton W.	✓	✓	✓	-	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	15
	Daily total	14	15	13	12	13	13	15	15	13	9		13	12	12	14	15	

7.6: Attendance Record

Refer to the Attendance Record, then answer the questions below.

1. How many participants are listed in this attendance record?

2. How many days of classes are offered in February?

3. Which participants were absent on February 7?

4. On which days was Ben absent?

5. Which participant was absent three days in a row?

6. Calculate the total number of classes that Troy attended and write it in the space provided.

7. Which participants had perfect attendance in February?

8. Which participant missed the most classes?

9. Calculate the daily total for February 20 and write it in the space provided.

10. Which date had the lowest attendance?

7.7: Percentages

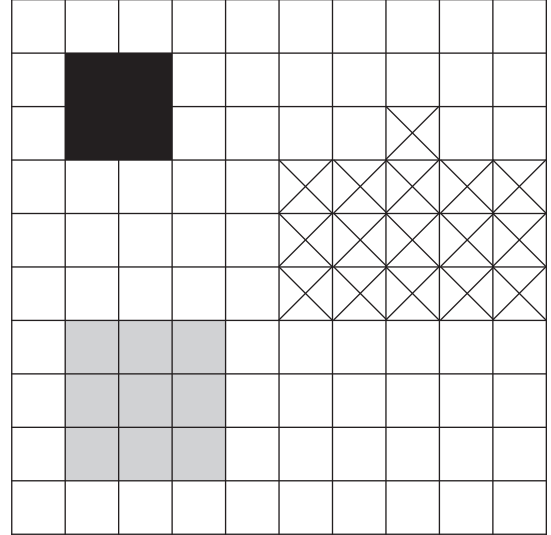
What are percentages?

Percent means out of 100 or “for every 100”. A percentage is a part of a whole. The symbol for percent is %.

This grid is made up of 100 squares.

There are four black squares. This means that 4 out of 100 squares are black. You can write this as a fraction $\frac{4}{100}$ or a percent 4%.

There are 16 squares with x’s in them. This means that 16 out of 100 squares have x’s. So that’s $\frac{16}{100}$ or 16%.



When do you see percentages?

Percentages are used a lot in everyday life. Grades on tests are often displayed as a percentage. When you leave a tip at a restaurant, it is usually based on a percentage of the whole bill.

- Can you think of other situations where you have seen percentages?



How do you calculate percentages?

Follow these steps to calculate the percentage of squares that are shaded grey.

1. Write out the fraction. Write the number of grey squares at the top of the fraction (numerator) and the total number of squares at the bottom of the fraction (denominator).
2. Convert the fraction to a decimal by dividing the denominator into the numerator.
3. Convert the decimal to a percentage by multiplying by 100.

You can also use this formula to calculate percentages:

$$\frac{x}{y} \times 100 = z\%$$

7.7: Percentages

1. Practise converting fractions to decimals and percentages by completing the table below.

	Fraction	Decimal	Percentage
a)	$\frac{1}{100}$.01	1%
b)	$\frac{1}{10}$.10	
c)	$\frac{1}{5}$		
d)	$\frac{1}{4}$.25	
e)	$\frac{1}{2}$		
f)	$\frac{3}{4}$.75	

2. Calculate the percentage of classes each participant attended in the month of February. A total of 16 classes were held in February. You can convert the fraction to a decimal and then a percentage or calculate the percentage using the formula given on the previous page.

	Name	Number of classes attended	Fraction	Percentage
a)	Aaron A.	15		
b)	Grace K.	16		
c)	Keenan L.	13		
d)	Joanne M.	14		
e)	Tammy R.	13		
f)	Ashley R.	11		
g)	Ben S.	12		

7.8: Attendance Tracking

Let's Talk!

- How do teachers and trainers use attendance information?
- Why do employers keep track of employees' absences?
- What does good attendance signal to an employer?
- What do you think "good attendance" is?

You can use this table to keep track of your attendance.

✓ = attended and arrived on time

L = attended but arrived late

x = absent

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Week 8					

Look for patterns in your attendance by calculating percentages like these:

- Percentage of days you were late
- Percentage of days you were absent
- Percentage of Mondays or Fridays you were absent