

Time

If you add up a series of hours and minutes, Excel will not display the correct answer until you format the number into an hh:mm format.

Day	Hours Worked
Monday	8:30
Tuesday	8:00
Wednesday	8:00
Thursday	8:00
Friday	8:00
	16:30

For example, If you click on the 16:30 and then go to **Format>Cells>Custom**, you can find [h]:mm:ss- this will change the 16:30 into 40:30 to show that 40 hours and 30 minutes were worked that week.

MOD

Normally, you can simply subtract two times and then format for the correct answer, however, if the start time and end time are on different dates then Excel will give you an incorrect answer if you just subtract

	Start	
Monday	10:00 PM	Shift
Tuesday	7:00 AM	End Shift

15:00

9:00

In the example above, if you wanted to calculate the number of hours worked for someone who started at 10pm and finished at 7am the next day, Excel would subtract and give you an answer of 15 if you formatted it as [h]:mm:ss whereas the correct number is actually 9 hours. Using =mod will return the correct answer.

=mod(end time-finish time,1)

Calculating Age or years of service

Subtracting the birth date or service date and the current date won't give you a correct answer. Instead you need to use yearFRAC, which is a function in the Analysis Toolpak.

=(yearfrac (today(),A1,1)) will give you whole year and fractional year.

If you want a whole number than add INT to the function =INT (yearfrac (today(),A1,1)