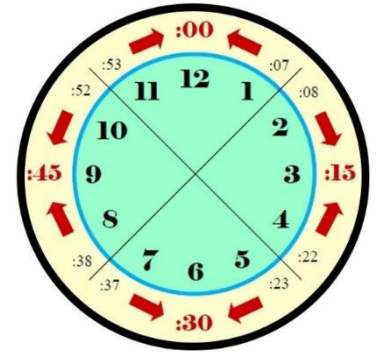


Understanding Kronos Rounding Rules

Our Kronos Timekeeping System is programmed to round clock punch times to the nearest “15-minute” increment. To round to 15 minutes, the actual time punches are rounded on the quarter hour. Anything within and including 7 minutes is rounded down to the nearest quarter hour. Anything 8 minutes or more from the quarter hour will round up to the next quarter hour. This is referred to as the “7-minute rule”. This rule comes into play when employee time is based on 15-minute increments.



All punches round according to the chart below. Remember that punches on the quarter hour do not round they remain at the quarter hour.

For example, punches from 6:53 to 7:07 will round to 7:00, punches from 7:08 to 7:22 are rounded to 7:15, punches from 7:23 to 7:37 are rounded to 7:30, and punches from 7:38 to 7:52 are rounded to 7:45.

Rounding	Minute Range	Actual Punch In or Out Time Recorded on Timecard (Hour:Minute)	Rounding Applied
00	:53 – :07	Punch In 6:56 Punch Out 12:01	Rounded to 7:00 Rounded to 12:00
15	:08 – :22	Punch In 7:09 Punch Out 11:22	Rounded to 7:15 Rounded to 11:15
30	:23 – :37	Punch In 8:35 Punch Out 12:29	Rounded to 8:30 Rounded to 12:30
45	:38 – :52	Punch In 9:44 Punch Out 1:01	Rounded to 9:45 Rounded to 1:00

Timesheet Example:

On the timesheet edit screen, click Calc Detail to display the punched and calculated time details. This will allow you to compare your actual vs. rounded punch times.

Time Entry Exceptions Calc Detail Calc Summary Counters Summary By Day									
Date	Actual Punch Time				Rounded Punch Time			Calculated Hours	
	Raw From	Raw To	Raw Total	Schedule	Calc From	Calc To	Calc Break	Calc Total	Weekly Total
WED Sep 6	06:56 am	02:30 pm	7.57	N/A	07:00 am	02:30 pm	-	7.50	16.25
					02:30 pm	03:00 pm	0.50	-	-
	02:58 pm	03:35 pm	0.62		03:00 pm	03:30 pm	-	0.50	16.75
			8.19	N/A			0.50	8.00	16.75

Understanding Kronos Rounding Rules

The punch for lunch creates two segments for the day, each rounded separately. The raw columns display the actual punch times. The calculated columns display the calculated/rounded punch times.

A typical workday should equal 7.50 hours with a 30-minute lunch, pending your work schedule.

Using the chart above, here are a few examples of how punches will round:

Example #1 –

Clock In: 6:56 rounds to 7:00	Clock Out: 2:30 remains 2:30	
Clock In: 2:58 rounds to 3:00	Clock Out: 3:35 rounds back to 3:30	30-minute lunch

Example #2 –

Clock In: 6:56 rounds to 6:45	Clock Out: 2:38 rounds to 2:45	
Clock In: 3:07 rounds to 3:00	Clock Out: 3:39 rounds back to 3:45	15-minute lunch

Note: 1-minute can make a big difference

Example #3 –

Clock In: 6:51 rounds to 6:45	Clock Out: 2:30 remains 2:30	
Clock In: 2:58 rounds to 3:00	Clock Out: 3:35 rounds back to 3:30	30-minute lunch