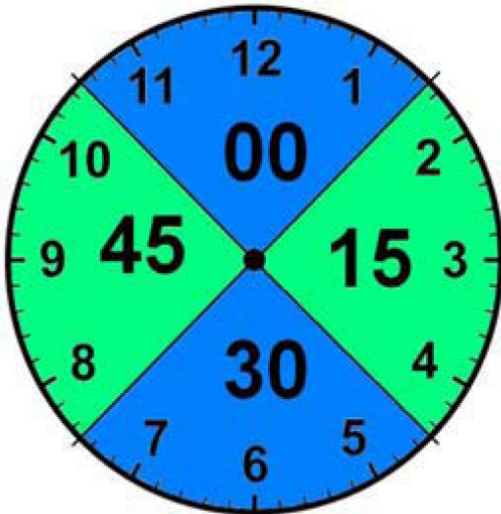


Kronos Rounding Rules for Nonexempt Staff

With the recent change in time stamp procedures for Nonexempt Staff, I thought it would be a good idea to go over the Kronos Rounding Rules again and show you examples of how they work in our timekeeping systems.

Our Kronos Timekeeping System is programmed with "15 Minute" rounding. All punches round according to the charts below. Chart A gives you a visual breakdown of rounding from a clock perspective. Chart B gives you a time conversion table for actual to rounded punch times. Keep in mind that punches on the quarter hour do not round, they remain on the quarter hour.

Chart A - Time Clock View of 15 Minute Rounding:



In order 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. For example, punches from 7:53 to 8:07 will round to 8:00, punches from 8:08 to 8:22 are rounded to 8:15, punches from 8:23 to 8:37 are rounded to 8:30, and punches from 8:38 to 8:52 are rounded to 8:45. Please refer to the clock to the left for a visual on how each block of time is rounded.

Chart B - Time Conversion Table - Actual to Rounded Punch Times:

15 Minute Rounding, 7 Minute Grace Examples

<u>Clock In/Out Time</u>	<u>Rounds Forward/Back To</u>	<u>Clock In/Out Time</u>	<u>Rounds Forward/Back To</u>
7:00		7:00	
7:01	Rounds back to	7:00	
7:02	Rounds back to	7:00	
7:03	Rounds back to	7:00	
7:04	Rounds back to	7:00	
7:05	Rounds back to	7:00	
7:06	Rounds back to	7:00	
7:07	Rounds back to	7:00	
7:08	Rounds forward to	7:15	
7:09	Rounds forward to	7:15	
7:10	Rounds forward to	7:15	
7:11	Rounds forward to	7:15	
7:12	Rounds forward to	7:15	
7:13	Rounds forward to	7:15	
7:14	Rounds forward to	7:15	
7:15		7:15	
7:16	Rounds back to	7:15	
7:17	Rounds back to	7:15	
7:18	Rounds back to	7:15	
7:19	Rounds back to	7:15	
7:20	Rounds back to	7:15	
7:21	Rounds back to	7:15	
7:22	Rounds back to	7:15	
7:23	Rounds forward to	7:30	
7:24	Rounds forward to	7:30	
7:25	Rounds forward to	7:30	
7:26	Rounds forward to	7:30	
7:27	Rounds forward to	7:30	
7:28	Rounds forward to	7:30	
7:29	Rounds forward to	7:30	
		7:30	
		7:31	Rounds back to 7:30
		7:32	Rounds back to 7:30
		7:33	Rounds back to 7:30
		7:34	Rounds back to 7:30
		7:35	Rounds back to 7:30
		7:36	Rounds back to 7:30
		7:37	Rounds back to 7:30
		7:38	Rounds forward to 7:45
		7:39	Rounds forward to 7:45
		7:40	Rounds forward to 7:45
		7:41	Rounds forward to 7:45
		7:42	Rounds forward to 7:45
		7:43	Rounds forward to 7:45
		7:44	Rounds forward to 7:45
		7:45	
		7:46	Rounds back to 7:45
		7:47	Rounds back to 7:45
		7:48	Rounds back to 7:45
		7:49	Rounds back to 7:45
		7:50	Rounds back to 7:45
		7:51	Rounds back to 7:45
		7:52	Rounds back to 7:45
		7:53	Rounds forward to 8:00
		7:54	Rounds forward to 8:00
		7:55	Rounds forward to 8:00
		7:56	Rounds forward to 8:00
		7:57	Rounds forward to 8:00
		7:58	Rounds forward to 8:00
		7:59	Rounds forward to 8:00

Using the charts above to assist you, here are a few examples of how punches will round:

Example 1 - an employee takes 32 minute lunch, however due to rounding, is charged with a 45 minute lunch.

- Actual In Punch 7:28 AM rounds to 7:30 AM
- Actual Out Punch 12:21 PM rounds back to 12:15 PM
- Actual In Punch 12:53 PM rounds forward to 1:00 PM (thus deducting 45 minutes for lunch)
- Actual Out Punch 4:00 PM remains 4:00 PM
- Daily Total Hours = 7:45

Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
		7:28AM		12:21PM				4:45	
		12:53PM		4:00PM				3:00	7:45

Using the same example as above, if the employee would have clock back in from lunch at 12:52PM, the punch would have rounded back to 12:45 PM and only deducted 30 minutes for lunch.

Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
		7:28AM		12:21PM				4:45	
		12:52PM		4:00PM				3:15	8:00

Example 2 - an employee takes 36 minute lunch, however due to rounding, is only charged with a 30 minute lunch.

- Actual In Punch 7:28 AM rounds to 7:30 AM
- Actual Out Punch 12:13 PM rounds back to 12:15 PM
- Actual In Punch 12:49 PM rounds back to 12:45 PM (thus deducting 30 minutes for lunch)
- Actual Out Punch 4:00 PM remains 4:00 PM
- Daily Total Hours = 8:00

Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
		7:28AM		12:13PM				4:45	
		12:49PM		4:00PM				3:15	8:00

As you can see from the two examples above, your actual punch times do matter when it comes to rounding punches for the calculation of hours works. It is meant to be a give and a take that evens out an employees hours over the course of the day and/or the pay week. Rounding offers you flexibility instead of holding you accountable to the exact minute. Once the newness of time stamp and rounding rules wears off, I'm certain you will appreciate having this feature available to you.

If you have any further questions or concerns, please contact the KronosHelpDesk@bsu.edu or call 285-6452.

Regards,

Payroll and Employee Benefits