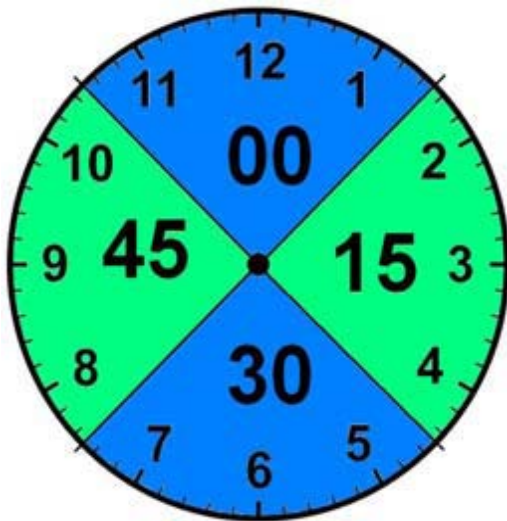


## Understanding the BSU Punch Rounding Rule

In order to maintain consistent time reporting, UKG Dimensions rounds clock punch times to the nearest 15-minute mark. The actual in or out punch time appears in the timecard and is what determines whether an employee has arrived at work or is returning from break on time. It is the Shift, Daily and Cumulative totals that are rounded.



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.

Please remember, punch times should not be altered in any way to manipulate the rounding rules within UKG Dimensions or for any other reason. The time the punch occurred is the exact time the employee either started or stopped working and is a legal record of the employee's time and pay.