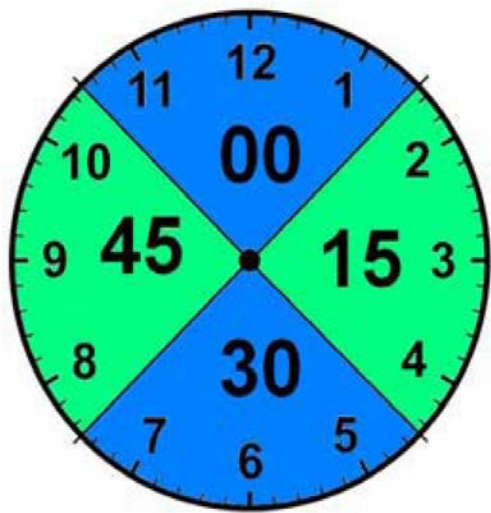


Campus Kronos Quick Guide – 7 Minute Rounding Rule

In order to maintain consistent time reporting across campus, the *Campus Kronos Timekeeping System* rounds start and end of day punch times to the nearest 15-minute mark. The **actual** punch time appears on the timecard; however the **Daily** and **Period** column totals are rounded to the nearest quarter hour.

Please refer to the clock and chart below for a visual on how each block of time is rounded.



Reminder: Punch times should not be altered in any way to manipulate the rounding rules within the Campus Kronos Timekeeping System. 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.

Rounding Zone	Minute Range by Zone	Actual Punch In or Out Time Recorded on Timecard (Hour: Minute)	Rounding Applied and Calculation of Daily Total Hours (Total hours in Decimals)
00	:53 – :07	Punch In 7:57 a.m. Punch Out 11:03 a.m.	Rounded to 8:00 a.m. Rounded to 11:00 a.m. Daily Total = 3.0 hours
15	:08 – :22	Punch In 9:11 a.m. Punch Out 12:20 p.m.	Rounded to 9:15 a.m. Rounded to 12:15 p.m. Daily Total = 3.0 hours
30	:23 – :37	Punch In 3:25 p.m. Punch Out 9:37 p.m.	Rounded to 3:30 p.m. Rounded to 9:30 p.m. Daily Total = 6.0 hours
45	:38 – :52	Punch In 7:51 a.m. Punch Out 2:39 p.m.	Rounded to 7:45 a.m. Rounded to 2:45 p.m. Daily Total = 7.0 hours