

Rounding Rules calculate an employee's **IN** or **OUT** punch time to the nearest 1/4 hour

EXAMPLE: Punching IN anytime from **7:53 to 8:07** would round to an 8:00am **Start Time**

- Track on your daily punches, because if you repeatedly **Punch IN** early or **Punch OUT** late you could trigger overtime for that week
- Overtime is triggered by hours worked over **40/per week**

Additional Examples:

Punch IN at 7:52am would round back to a start time of 7:45am

Punch OUT at 4:38pm would round up to an end time of 4:45pm

Actual Start Time	Rounded Start Time (Quarter Hour)
7:53-8:07	8:00
8:08-8:22	8:15
8:23-8:37	8:30
8:38-8:52	8:45
8:53-9:07	9:00

