

Kronos Rounding Rules

Our Kronos Timekeeping System is programmed with “15 minute” rounding. All punches round according to the chart below. Keep in mind that punches on the quarter hour do not round they remain on the quarter hour.

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.

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

Timesheet Example:

> Date, From	To	Raw Total	Calc. Total
MON Apr 5		07:53	08:00
07:33 am	11:47 am	04:14	04:15
12:51 pm	04:30 pm	03:39	03:45

Punch for lunch creates two segments for the day and each segment is rounded separately. The actual punch time appears on the timesheet. The Calculated Total for the day is reported to Payroll.