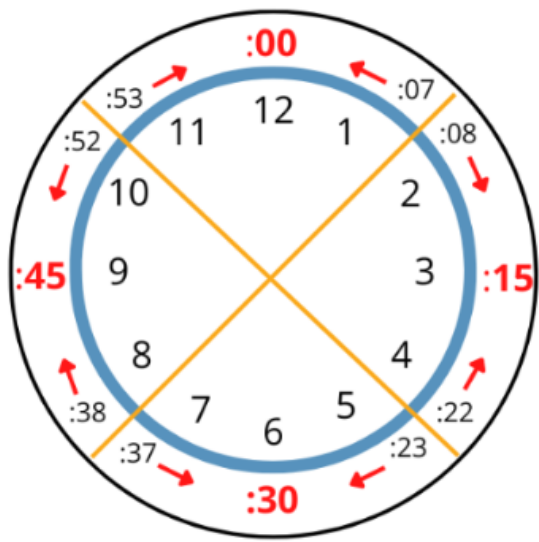


7-Minute Rounding Rule Quick Guide

In order to maintain consistent time reporting across campus, the **UKG Workforce Management system (formerly Kronos)** rounds 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.



Rounding	Minute Range	Actual Punch In or Out Time Recorded on Timecard (Hour:Minute)	Rounding Applied
00	:53 – :07	Punch In 6:56 Punch Out 12:01	Rounded to 7:00 Rounded to 12:00
15	:08 – :22	Punch In 7:09 Punch Out 11:22	Rounded to 7:15 Rounded to 11:15
30	:23 – :37	Punch In 8:35 Punch Out 12:29	Rounded to 8:30 Rounded to 12:30
45	:38 – :52	Punch In 9:44 Punch Out 1:01	Rounded to 9:45 Rounded to 1:00

Reminder: Punch times should not be altered in any way to manipulate the rounding rules within the UKG Workforce Management 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.