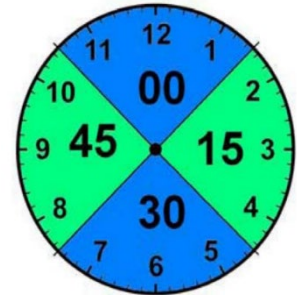


In order to maintain consistent time reporting across campus, the Campus Time & Attendance System rounds the following punches to the nearest 15-minute mark:

- Start and End of Day punch times
- The timespan between Out and In punches for Lunch/Breaks



The actual punch time appears in the In and Out columns of the Campus Time & Attendance timecard; however, the Daily and Period column totals are rounded to the nearest quarter hour.

REMINDER: Punch times should not be altered in any way to manipulate the rounding rules within the Campus Time & Attendance 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.

Actual Start and End of Day Punch Times & Actual Total Hours Worked (Hour: Decimal)	Actual Lunch/Break Punch Out and In Times Recorded on Timecard (Hour: Minute)	Rounding Zone	Minute Range by Zone	Lunch/Break Timespan Rounding Applied & Calculated Daily Total Hours Worked (Hour: Decimal)
Punch In 7:03am Punch Out 3:31pm Rounded Total Hours = 8.50	Punch Out 11:16am Punch In 11:37pm Total Lunch/Break Time = 21 min	15	:08 - :22	Lunch/Break Deduction = .25 hr Calculated Daily Total Hours Worked = 8.25
Punch In 7:03am Punch Out 3:31pm Rounded Total Hours = 8.50	Punch Out 12:20pm Punch In 12:51pm Total Lunch/Break Time = 31 min	30	:23 - :37	Lunch/Break Deduction = .50 hr Calculated Daily Total Hours Worked = 8.00
Punch In 7:03am Punch Out 3:31pm Rounded Total Hours = 8.50	Punch Out 11:13am Punch In 12:02pm Total Lunch/Break Time = 47 min	45	:38 - :52	Lunch/Break Deduction = .75 hr Calculated Daily Total Hours Worked = 7.75
Punch In 7:03am Punch Out 3:31pm Rounded Total Hours = 8.50	Punch Out 11:08am Punch In 12:15pm Total Lunch/Break Time = 67 min	00	:53 - :07	Lunch/Break Deduction = 1.0 hr Calculated Daily Total Hours Worked = 7.50