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The **Time Rounding** option will let you round the clock-in and clock-out times, daily total hours, or pay period total hours to the nearest 5, 6, 15, or 30 minutes.

Set Up Time Rounding

Setup tab, **Report Setup**

Time Rounding Section

Time Rounding [What's This?]

○ No rounding
○ In/out time column
◉ Daily hours column
○ Pay Period hours column (recommended setting when rounding)

Daily Hours Column – Records actual clock-in and clock-out times, but rounds all hours in the day.

Employee	Date	In	Out	Hours	Type	Entry Note	Day	Week	Pay Period
Bathory, Elizabeth	Mon 4/18/2016	7:42 AM	(T) 5:13 PM	9h 31m	Night Stock	•	9h 30m Night	9h 30m Night	9h 30m Night
Bathory, Elizabeth	Wed 4/20/2016	8:17 AM 9:18 AM	5:45 PM (T) 5:07 PM	9h 28m 7h 49m	Night Stock Night Stock	• •	17h 15m Night	26h 45m Night	26h 45m Night
Bathory, Elizabeth	Thu 4/21/2016	8:03 AM	12:13 PM	4h 10m	Management	•	4h 10m Mgmt	26h 45m Night 4h 10m Mgmt 30h 55m Total	26h 45m Night 4h 10m Mgmt 30h 55m Total

Pay Period Hours Column – Records actual clock-in and clock-out times and daily hours, but rounds the total number of hours in the pay period.

Employee	Date	In	Out	Hours	Type	Entry Note	Day	Week	Pay Period
Bathory, Elizabeth	Mon 4/18/2016	7:42 AM	(T) 5:13 PM	9h 31m	Night Stock	•	9h 31m Night	9h 31m Night	9h 30m Night
Bathory, Elizabeth	Wed 4/20/2016	8:17 AM 9:18 AM	5:45 PM (T) 5:07 PM	9h 28m 7h 49m	Night Stock Night Stock	• •	17h 17m Night	26h 48m Night	26h 50m Night
Bathory, Elizabeth	Thu 4/21/2016	8:03 AM	12:13 PM	4h 10m	Management	•	4h 10m Mgmt	26h 48m Night 4h 10m Mgmt 30h 58m Total	26h 50m Night 4h 10m Mgmt 31h 0m Total

In/Out Time Column – Rounds all clock-in and clock-out times to the nearest (5) minutes.

Employee	Date	In	Out	Hours	Type	Entry Note	Day	Week	Pay Period
Bathory, Elizabeth	Mon 4/18/2016	7:40 AM	(T) 5:15 PM	9h 35m	Night Stock	•	9h 35m Night	9h 35m Night	9h 35m Night
Bathory, Elizabeth	Wed 4/20/2016	8:15 AM 9:20 AM	5:45 PM 5:05 PM	9h 30m 7h 45m	Night Stock Night Stock	• •	17h 15m Night	26h 50m Night	26h 50m Night
Bathory, Elizabeth	Thu 4/21/2016	8:05 AM	12:15 PM	4h 10m	Management	•	4h 10m Mgmt	26h 50m Night 4h 10m Mgmt 31h 0m Total	26h 50m Night 4h 10m Mgmt 31h 0m Total

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Cloud-Based Time & Attendance System

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Display Actual Time

If you want to be able to see actual clock-in and clock-out times, while still taking advantage of the In/Out Time Column Rounding.

Setup tab, **General Setup Options**

Administrators and Supervisor Reports Section

Display the Actual Time Punches next to the Rounded In/Out Times

Display Hourly/Salary Pay Type column
Display Full Time/Part Time/Contractor Pay Status column
Display Department Membership column
☑ Display the Actual Time Punches next to the Rounded In/Out Times
Administrator and
Supervisor Reports [What's This?]
☑ Display Pay Period column (select when using projects & regular work hours)
☑ Display Payroll column (select when using no projects)
☐ Display Project column (select for project totals only.)
Display Pay Rate column (project and payroll pay rates only) [None ▼]
Display Gross Pay & Total Dollars columns (project & payroll pay rate $ totals)
[None ▼]
Display Pay Rate column in Payroll Setup page (for Employees with access)
[Administrator only ▼]

Date	In Actual | Rounded	Out Actual | Rounded	Hours	Entry Style	Project/PTO
Mon 4/18/2016	7:42 AM 7:40 AM	5:13 PM 5:15 PM	9h 35m	In/Out ▼	Night Stock (Project) ▼
Wed 4/20/2016	8:17 AM 8:15 AM	5:45 PM 5:45 PM	9h 30m	In/Out ▼	Night Stock (Project) ▼
	9:18 AM 9:20 AM	5:07 PM 5:05 PM	7h 45m	In/Out ▼	Night Stock (Project) ▼

Our Time Rounding feature is set to meet Federal guidelines with regard to rounding time both up and down to the nearest selected amount of time. (See §785.48(b))