Time Rounding 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.

Setup menu: Report Setup

Time Rounding[What's This?]

○ No rounding
◉ In/out time column
○ Daily hours column
○ Pay Period hours column

When an option is selected, a new section appears to define the rounding time frame.

Time Rounding Amount
Sample report showing your rounding selection

○ To nearest 1/12 of an hour (5 minutes)
○ To nearest 1/10 of an hour (6 minutes)
◉ To nearest 1/4 of an hour (15 minutes)
○ Up to next 1/4 of an hour (Increases time worked)
○ To nearest 1/2 of an hour (30 minutes)

Rounding In/Out Column

Employee	Date	In	Out	Hours	Type	Day	Week	Pay Period	Action
James Smith	Mon 10/3/2022	9:00 AM	5:15 PM	8h 15m	Work	8h 15m Wrk RR	8h 15m Wrk RR	8h 15m Wrk RR	✏ Edit
James Smith	Tue 10/4/2022	9:00 AM	5:30 PM	8h 30m	Work	8h 30m Wrk RR	16h 45m Wrk RR	16h 45m Wrk RR	✏ Edit

To display actual punch times in reports, go to the **Setup menu: General Setup Options**.

Admin and Supervisor Reports

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

Employee	Date	In Actual | Rounded	Out Actual | Rounded	Hours	Type	Day	Week	Pay Period	Action
James Smith	Mon 10/3/2022	9:06 AM | 9:00 AM	5:13 PM | 5:15 PM	8h 15m	Work	8h 15m Wrk RR	8h 15m Wrk RR	8h 15m Wrk RR	✏ Edit
James Smith	Tue 10/4/2022	8:53 AM | 9:00 AM	5:24 PM | 5:30 PM	8h 30m	Work	8h 30m Wrk RR	16h 45m Wrk RR	16h 45m Wrk RR	✏ Edit

Rounding Day Column

Employee	Date	In	Out	Hours	Type	Day	Week	Pay Period	Action
James Smith	Mon 10/3/2022	9:06 AM	5:13 PM	8h 7m	Work	8h 0m Wrk RR	8h 0m Wrk RR	8h 0m Wrk RR	✎ Edit
James Smith	Tue 10/4/2022	8:53 AM	5:24 PM	8h 31m	Work	8h 30m Wrk RR	16h 30m Wrk RR	16h 30m Wrk RR	✎ Edit

Rounding Pay Period Column

Employee	Date	In	Out	Hours	Type	Day	Week	Pay Period	Action
James Smith	Thu 9/29/2022	8:44 AM	3:01 PM	6h 17m	Work	6h 17m Wrk RR	6h 17m Wrk RR	6h 15m Wrk RR	✎ Edit
James Smith	Fri 9/30/2022	9:03 AM	2:55 PM	5h 52m	Work	5h 52m Wrk RR	12h 9m Wrk RR	12h 15m Wrk RR	✎ Edit
James Smith	Mon 10/3/2022	9:06 AM	5:13 PM	8h 7m	Work	8h 7m Wrk RR	8h 7m Wrk RR	20h 15m Wrk RR	✎ Edit
James Smith	Tue 10/4/2022	8:53 AM	5:24 PM	8h 31m	Work	8h 31m Wrk RR	16h 38m Wrk RR	28h 45m Wrk RR	✎ Edit

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FAQ

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Can I set In times to only round down and Out times to only round up? (aka "rounding to the shift")
This is not an option because it can violate the FLSA rounding laws. In and Out punches are always rounded both ways. The only other option is rounding in favor of the employee. (see next question)

What does the "Up to next ¼ of an hour (Increases time worked) option do?
Rather than rounding time both up or down, it will always round to the quarter of an hour that increases the employee's time. The FLSA protects employees by stating that time cannot always be rounded down, as it can violate overtime pay requirements. But rounding in favor of the employee is certainly allowed.

How can I know what rounds up and what rounds down for each increment option?
To see a breakdown, choose an option and Save Changes at the bottom. When you come back to the section and click "Sample report," it will show you what direction each minute will round.

Time Rounding Amount
Sample report showing your rounding selection

- ○ To nearest 1/12 of
- ○ To nearest 1/10 of
- ◉ To nearest 1/4 of
- ○ Up to next 1/4 of
- ○ To nearest 1/2 of