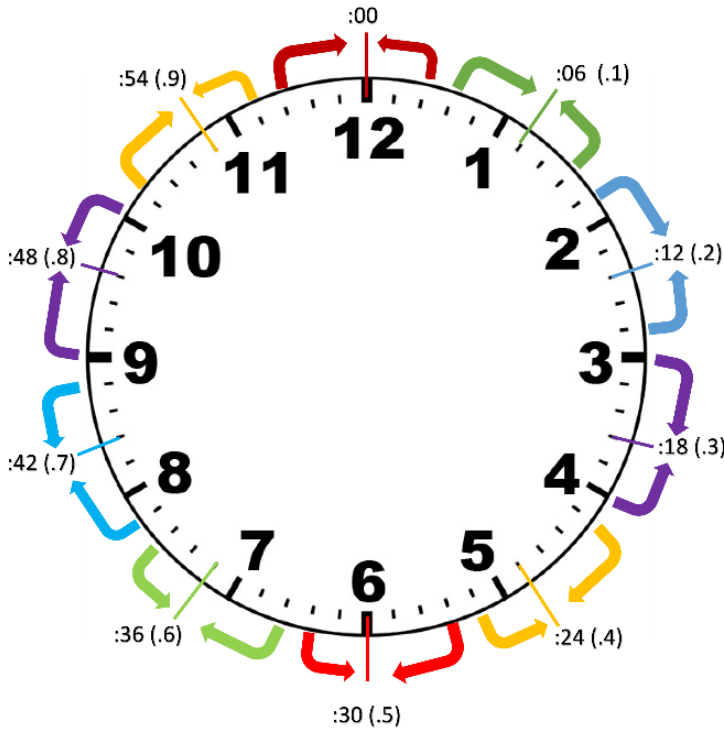




Time Clock Rounding Rules

Time Clock Rounding Rules Quick Reference Guide

This document provides a quick look at how time is calculated for employees who utilize punch time reporting (Web Clock, Biometric Clock, and Manual Time Entry). It is important to note that each punch is rounded based on six minute intervals and not based on daily totals.



Punch Time	Payable Time
Minutes & Seconds	Tenth
57' 00" – 2' 59"	.0 (00' 00")
3' 00" – 8' 59"	.1 (06' 00")
9' 00" – 14' 59"	.2 (12' 00")
15' 00" – 20' 59"	.3 (18' 00")
21' 00" – 26' 59"	.4 (24' 00")
27' 00" – 32' 59"	.5 (30' 00")
33' 00" – 38' 59"	.6 (36' 00")
39' 00" – 44' 59"	.7 (42' 00")
45' 00" – 50' 59"	.8 (48' 00")
51' 00" – 56' 59"	.9 (54' 00")

Punch Rounding

Biweekly employees may use in/out punches within PeopleSoft Web Clock or Weekly Timesheet, depending on each unit's choice to record their time entry. Each punch recorded, regardless of the time entry option, is evaluated by the system to apply the appropriate rounding and grace rules. This is referred to as punch rounding. Rounding and grace rules are necessary to calculate the length of an employee's shift in a format that meets UGA requirements.

Elapsed Time Rounding

When elapsed time is entered on the timesheet with 2 decimal points, the daily total will round to 1 decimal point before it is paid. For example, if the reported elapsed time is entered as 8.75, it will pay 8.8 hours for the day once rounding is applied. If the reported elapsed time is entered as 8.74, it will pay 8.7 hours for the day once rounding is applied. It is best practice to only enter elapsed time to 1 decimal point.

Round Rule

A round rule makes an adjustment for each punch, based on the specified time interval that divides the hour into equal segments. UGA's payroll system requires that each punch be rounded to a tenth



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of an hour, representing 6-minute intervals. For example, 8 hours and 6 minutes equals 8.1 hours. It is important to note that that seconds do not round. For example, a punch in at 8:02:40 AM does not round up to 8:03 AM.

Recorded Punch Time

It is important to note that PeopleSoft Web Clock and Weekly Timesheet record the actual punch time. Even though an employee’s punch of 8:02 AM is rounded to 8:00 AM for pay purposes, the supervisor still sees the actual punch time of 8:02 AM. The rounded time is visible in the “Payable Time” tab on the timesheet, which populates after the reported time has been approved and converted to payable time through the Time Administration process.

Examples

Your Reported Time will be converted to Payable Time as follows:

Actual Punch Time	Recorded Punch Time	Payable Time
8:02:40 AM	8:02 AM	8:00 AM
8:20:14 AM	8:20 AM	8:18 AM
8:26:51 AM	8:26 AM	8:24 AM

In the first example, you punch in at 8:02:40 AM. Because the seconds do not round, your punch time is 8:02 AM, not 8:03 AM. The system will round this to the closest tenth of an hour. Using the Rounding Chart above, you will see that 8:02 rounds to 8:00 AM.

In the second example, an 8:20:14 AM punch time goes in as a punch at 8:20 AM, which will round to the nearest tenth using the chart. The Payable Time will be 8:18 AM.

In the last example, an 8:26:51 AM punch time goes in as a punch at 8:26 AM, which rounds to 8:24, based on the chart.

Additional Information

- If you have questions, please contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202 (option 2).
- More detailed information is available at <http://www.policies.uga.edu/FA/nodes/view/940>.
- Tutorials and other training materials can be found in the OneSource Training Library at training.onesource.uga.edu.