KRONOS Rounding Rules

7-Minute Rule Added:
Rounding will be added back to the KRONOS Timekeeping System effective May 17th. KRONOS will be set to round using the 7-minute rule (to the nearest quarter of an hour).

Using rounding will help achieve an overall timekeeping balance that reflects real life while maintaining compliance with federal regulations. A consistent, neutral rounding policy will be applied that, on average, favors neither overpayment nor underpayment. In addition, this allows us to ‘spend less time on time’ by reducing the need for small timesheet adjustments.

Who’s Impacted?
Non-Exempt Employees

When?
May 17, 2015

What’s Changing?
Rounding Rules:
- 7-minute rule (see chart)

Why?
User Feedback

Clock In and Out Times: Rounding Rules

<table>
<thead>
<tr>
<th>Time</th>
<th>Rounding Rule</th>
<th>Scenario: Start of work</th>
<th>Scenario: End of work</th>
</tr>
</thead>
</table>
| 8–14 minutes before scheduled start/end time | Round back (Quarter Hour) | - Schedule begins: 8:00 am  
- You arrive: 7:52 am  
- Clock in time recorded: 7:45am | - Schedule ends: 5:00 pm  
- You leave: 4:50 pm  
- Clock out time recorded: 4:45pm |
| 1-7 minutes before scheduled start/end time | Round up (Quarter Hour)  | - Schedule begins: 8:00 am  
- You arrive: 7:53 am  
- Clock in time recorded: 8:00am | - Schedule ends: 5:00 pm  
- You leave: 4:53 pm  
- Clock out time recorded: 5:00pm |
| Lunch                       | Same rules                 | - Lunch break begins: 12:00 pm  
- You start break: 11:54 am  
- Clock out time recorded: 12pm | - Lunch break ends: 1:00 pm  
- You end break: 1:05 pm  
- Clock in time recorded: 1:00 pm |
| 1-7 minutes after scheduled start/end time | Round back (Quarter Hour) | - Schedule begins: 8:00 am  
- You arrive: 8:07 am  
- Clock in time recorded: 8:00am | - Schedule ends: 5:00 pm  
- You leave: 5:07 pm  
- Clock out time recorded: 5:00pm |
| 8–14 minutes after scheduled start/end time | Round up (Quarter Hour)  | - Schedule begins: 8:00 am  
- You arrive: 8:08 am  
- Clock in time recorded: 8:15am | - Schedule ends: 5:00 pm  
- You leave: 5:10 pm  
- Clock out time recorded: 5:15pm |