Understanding the Kronos Punch Rounding Rule

In order to maintain consistent time reporting city-wide, Kronos rounds punch times to the nearest 15-minute mark. The actual punch time appears in the timecard; however the Shift, Daily and Cumulative totals are rounded. Rounding has no bearing on the employee’s regularly scheduled work times nor does it have bearing on early or late indicators in the employee’s timecard.

In order to round to 15 minutes, the actual rounding occurs on punches between 7 and 8 minutes. The punches at the beginning of the shift and the end of the shift round based on the actual punch time. For example, punches from 7:53 am to 8:07 am will round to 8:00 am, punches from 8:08 am to 8:22 am are rounded to 8:15 am, etc.

Punches that occur mid-shift; unpaid meal breaks, aka lunch, round based on the total minutes taken for the unpaid time. For example, lunch punch out at 12:07 pm and lunch punch in at 12:44 pm is 37 minutes in length and therefore the time is rounded to 30 minutes. A lunch punch out at 12:07 pm and lunch punch in at 12:45 pm is 38 minutes and therefore the time is rounded to 45 minutes.

Punch times should not be altered in any way to manipulate the rounding rules within Kronos. 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 and pay.