**Rounding Rules** calculate an employee’s **IN** or **OUT** punch time to the nearest 1/4 hour

**EXAMPLE:** Punching IN anytime from 7:53 to 8:07 would round to an 8:00am **Start Time**

- Track on your daily punches, because if you repeatedly **Punch IN** early or **Punch OUT** late you could trigger overtime for that week
- Overtime is triggered by hours worked over **40/per week**

### Additional Examples:

**Punch IN** at 7:52am would round back to a start time of 7:45am

**Punch OUT** at 4:38pm would round up to an end time of 4:45pm