Rounding (either backward or forward) is a method used to adjust the time an employee starts or ends a shift or shift segment in order to simplify the calculation of worked hours. This ensures that employee start and end times are based on a specified interval.

ECU will round in and out punches in 15 minute intervals with a 7 minute grace period.
- A This means that punches at ECU will round to the nearest quarter hour.
- If punch 7 minutes after the quarter-hour will round back.
- A punch 8 minutes after the quarter-hour will round forward to the next quarter-hour

Actual punch times will show on the timecard but Kronos will use the rounded time when calculating hours worked.

Examples:

Pee Dee Pirate is scheduled to work from 8:00am to 5:00pm with an hour for lunch.
- At the start of his shift, Pee Dee can punch In anytime between 7:53am and 8:07am and Kronos will interpret his punch as 8:00am.
- If Pee Dee punches In between 7:38am and 7:52am, Kronos will interpret his punch as 7:45am.
- If Pee Dee punches In between 7:23am and 7:37am, Kronos will interpret his punch as 7:30am.
- If Pee Dee punches In between 8:08am and 8:22, Kronos will interpret his punch as 8:15am.
- If Pee Dee punches Out for the day between 4:53pm and 5:07pm, Kronos will interpret his punch as 5:00pm.
- If Pee Dee punches Out for the day between 5:08pm and 5:22pm, Kronos will interpret his punch as 5:15pm.

Lunch Interval

- Lunch periods are also rounded, but not in the same way as In and Out punches.
- Kronos will look at the entire lunch period and round based on the total time period of the break versus rounding on the In and Out punches.
- The total time based on the quarter hour, with 7 minutes rounding back to the quarter hour and 8 minutes rounding forward, period will still be rounded

Examples:

Pee Dee Pirate is scheduled to work from 8:00am to 5:00pm with an hour for lunch.
- If Pee Dee punches Out for lunch at 12:05 pm, then punches back In from lunch at 1:20 pm, Kronos will calculate the actual length of the break, which is 1 hour and 15 minutes. Since the total length of the break already equals a quarter hour, Kronos will charge 1 hour and 15 minutes for lunch.
- If Pee Dee punches Out for lunch at 11:56 am, then punches back In from lunch at 1:03 pm, Kronos will calculate the actual length of the break, which is 1 hour and 7 minutes. Based on the rounding rules, Kronos will charge 1 hour for lunch.
- If Pee Dee punches Out for lunch at 12:10 pm, then punches back In from lunch at 12:52 pm, Kronos will calculate the actual length of the break, which is 42 minutes. Based on the rounding rules, Kronos will charge 45 minutes for lunch.
- If Pee Dee punches Out for lunch at 11:57 pm, then punches back In from lunch at 1:06 pm, Kronos will calculate the actual length of the break, which is 1 hour and 9 minutes. Based on the rounding rules, Kronos will charge 1 hour and 15 minutes for lunch.
- For employees scheduled with a 30 minute lunch, the same rounding rules will apply. A 37 minute lunch will be as 30 minutes. A 38 minute lunch will be charged as 45 minutes – the nearest quarter hour.