1. Non-exempt employees will punch in and out at the beginning and end of each day, as well as for lunch.

2. Kronos utilizes the 7/8 rounding rule which rounds time to the nearest quarter hour with 7 minutes or less after the quarter hour rounding backwards and 8 minutes or more rounding ahead.

3. 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 specific interval.

4. ECU will round in and out punches in 15 minute intervals with a 7 minute grace period.
   - This means that punches at ECU will round to the nearest quarter-hour.
     - A 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.

5. Actual punch times will show on the Timecard, but Kronos will use the rounded time when calculating hours worked.
   - For example:
     - If you clock in at 7:52 Kronos treats the punch as if it was at 7:45 (7:45 + 7 min)
     - If you clock in at 7:53 Kronos treats the punch as if it was at 8:00 (7:45 + 8 min)
     - If you clock in at 8:07 Kronos treats the punch as if it was 8:00 (8:00 + 7 min)
     - If you clock in at 8:08 Kronos treats the punch as if it was at 8:15 (8:00 + 8 min)

Note: Kronos’ rounding DOES NOT change your expected schedule or report time. Kronos’ rounding rules are only for the purposes of calculating shift length.

Lunch Interval

1. Lunch periods are also rounded, but not in the same way as In and Out punches.

2. Lunch time is rounded to the nearest quarter hour based on the amount of time taken for lunch, not on the punches themselves.

3. The length of the break is based on the number of minutes off the clock, rounded to the nearest quarter hour.
   - For example:
     - 23 – 37 minutes off the clock = 30 minute lunch
     - 38 – 52 minutes off the clock = 45 minute lunch
     - 53 -67 minutes off the clock = 60 minute/1 hour lunch
     - 68 – 82 minutes off the clock = 1 hour 15 minute lunch

For further assistance or additional information please visit http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm

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