Rounding Rules for TimePro Punch Adjustments

Each time an employee clocks in or out, the actual punch time is automatically rounded to the nearest quarter-hour for payroll purposes. TimePro keeps a record of the actual time the employee swiped the clock, as well as the rounded punch.

Rounded punch time

<table>
<thead>
<tr>
<th>Time</th>
<th>Rounded Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>8:00</td>
</tr>
<tr>
<td>8:07</td>
<td>8:15</td>
</tr>
<tr>
<td>8:08</td>
<td>8:15</td>
</tr>
</tbody>
</table>

Actual punch time

<table>
<thead>
<tr>
<th>Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>Clock in</td>
</tr>
<tr>
<td>8:15</td>
<td>Leave</td>
</tr>
</tbody>
</table>

Rounding rules apply to each individual punch time, not the total hours for the shift.

Why the arbitrary rounding threshold? To avoid conflict of interest — real or perceived. For payroll purposes, we have a fixed point at which to round each punch forward or back. Allowing that point to vary creates an environment where the rules may not apply consistently.

When is it OK to edit a punch? Only when the actual time the employee swiped in or out does NOT reflect when they really started or stopped working. Here are some examples of times you should change a punch time:

Scenario 1: Employee has just clocked out and is on the way out the door. You call the employee in for an urgent work-related conversation.

- Clocked out at 4:02
- You talk for 10 minutes
- Actual time work ended: 4:12

Edit rounded punch from 4:00 to 4:15

Scenario 2: Employees arrive on time at 6:00 a.m., but are prevent from accessing the time clock because the area is locked. The manager with the keys arrives 10 minutes later.

- Actual time work began: 6:00
- Clocked in when mgr. arrived at 6:10
- Edit rounded punch from 6:15 to 6:00

Scenario 3: Employee clocks in from lunch at 1:00 but stays in the break room and takes a nap for 30 minutes.

- Clocked in at 1:00
- Napped on the clock for 30 minutes
- Actual time work began: 1:30

Edit rounded punch from 1:00 to 1:30

AND contact DHFS HR to pursue corrective action for theft of time.

Always record a note in TimePro to document circumstances like these.

When should you NOT edit a punch? When the actual punch time accurately reflects when the employee started or stopped working.

- Managers should not alter punch times or adjust a break to override the rounding rules.
- Only edit a rounded punch if the actual punch is not when the employee started or stopped working

For example: Employee is scheduled to work at 8:00 a.m., but clocks in at 7:47 a.m. and begins to work. TimePro shows a rounded punch of 7:45 a.m., and the employee incurs overtime.

Do not edit this punch. By law, we must compensate employees for any time we ask or allow them to work. Work with DHFS HR to coach or discipline the employee for failing to work assigned schedule.

If you are concerned about time theft: Review the actual punch times in TimePro. Look for a consistent pattern, not an occasional occurrence. Someone who occasionally benefits from the rounding rules is probably not taking advantage of the system. For most people, it evens out in the long run.

Time theft may be an issue if the rounding rules always or usually work in the employee’s favor.

Here are some examples:

- Someone clocks in exactly 7 minutes late and clocks out exactly 7 minutes early almost every day.
- An employee consistently times lunch to begin at 12:08 and end at 1:22. The punch times are rounded to 12:15-1:15, but the employee really gets a long lunch.

Time theft, including potential abuse of the rounding rules, should be addressed with appropriate corrective action. Contact DHFS HR for guidance.

Manager entries: Round manually
If you manually add a record, you will need to calculate the rounding so each punch time is recorded in even quarter-hour increments. Use this clock to help determine how to round.