

## **KRONOS Grace Periods and Rounding**

### **Objective:**

This document will help you understand how the KRONOS System rounds the hours obtained from the clock in/clock out punches.

### **Introduction:**

The KRONOS system rounds differently for the start and end of each shift than it does for the lunch period. Please note that this is the rounding method that most closely mirrors the University of Miami's policy and procedures.

### **Grace Periods/Rounding:**

Punches collected in the KRONOS system to record the start and end of the day/shift are rounded at 7-minutes before and after each quarter hour. Rounding is done on each quarter hour: 00, 15, 30, 45 and the grace period lasts from 7 minutes before the quarter hour through to 7 minutes after the quarter hour.

Rounding is performed on the following punches:

- In punch at the Start of the day or shift (Clock code 1)
- Out punch at the end of the day or shift (Clock code 9)

The lunch break is rounded based on the total number of minutes taken. For example, a lunch break that lasts 23 to 37 minutes is rounded to 30 minutes, while one that lasts between 38 to 59 minutes is rounded to 1 hour. Further, a break that is less than 7 minutes past the quarter hour is rounded back to the quarter hour and one that is 8 minutes or more past the quarter hour is rounded to the next quarter hour.

### **Examples:**

If an employee clocks in at 8.23AM, the system records and displays the time in the KRONOS system as 8.23AM, but for the purposes of calculating the number of hours to be paid, the system will round the time (internally) to 8.30AM. Similarly, if an employee clocks out at 5.05PM the system records and displays 5.05PM but will round the time internally to 5.00PM.

### **Actual vs. Paid time:**

- I. Clock In at Start of Day – 8.25AM (Rounded to 8.30AM)  
Clock Out for Lunch – 12.02PM  
Clock In from Lunch – 12.55PM  
Clock Out at End of Day – 5.05PM (Rounded back to 5PM)  
  
Paid Hours – 7 hours and 30 minutes (7.5hours)

The length of the lunch break (53 minutes) is rounded to 1 hour and deducted from the number of hours between 8.30AM and 5PM.

Therefore 8.5 hours less 1 hour for lunch = **7.5** hours.

II. Clock In at Start of Day – 8.05AM (Rounded to 8.00AM)  
Clock Out for Lunch – 12.00PM  
Clock In from Lunch – 12.36PM  
Clock Out at End of Day – 4.25PM (Rounded back to 4.30PM)

Paid Hours – 8 hours

The length of the lunch break (36 minutes) is rounded to 30 minutes and deducted from the number of hours between 8.00AM and 4.30PM.

Therefore 8.5 hours less 30 minutes for lunch = **8** hours.

**Conclusion:**

An employee whose schedule requires him/her to be at work at 8.30AM and who clocks in after that scheduled time, is considered late regardless of the fact that the system calculate hours worked for that day as if they actually clocked in at 8.30AM (*See Human resources Policy B10*).

Supervisors should take disciplinary action based on **actual clock in/out times** displayed in the system.