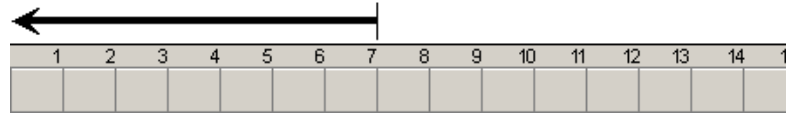




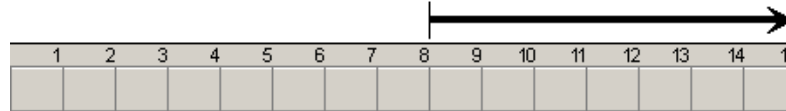
How The 15/7 Punch Rounding Rounds Punches IN And Out

Punch Time Rounding works differently on IN punches and OUT punches. The **15 Minute 7 Breakpoint** configuration will round the punch to the 1/4 hour based the punch being an in punch or an out punch:

- On an **IN Punch**, the Breakpoint is counted 7 minutes **forward** from the beginning of the time interval to determine how the punch will round. Any punch that occurs after the breakpoint rounds forward.



- On an **OUT Punch**, the Breakpoint is counted 7 minutes **backward** from the end of the time interval to determine how the punch will round. Any punch that occurs before the breakpoint rounds backward.



For example, in using 15 Minute 7 Breakpoint Rounding unit:

- If the employee punches in at 8:07AM, the punch will round forward to 8:15AM
Since 8:07AM is 7 minutes after 8:00AM, the punch will round forward to 8:15AM.
- If the employee punches out at 4:37PM, the punch will round backward to 4:30PM
4:37PM does not fall within the breakpoint of the rounding unit. On an out punch, the breakpoint is counted from the end of the interval. Using 15/7, the 7 minutes counted from the end of the time interval. In this instance, 4:45PM is the starting point. Counting backward from 4:45PM, the punches that occur up to 4:38PM would round back to 4:30PM.

The rounding units cannot be adjusted. This chart shows how punches will round when calculating an employee's total hours.

15/7 IN Punch Rounding

Punch IN	Rounds To	Punch IN	Rounds To	Punch IN	Rounds To	Punch IN	Rounds To
:00	:00	:15	:15	:30	:30	:45	:45
:01	:00	:16	:15	:31	:30	:46	:45
:02	:00	:17	:15	:32	:30	:47	:45
:03	:00	:18	:15	:33	:30	:48	:45
:04	:00	:19	:15	:34	:30	:49	:45
:05	:00	:20	:15	:35	:30	:50	:45
:06	:00	:21	:15	:36	:30	:51	:45
:07	:15	:22	:30	:37	:45	:52	:00
:08	:15	:23	:30	:38	:45	:53	:00
:09	:15	:24	:30	:39	:45	:54	:00
:10	:15	:25	:30	:40	:45	:55	:00
:11	:15	:26	:30	:41	:45	:56	:00
:12	:15	:27	:30	:42	:45	:57	:00
:13	:15	:28	:30	:43	:45	:58	:00
:14	:15	:29	:30	:44	:45	:59	:00

15/7 OUT Punch Rounding

Punch OUT	Rounds To	Punch OUT	Rounds To	Punch OUT	Rounds To	Punch OUT	Rounds To
:00	:00	:15	:15	:30	:30	:45	:45
:01	:00	:16	:15	:31	:30	:46	:45
:02	:00	:17	:15	:32	:30	:47	:45
:03	:00	:18	:15	:33	:30	:48	:45
:04	:00	:19	:15	:34	:30	:49	:45
:05	:00	:20	:15	:35	:30	:50	:45
:06	:00	:21	:15	:36	:30	:51	:45
:07	:00	:22	:15	:37	:30	:52	:45
:08	:00	:23	:15	:38	:30	:53	:45
:09	:15	:24	:30	:39	:45	:54	:00
:10	:15	:25	:30	:40	:45	:55	:00
:11	:15	:26	:30	:41	:45	:56	:00

:12	:15	:27	:30	:42	:45	:57	:00
:13	:15	:28	:30	:43	:45	:58	:00
:14	:15	:29	:30	:44	:45	:59	:00

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