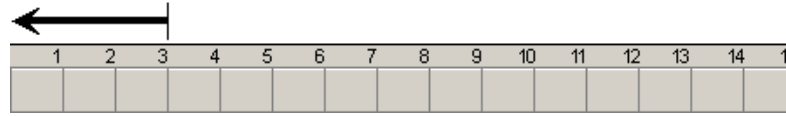




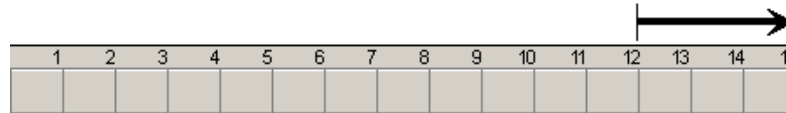
**How The 15/3 Punch Rounding Rounds Punches IN And Out**

Punch Time Rounding works differently on IN punches and OUT punches. The **15 Minute 3 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 3 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 3 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 3 Breakpoint Rounding unit:

- If the employee punches in at 8:03AM, the punch will round forward to 8:15AM  
*Since 8:03AM is 3 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 15/3, the 3 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 4:42PM 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.

**15/3 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      | :15       | :18      | :15       | :33      | :30       | :48      | :45       |
| :04      | :15       | :19      | :15       | :34      | :30       | :49      | :45       |
| :05      | :15       | :20      | :15       | :35      | :30       | :50      | :45       |
| :06      | :15       | :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       |

**15/3 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       | :00       | :24       | :15       | :39       | :30       | :54       | :45       |
| :10       | :00       | :25       | :15       | :40       | :30       | :55       | :45       |
| :11       | :00       | :26       | :15       | :41       | :30       | :56       | :45       |

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

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