Understanding Rounding Rules

The punch timesheet employees submit and managers approve showing Reported Time does not show rounding.

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code
💬	Sun	2/11	New						
💬	Mon	2/12	Approved	8:19:47AM			4:33:18PM	8.23	
💬	Tue	2/13	Approved	6:55:00AM				5.80	
💬			Approved		12:42:50PM	1:31:35PM	4:27:22PM	2.93	
💬	Wed	2/14	New						
💬	Thu	2/15	Approved	8:03:00AM	1:01:21PM	1:31:53PM	4:52:20PM	8.30	
💬	Fri	2/16	Approved	8:06:49AM	12:21:03PM	1:07:33PM	5:10:29PM	8.28	
💬	Sat	2/17	Approved	10:24:15AM			5:16:04PM	6.86	
💬	Sun	2/18	New						
💬	Mon	2/19	Approved	7:58:10AM	12:20:42PM	1:27:31PM	5:06:25PM	8.03	
💬	Tue	2/20	Approved	7:01:12AM	1:18:38PM	2:12:46PM	4:56:15PM	9.00	
💬	Wed	2/21	Approved	8:02:24AM	12:08:46PM	1:22:41PM	3:13:22PM	5.95	
💬	Thu	2/22	Approved	8:08:47AM	1:09:07PM	1:55:47PM	5:05:04PM	8.15	
💬	Fri	2/23	Approved	12:47:22PM			9:39:49PM	8.86	
💬	Sat	2/24	New						

Actions ▾   Earliest Change Date 04/22/2018

Select Another Timesheet

*View By Calendar Period

*Date 02/11/2018   Total Reported Hours 80.41   Previous Period Next Period

Reported Hours 80.41   Print Timesheet Elapsed Timesheet

From 02/11/2018 to 02/24/2018

Actual Clock Time – No Rounding

Detailed view

As Shown in Timesheet					
Punch In	Meal Punch	Punch In	Punch Out	Total Hrs (in Hrs and Mins)	Total Hrs (in Decimals)
8:19:47 AM			4:33:18 PM	8:14	8.23
6:55 AM				5:47:50	5.8
	12:42:50	1:31:35 PM	4:27:22 PM	2:55:47 (2:56)	2.93
8:03	1:01:21 PM	1:31:53 PM	4:52:20	4:58:21 (Rounded to 4:58) + 3:20:27 (Rounded to 3:20) = 8:18	8.3

UNIVERSITY SYSTEM OF GEORGIA

				4:14:14 (4:14) + 4:02:56 (4:03) = 08:17	8.28
8:06:49AM	12:21:03PM	1:07:33PM	5:10:29PM		
10:24:15AM			5:16:04PM	06:51:49	6.86
7:58:10AM	12:20:42PM	1:27:31PM	5:06:25PM	4:22:32 (4:23) + 03:38:54 (3:39) = 8:02	8.03
7:01:12AM	1:18:38PM	2:12:46PM	4:56:15PM		9
8:02:24AM	12:08:46PM	1:22:41PM	3:13:22PM		5.95
8:08:47AM	1:09:07PM	1:55:47PM	5:05:04PM		8.15
12:47:22PM			9:39:49PM		8.86

Once Reported Time is converted to Payable Time, the time is rounded per the rounding rules. Payable Time punch time calculates after time administration applies the rounding rules.

Summary	Leave / Compensatory Time	Absence	Exceptions	Payable Time

Payable Time Viewing Option

○ By TRC and Status
○ By TRC, Status and Day
◉ Show In Detail

Total Estimated Gross $1,401.07 USD

View Full Detail

Payable Time ?   Personalize | Find | ⊡ | ▦   1-11 of 11

Date▲	TRC	Description	TRC Type	Payable Status	Quantity	Estimated Gross	Currency Code
02/12/2018	00REG	Regular	Hours	Taken by Payroll	8.30		
02/13/2018	00REG	Regular	Hours	Taken by Payroll	8.80		
02/15/2018	00REG	Regular	Hours	Taken by Payroll	8.30		
02/16/2018	00REG	Regular	Hours	Taken by Payroll	8.40	$14	USD
02/17/2018	00REG	Regular	Hours	Taken by Payroll	6.20	$108.58	USD
02/17/2018	00CPO	Comp Time Overtime	Hours	Closed	1.05		USD
02/19/2018	00REG	Regular	Hours	Taken by Payroll	7.90	$138.36	USD
02/20/2018	00REG	Regular	Hours	Taken by Payroll	9.00	$157.62	USD
02/21/2018	00REG	Regular	Hours	Taken by Payroll	5.90	$103.33	USD
02/22/2018	00REG	Regular	Hours	Taken by Payroll	8.30	$145.36	USD
02/23/2018	00REG	Regular	Hours	Taken by Payroll	8.90	$155.87	USD

Rounded Clock Time – After Rounding Rules

UNIVERSITY SYSTEM
OF GEORGIA
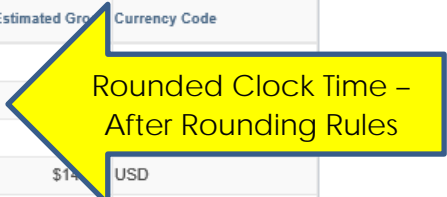
Detailed View

As Seen By Time Admin Rounded to every 6th Min					
Punch In	Meal Punch	Punch In	Punch Out	Total Hrs (in Hrs and Mins)	Total Hrs (in Decimals)
8:18			4:36	8:18	8.30
6:54				5:48	
	12:42	1:30	4:30	3:00	8.80
8:06	1:00	1:30	4:54	4:54 + 3:24 = 8:18	8.30
8:06	12:24	1:06	5:12	4:18 + 4:06 = 8:24	8.40
10:24			5:18	6:54	6.9 6.2 Got Paid as REG and 1.05 (.7*1.5) got paid as 00CPO)
8:00	12:18	1:30	5:06	4:18 + 3:36 = 7:54	7.90
7:00	1:18	2:12	4:54	6:18 + 2:42 = 9	9.00
8	12:06	1:24	3:12	4:06 + 1:48 = 6:54	5.90
8:06	1:12	1:54	5:06	5:06 + 3:12 = 8:18	8.30
12:48			9:42	08:54	8.90

UNIVERSITY SYSTEM
OF GEORGIA

Use this graphic to help you see where punched time will round when converted to Payable Time.

UNIVERSITY SYSTEM
OF GEORGIA