



## Timekeeping Grace/Rounding Periods

**Purpose:** Explain how the clock rounding and grace period works in Kronos  
**Audience:** Leadership and Timekeepers

### Important Information

**HFHS Policy states that all employees must have a schedule in Kronos. Proper rounding relies on a schedule being entered in Kronos, without a schedule, the rounding rules will not act as expected resulting in potential pay shortages or pay overages.**

**Kronos timekeeping grace/rounding is not the same definition as the Kronos Timekeeping and Exception Time, 6.25 for arriving/departing late/early.**

**Important reminder:** six minute rounding includes the minute of the scheduled time. Employees can punch in five minutes before their scheduled start time and Kronos will round to their scheduled time.

### Common Definitions

**Bottom of the Hour:** Generally this is half past an hour. For example: 7:30am, 4:30pm.

**Early Punch:** Defined by Kronos Timekeeping and Exception Time, 6.25, an early punch is a punch that is before your scheduled start time. They must be approved and should be commented on.

**Exception:** Punches that are bordered in a color other than black are exceptions, such as: early or late. They must be marked as reviewed and should be commented on.

**Grace Period:** The time immediately before or after your scheduled time that rounds to the scheduled time: five minutes before (plus the minute of your actual schedule to be six total) and five minutes after the scheduled time. This is completely separate from Early or Late punches (as defined by the Kronos Timekeeping and Exception Time Policy 6.25).

**Late Punch:** Defined by Kronos Timekeeping and Exception Time, 6.25, a late punch is a punch that is after your scheduled start time. They must be marked as reviewed and should be commented on.

**Rounding:** Punches will round down or up to the nearest twelve minute interval from the scheduled time.

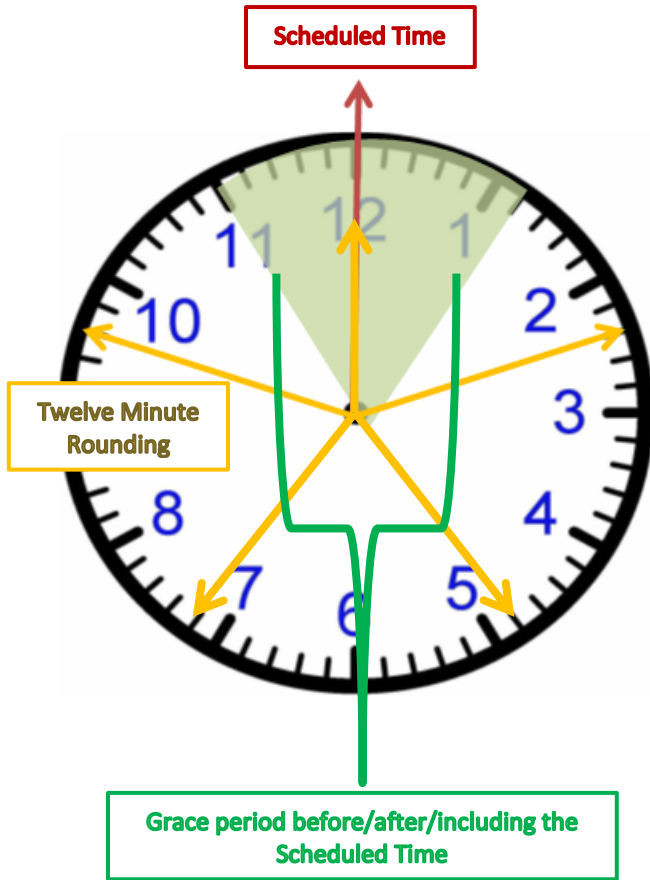
**Schedule:** Schedules are required to be entered for all employees and show the time/hours an employee is scheduled to work.

**Timecard:** Shows punches and other pay (holiday/CTO) that an employee will be paid for.

**Top of the Hour:** Generally this refers to on the hour. For example: 7:00 am, 10:00 pm

**Top of the Hour (00)**

**Top of the hour (00):** Generally this refers to on the hour. For example: 7:00am, 10:00pm.



**Grace:**

- Starts at 55 thru 06
- Within the Grace period, time will round up or down to hour (00 mins) based on your punch and schedule
- Examples of punches with bottom of the hour scheduled time:
  - Punch at 8:55am, Rounds to 9:00am
  - Punch at 9:06am, Rounds to 9:00am

**Twelve Minute Rounding Max:**

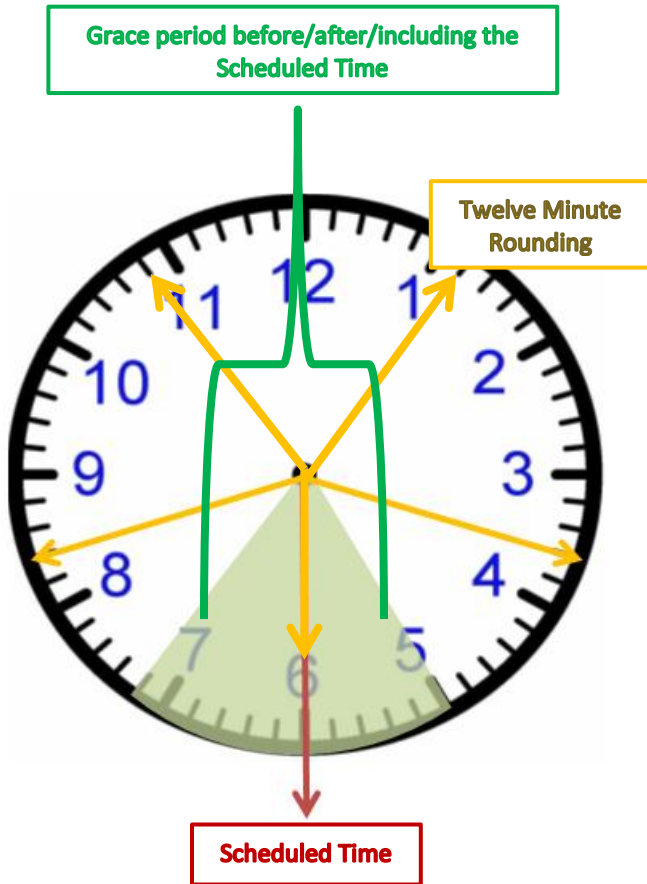
- If you punch outside of the Grace period (earlier than or later than), your time will round to the nearest 12 from the *scheduled* time based on your punch and schedule
- Examples of punches outside of the grace period, with a schedule of 9:00am:
  - Early Punch at 8:54am, Rounds to 8:48am
  - Late Punch at 9:07am, Rounds to 9:12am

Minute	Rounds to
00	00
01	00
02	00
03	00
04	00
05	00
06	00
07	12
08	12
09	12
10	12
11	12
12	12
13	12
14	12
15	12
16	12
17	12
18	12
19	24
20	24
21	24
22	24
23	24
24	24
25	24
26	24
27	24
28	24
29	24
30	24

Minute	Rounds to
30	24
31	36
32	36
33	36
34	36
35	36
36	36
37	36
38	36
39	36
40	36
41	36
42	36
43	48
44	48
45	48
46	48
47	48
48	48
49	48
50	48
51	48
52	48
53	48
54	48
55	00
56	00
57	00
58	00
59	00
00	00

**Bottom of the Hour (30)**

**Bottom of the hour (30):** Generally this is half past an hour. For example: 7:30am, 4:30pm.



**Grace:**

- Starts at 25 thru 36
- Within the Grace period, time will round up or down to half-hour (30 mins) based on your punch and schedule
- Examples of punches with a top of the hour scheduled time:
  - Punch at 4:36pm, Rounds to 4:30pm
  - Punch at 4:25pm, Rounds to 4:30pm

**Twelve Minute Rounding Max:**

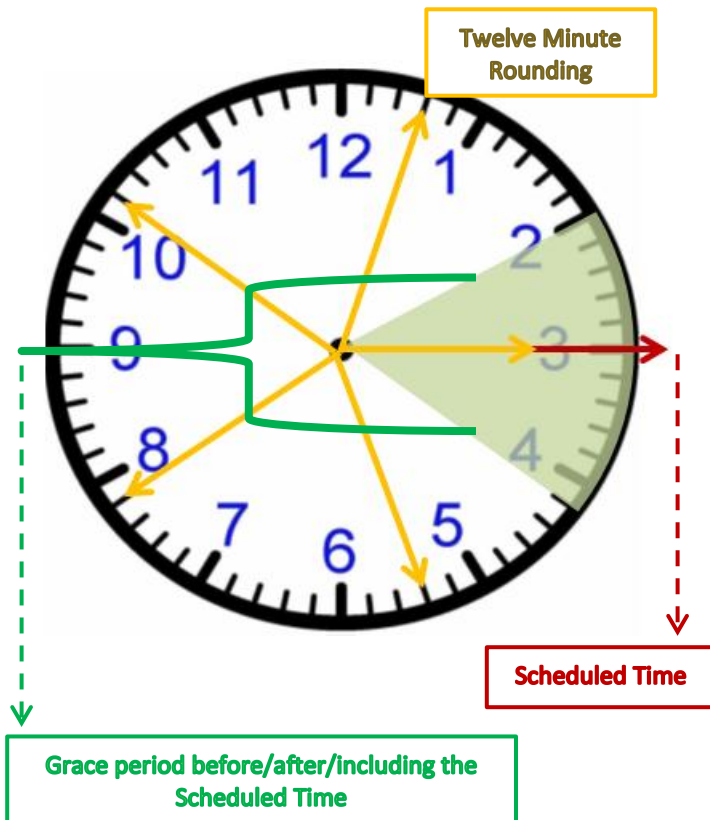
- If you punch outside of the Grace period (earlier than or later than), your time will round to the nearest 12 from the scheduled time based on your punch and schedule
- Examples of punches outside of the grace period, with a schedule of 4:30pm:
  - Early Punch at 4:24pm, Rounds to 4:18pm
  - Late Punch at 4:37pm, Rounds to 4:42pm

Minute	Rounds to
30	30
31	30
32	30
33	30
34	30
35	30
36	30
37	42
38	42
39	42
40	42
41	42
42	42
43	42
44	42
45	42
46	42
47	42
48	42
49	54
50	54
51	54
52	54
53	54
54	54
55	54
56	54
57	54
58	54
59	54
00	54

Minute	Rounds to
00	54
01	06
02	06
03	06
04	06
05	06
06	06
07	06
08	06
09	06
10	06
11	06
12	06
13	18
14	18
15	18
16	18
17	18
18	18
19	18
20	18
21	18
22	18
23	18
24	18
25	30
26	30
27	30
28	30
29	30
30	30

### Quarter Past the Hour (15)

**Quarter past the hour (15):** Generally this is a quarter past an hour, otherwise known as fifteen minutes. For example: 7:15am, 4:15pm.



**Grace:**

- Starts at 10 thru 21
- Within the Grace period, time will round up or down to quarter past the hour (15 mins) based on your punch and schedule
- Examples of punches with a quarter past the hour scheduled time:
  - Punch at 4:10pm, Rounds to 4:15pm
  - Punch at 4:21pm, Rounds to 4:15pm

**Twelve Minute Rounding Max:**

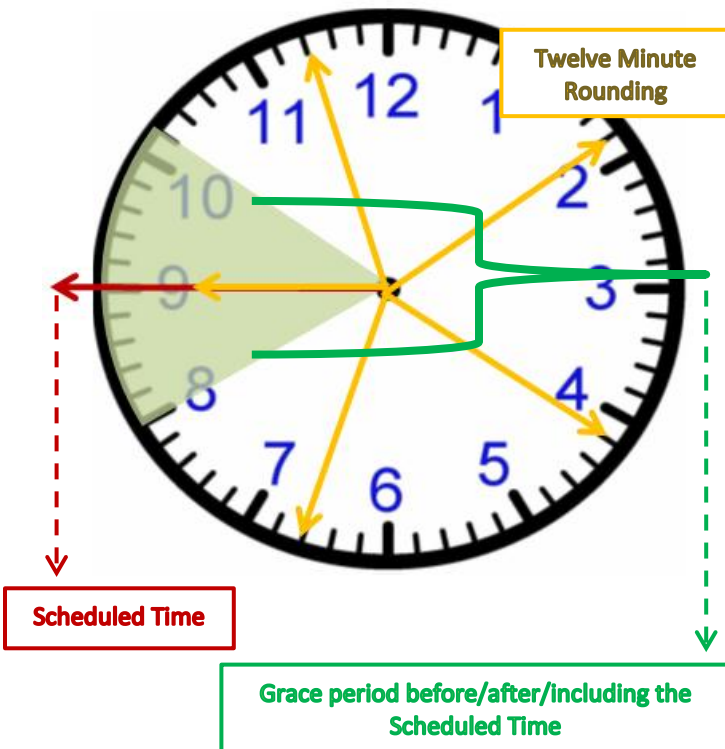
- If you punch outside of the Grace period (earlier than or later than), your time will round to the nearest 12 from the scheduled time based on your punch and schedule
- Examples of punches outside of the grace period, with a schedule of 4:15pm:
  - Early Punch at 4:09pm, Rounds to 4:03pm
  - Late Punch at 4:22pm, Rounds to 4:27pm

Minute	Rounds to
15	15
16	15
17	15
18	15
19	15
20	15
21	15
22	27
23	27
24	27
25	27
26	27
27	27
28	27
29	27
30	27
31	27
32	27
33	27
34	39
35	39
36	39
37	39
38	39
39	39
40	39
41	39
42	39
43	39
44	39
45	39

Minute	Rounds to
45	39
46	51
47	51
48	51
49	51
50	51
51	51
52	51
53	51
54	51
55	51
56	51
57	51
58	03
59	03
00	03
01	03
02	03
03	03
04	03
05	03
06	03
07	03
08	03
09	03
10	15
11	15
12	15
13	15
14	15
15	15

### Quarter Till the Hour (45)

**Quarter till the hour (45):** Generally this is a quarter till the hour, otherwise known as forty-five minutes. For example: 7:45am, 4:45pm.



**Grace:**

- Starts at 45 thru 51
- Within the Grace period, time will round up or down to quarter till the hour (45 mins) based on your punch and schedule
- Examples of punches with a quarter till the hour scheduled time:
  - Punch at 4:40pm, Rounds to 4:45pm
  - Punch at 4:51pm, Rounds to 4:45pm

**Twelve Minute Rounding Max:**

- If you punch outside of the Grace period (earlier than or later than), your time will round to the nearest 12 from the scheduled time based on your punch and schedule
- Examples of punches outside of the grace period, with a schedule of 4:45pm:
  - Early Punch at 4:39pm, Rounds to 4:33pm
  - Late Punch at 4:52pm, Rounds to 4:57pm

Minute	Rounds to
45	45
46	45
47	45
48	45
49	45
50	45
51	45
52	57
53	57
54	57
55	57
56	57
57	57
58	57
59	57
00	57
01	57
02	57
03	57
04	09
05	09
06	09
07	09
08	09
09	09
10	09
11	09
12	09
13	09
14	09
15	09

Minute	Rounds to
15	09
16	21
17	21
18	21
19	21
20	21
21	21
22	21
23	21
24	21
25	21
26	21
27	21
28	33
29	33
30	33
31	33
32	33
33	33
34	33
35	33
36	33
37	33
38	33
39	33
40	45
41	45
42	45
43	45
44	45
45	45

**Examples**

Scheduled In	Punch In	Rounded In	Scheduled Out	Punch Out	Rounded Out	Total Hours
8:00am	7:55am	8:00am	4:30pm	4:00pm	3:54pm	7.4
7:00am	6:54am	6:48am	7:30pm	7:36pm	7:30pm	12.2
9:00am	8:54am	8:48am	5:30pm	5:45pm	5:42pm	8.4
7:30am	7:24am	7:18am	4:00pm	4:15pm	4:12pm	8.4
8:30am	8:45am	8:42am	9:00pm	9:03pm	9:00pm	11.8
7:30pm	7:15pm	7:18pm	8:30am	8:39am	8:36am	12.8
3:15pm	3:07pm	3:03pm	3:45am	4:00am	3:57am	12.4
8:45am	8:52am	8:57am	5:15pm	5:09pm	5:03am	7.6