Rounding rules in Kronos

For 8 minutes or more, Kronos will generate an exception to be managed minute by minute, starting from the 8 minute mark, as shown in the examples below

Taps on Kronos	Action	Example	Result	Exception Generated
Late out >=8 mins	Will calculate from the actual tap time	Example 1 Employee is due to finish at 4pm, is held up with a customer until 4:08pm. Example 2 Employee is due to finish at 4pm, is held up with a customer until 4:11pm.	Example 1 Employee taps on the clock, it will calculate from actual tap time as 8 minutes OT Example 2 Employee taps on the clock, it will calculate from actual tap time as 11 minutes OT	Yes. Overtime exception to be managed.
Late in >=8 mins	Will calculate from the actual tap time	Employee is due start work at 8am but taps on late at 8:08am.	Employee taps on the clock, it will calculate at actual tap time resulting in 8 minutes short pay in the timecard	Yes. Late in exception to be managed (it will show as unjustified time).
Early out >=8 mins	Will calculate from the actual tap time	Employee is due to finish at 4pm but has to leave early at 3:52pm.	Employee taps on the clock, it will calculate at actual tap time resulting in 8 minutes short pay in the timecard	Yes. Early out exception to be managed (it will show as unjustified time).

Early in will remain the same as shown below

Early in <= 60 mins	Will round up to the scheduled start time	Employee taps on between 7:00 - 8:00 for an 8:00 shift	Hours will calculate to 8am	Yes. If approved OT morning OT work rule is to be applied.
Early in >=61 mins	Will calculate from the actual tap time	Example 1 Employee taps on at 6:24 for an 8:00 shift Example 2 Employee taps on at 6:01 for an 8:00 shift	Example 1 Hours will calculate from 6:24 – resulting in a 1:36 min overtime exception Example 2 Hours will calculate from 6:01 – resulting in a 1:59 min overtime exception	Yes. Overtime exception to be managed

For any time of 7 minutes or less, Kronos will round back to the scheduled start or end time and will not generate an exception, as shown in the examples below

Taps on Kronos	Action	Example	Result	Exception Generated
Late out <=7 mins	Will round back to the scheduled end time	Employee is due to finish at 4pm, is held up with a customer until 4:07pm.	Employee taps on the clock, hours will calculate to 4pm	No.
Late in <=7 mins	Will round back to the scheduled start time	Employee is due start at 8am but taps on late at 8:07am.	Employee taps on the clock, hours will calculate from 8am	No.
Early out <=7 mins	Will round up to the scheduled end time	Employee is due to finish at 4pm but must leave early at 3:53pm.	Employee taps on the clock, hours will calculate to 4pm	No.