# 7-Minute Rounding Rule Quick Guide

In order to maintain consistent time reporting across campus, the Workday system rounds check in/out times to the nearest 15-minute mark. The actual check in/out time appears on your timesheet; however, in the details of your time block, you will see that the check in/out time are rounded to the nearest quarter hour.

Please refer to the clock and chart below for a visual on how each block of time is rounded.
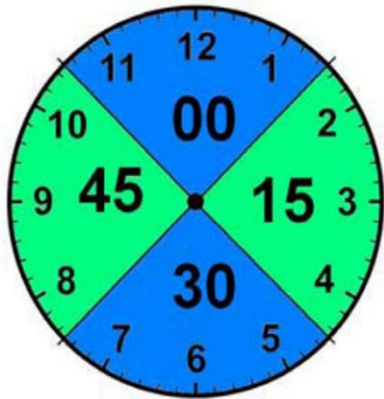
Reminder: Check in/out times should not be altered to manipulate the rounding rules within the Workday system. The time the check in/out occurred is the exact time the worker either started or stopped working and is a legal record of the worker's time.

Rounding Zone	Minute Range by Zone	Example: Actual Check in/out (Hour:Minute)	Rounding Applied
00	:52:01 - :07:00	Check In 7:57am Check Out 11:03am	Rounded to 8:00am Rounded to 11:00am
15	:07:01 - :22:00	Check In 9:11am Check Out 12:20pm	Rounded to 9:15am Rounded to 12:15pm
30	:22:01 - :37:00	Check In 3:25pm Check Out 9:37pm	Rounded to 3:30pm Rounded to 9:30pm
45	:37:01 - :52:00	Check In 7:51am Check Out 2:39pm	Rounded to 7:45am Rounded to 2:45pm