Kuali Time
Clock Entry Rounding Guide

What is Time Rounding?

Time Rounding is an automated process performed by Kuali Time. Kuali Time rounds clock action times to the nearest tenth of an hour. In other words, clock actions are recorded as occurring at the nearest six-minute interval. Time Rounding simplifies the calculation of employee work hours. Kuali Time displays rounded time blocks on timesheets, but also saves actual clock-in and clock-out times in case these actual times need to be reviewed.

Time Rounding Breakdown

The table below provides a breakdown of how Time Rounding is applied in Kuali Time.

- The Recorded Time column represents the clock-in or clock-out time that will be displayed on the timesheet.
- The Decimal column refers to the calculated fraction of an hour correlating to the Recorded Time.
- The Actual Clock Time column provides details as to how each specific clock-in or clock-out time is rounded.

Recorded Time	Decimal	Actual Clock Time
:00	0.0	:57, :58, :59, **:00**, :01, :02
:06	0.1	:03, :04, :05, **:06**, :07, :08
:12	0.2	:09, :10, :11, **:12**, :13, :14
:18	0.3	:15, :16, :17, **:18**, :19, :20
:24	0.4	:21, :22, :23, **:24**, :25, :26
:30	0.5	:27, :28, :29, **:30**, :31, :32
:36	0.6	:33, :34, :35, **:36**, :37, :38
:42	0.7	:39, :40, :41, **:42**, :43, :44
:48	0.8	:45, :46, :47, **:48**, :49, :50
:54	0.9	:51, :52, :53, **:54**, :55, :56

Example #1: An employee clocks in at 7:57 a.m. Time Rounding will automatically round the clock-in time to 8:00 a.m. and display this rounded time on the employee's timesheet.

Example #2: An employee records a clock-in time of 8:00 a.m. and clock-out time of 12:18 p.m.The hours worked during this time block will display as 4.3 hours on the employee's timesheet.

Example #3: Employee A clocks in at 8:03 a.m. Employee B clocks in at 8:08 a.m. Both employees will have a recorded time of 8:06 a.m. displayed on their timesheet.

Viewing Actual Time

Employees and supervisors are able to view actual clock-in and clock-out times. To view actual times, open the Time Detail tab on the employee's timesheet and click the "Actual Time Inquiry" link in the upper right hand corner.

	Clock	**Time Detail**	Leave Accrual	Admin	Person Info	Help

Year 2018 ▼
Current Pay Period 01/28/2018 - 02/10/2018 ▼ ‹ **Jan 2018 - Feb 2018** ›

Current Pay Period
Actual Time Inquiry

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29 MANDA 11:24 AM - 05:36 PM RGN - 6.2 hours / MANDA VAC - 3 hours	30 MANDA 10:06 AM - 05:06 PM RGN - 7 hours	31 MANDA 08:12 AM - 12:24 PM RGN - 4.2 hours / MANDA 12:54 PM - 05:06 PM RGN - 4.2 hours	1 MANDA 10:06 AM - 05:06 PM RGN - 7 hours / MANDA CPT - 0.3 hours	2 MANDA 01:24 PM - 05:48 PM RGN - 4.4 hours / MANDA VAC - 3.7 hours	3
4	5 MANDA 08:42 AM - 09:00 AM RGN - 0.3 hours / MANDA VAC - 5 hours	6 MANDA 08:18 AM - 01:12 PM RGN - 4.9 hours / MANDA 01:36 PM - 05:42 PM RGN - 4.1 hours	7 MANDA 08:12 AM - 01:06 PM RGN - 4.9 hours / MANDA 01:30 PM - 05:12 PM RGN - 3.7 hours	8 MANDA 08:06 AM - 01:24 PM RGN - 5.3 hours / MANDA 01:54 PM - 05:12 PM RGN - 3.3 hours	9 MANDA 08:18 AM - 12:54 PM RGN - 4.6 hours / MANDA 01:18 PM - 05:12 PM RGN - 3.9 hours	10

The Actual Time Inquiry opens in a new window or tab. This inquiry displays the actual clock-in and -out times for the employee for each time block in the pay period. On 1/29/2018, the employee clocked in at 11:21 a.m. However, due to Time Rounding, a clock-in time of 11:24 a.m. appears on the employee's timesheet.

Actual Time Inquiry

15 items retrieved, displaying all items. 1

Date	Assignment	Begin Time	Actual Begin Time	End Time	Actual End Time
01/29/2018	MANDA : $17.56 Rcd 0 UA-FMOP	11:24 AM	01/29/2018 11:21 AM	05:36 PM	01/29/2018 05:33 PM
01/30/2018	MANDA : $17.56 Rcd 0 UA-FMOP	10:06 AM	01/30/2018 10:03 AM	05:06 PM	01/30/2018 05:04 PM
01/31/2018	MANDA : $17.56 Rcd 0 UA-FMOP	12:54 PM	01/31/2018 12:55 PM	05:06 PM	01/31/2018 05:03 PM
01/31/2018	MANDA : $17.56 Rcd 0 UA-FMOP	08:12 AM	01/31/2018 08:13 AM	12:24 PM	01/31/2018 12:21 PM
02/01/2018	MANDA : $17.56 Rcd 0 UA-FMOP	10:06 AM	02/01/2018 10:05 AM	05:06 PM	02/01/2018 05:03 PM
02/02/2018	MANDA : $17.56 Rcd 0 UA-FMOP	01:24 PM	02/02/2018 01:25 PM	05:48 PM	02/02/2018 05:45 PM
02/05/2018	MANDA : $17.56 Rcd 0 UA-FMOP	08:42 AM	02/05/2018 08:42 AM	09:00 AM	02/05/2018 08:58 AM
02/06/2018	MANDA : $17.56 Rcd 0 UA-FMOP	01:36 PM	02/06/2018 01:33 PM	05:42 PM	02/06/2018 05:39 PM
02/06/2018	MANDA : $17.56 Rcd 0 UA-FMOP	08:18 AM	02/06/2018 08:18 AM	01:12 PM	02/06/2018 01:09 PM
02/07/2018	MANDA : $17.56 Rcd 0 UA-FMOP	08:12 AM	02/07/2018 08:11 AM	01:06 PM	02/07/2018 01:04 PM
02/07/2018	MANDA : $17.56 Rcd 0 UA-FMOP	01:30 PM	02/07/2018 01:31 PM	05:12 PM	02/07/2018 05:09 PM
02/08/2018	MANDA : $17.56 Rcd 0 UA-FMOP	08:06 AM	02/08/2018 08:15 AM	01:24 PM	02/08/2018 01:26 PM
02/08/2018	MANDA : $17.56 Rcd 0 UA-FMOP	01:54 PM	02/08/2018 01:51 PM	05:12 PM	02/08/2018 05:09 PM
02/09/2018	MANDA : $17.56 Rcd 0 UA-FMOP	01:18 PM	02/09/2018 01:19 PM	05:12 PM	02/09/2018 05:09 PM
02/09/2018	MANDA : $17.56 Rcd 0 UA-FMOP	08:18 AM	02/09/2018 08:16 AM	12:54 PM	02/09/2018 12:51 PM