Timesheet rounding

Last updated - Jun 22, 2020 at 2:55PM

Table of Contents

> **Note:** Timesheet rounding is applied to the individual clock in and clock out transactions, not total hours. Rounding on the individual transactions produces a more accurate and un-biased form of rounding, and is globally accepted as best practice for timesheet rounding.

Types of rounding methods

Timesheet rounding can be performed using two types of methods:

1. Rounding time entries to the nearest interval
2. Rounding hours to a decimal place

Rounding timesheets to the nearest time interval

Timesheets can be rounded to the nearest *5 minutes* on the clock or the nearest *15 minutes* on the clock. This will round each individual clock in and out transaction to the nearest time on the clock e.g. 7:00, 7:05, 7:10 for 5 minute rounding, and 7:00, 7:15, 7:30 for 15 minute rounding.

This will round the clock in and clock out times either *up or down* depending on what's nearest to the actual clock transaction time.

Rounding timesheets to *[n]* decimal places

Timesheets can be rounded to either *1 decimal place* or *2 decimal places*. To achieve this, each individual clock in and out transaction must be rounded to a fraction of an hour.

When rounding timesheets to *1 decimal place*, each individual clock in and out transaction will be rounded to 1/10th of an hour (the nearest 6 minutes on the clock). This will round

the individual clock in and out times either *up or down* depending on what's nearest to the actual clock transaction time.
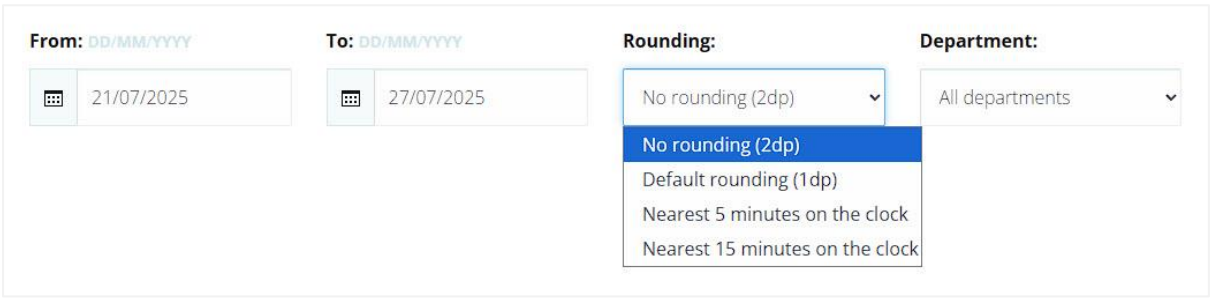
When rounding timesheets to *2 decimal places*, each individual clock in and out transaction will be rounded to 1/100th of an hour (the nearest 36 seconds on the clock). This will round the individual clock in and out times either *up or down* depending on what's nearest to the actual clock transaction time.

Applying rounding options

Timesheet rounding can be applied when *viewing timesheets* by clicking on the preferred rounding option button in the toolbar above the timesheet table.

Timesheet rounding can also be applied when exporting/downloading timesheet data for payroll, Custom CSV, or when generating reports. Choose an option from the *Rounding* dropdown list when exporting timesheets or generating a report.

Rounding example

The table below shows how each of the methods round the clock in and clock out times, and how this can affect the total hours of a shift.

	Clock in	Clock out	Total hours
No rounding (2dp)	7:04 am	3:56 pm	8.87
Default rounding (1dp)	7:06 am	3:54 pm	8.8
5 minute rounding	7:05 am	3:55 pm	8.83
15 minute rounding	7:00 am	4:00 pm	9.00