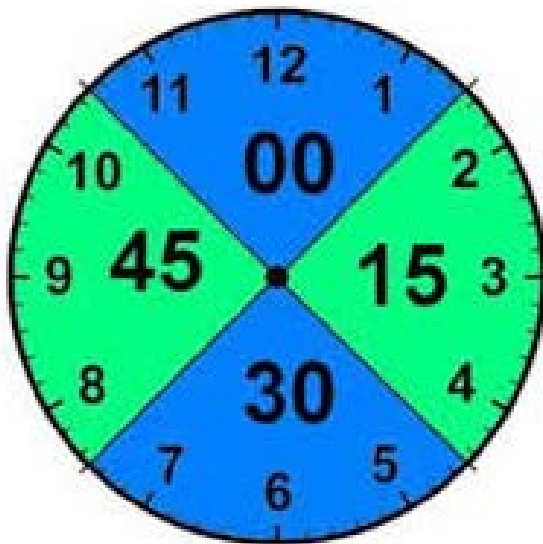


UltiPro UTA Rounding Rules for Nonexempt Staff

** Rounding rules do not apply to the 30-minute meal period **

Our UltiPro UTA Timekeeping System is programmed with "15 Minute" rounding. All punches round according to the charts below. Chart A gives you a visual breakdown of rounding from a clock perspective. Chart B gives you a time conversion table for actual to rounded punch times. Keep in mind that punches on the quarter hour do not round, they remain on the quarter hour.

Chart A --- Time Clock View of 15 Minute Rounding:



In order to round to 15 minutes, the actual time punches are rounded on the quarter hour. Anything within and including 7 minutes is rounded down to the nearest quarter hour. Anything 8 minutes or more from the quarter hour will round up to the next quarter hour. For example, punches from

7:53 to 8:07 will round to 8:00,
8:08 to 8:22 are rounded to 8:15,
8:23 to 8:37 are rounded to 8:30
8:38 to 8:52 are rounded to 8:45.

Please refer to the clock to the left for a visual on how each block of time is rounded.

Example --- an employee takes 32 minute lunch, however due to rounding, is charged with a 45 minute lunch.

- Actual In Punch 7:28 AM rounds to 7:30 AM
- Actual Out Punch 12:21 PM rounds back to 12:15 PM
- Actual In Punch 12:53 PM rounds forward to 1:00 PM (thus deducting 45 minutes for lunch)
- Actual Out Punch 4:00 PM remains 4:00 PM
- Daily Total Hours = 7:45

Chart B --- Time Conversion Table --- Actual to Rounded Punch Times:

** Rounding rules do not apply to the 30-minute meal period **

15 Minute Rounding, 7 Minute Grace Examples

| <u>Clock In/Out</u> <u>Time</u> | <u>Rounds Forward To</u> <u>/ Rounds Back To</u> | | <u>Clock In/Out</u> <u>Time</u> | <u>Rounds Forward To</u> <u>/ Rounds Back To</u> | |
|------------------------------------|---|------|------------------------------------|---|------|
| 7:00 | Rounds back to | 7:00 | 7:30 | Rounds back to | 7:30 |
| 7:01 | Rounds back to | 7:00 | 7:31 | Rounds back to | 7:30 |
| 7:02 | Rounds back to | 7:00 | 7:32 | Rounds back to | 7:30 |
| 7:03 | Rounds back to | 7:00 | 7:33 | Rounds back to | 7:30 |
| 7:04 | Rounds back to | 7:00 | 7:34 | Rounds back to | 7:30 |
| 7:05 | Rounds back to | 7:00 | 7:35 | Rounds back to | 7:30 |
| 7:06 | Rounds back to | 7:00 | 7:36 | Rounds back to | 7:30 |
| 7:07 | Rounds back to | 7:00 | 7:37 | Rounds back to | 7:30 |
| 7:08 | Rounds forward to | 7:15 | 7:38 | Rounds forward to | 7:45 |
| 7:09 | Rounds forward to | 7:15 | 7:39 | Rounds forward to | 7:45 |
| 7:10 | Rounds forward to | 7:15 | 7:40 | Rounds forward to | 7:45 |
| 7:11 | Rounds forward to | 7:15 | 7:41 | Rounds forward to | 7:45 |
| 7:12 | Rounds forward to | 7:15 | 7:42 | Rounds forward to | 7:45 |
| 7:13 | Rounds forward to | 7:15 | 7:43 | Rounds forward to | 7:45 |
| 7:14 | Rounds forward to | 7:15 | 7:44 | Rounds forward to | 7:45 |
| 7:15 | Rounds forward to | 7:15 | 7:45 | Rounds forward to | 7:45 |
| 7:16 | Rounds back to | 7:15 | 7:46 | Rounds back to | 7:45 |
| 7:17 | Rounds back to | 7:15 | 7:47 | Rounds back to | 7:45 |
| 7:18 | Rounds back to | 7:15 | 7:48 | Rounds back to | 7:45 |
| 7:19 | Rounds back to | 7:15 | 7:49 | Rounds back to | 7:45 |
| 7:20 | Rounds back to | 7:15 | 7:50 | Rounds back to | 7:45 |
| 7:21 | Rounds back to | 7:15 | 7:51 | Rounds back to | 7:45 |
| 7:22 | Rounds back to | 7:15 | 7:52 | Rounds back to | 7:45 |
| 7:23 | Rounds forward to | 7:30 | 7:53 | Rounds forward to | 8:00 |
| 7:24 | Rounds forward to | 7:30 | 7:54 | Rounds forward to | 8:00 |
| 7:25 | Rounds forward to | 7:30 | 7:55 | Rounds forward to | 8:00 |
| 7:26 | Rounds forward to | 7:30 | 7:56 | Rounds forward to | 8:00 |
| 7:27 | Rounds forward to | 7:30 | 7:57 | Rounds forward to | 8:00 |
| 7:28 | Rounds forward to | 7:30 | 7:58 | Rounds forward to | 8:00 |
| 7:29 | Rounds forward to | 7:30 | 7:59 | Rounds forward to | 8:00 |

Use the charts above to assist you.

If you have any further questions or concerns, please contact Payroll at 748-8040.