

# Rounding in Workday Time Tracking

- Workday Time Tracking configuration will mirror how rounding was set up in Kronos with one difference: The **meal out** and **meal in** punch will also be rounded.
- Rounding impact to hourly paid employees and students:  
All punches will now be rounded. Employees will be paid based off of the time punches that have been entered into the time clocks or the time entry page in Workday.

| Punch Range                                 |   | Rounds To                               | Equals (in tenths) |
|---|---|---|--------------------|
| From 3 minutes before the hour (i.e., 1:57) | To 2 minutes after the hour (i.e., 2:02)  | Rounds to the hour (i.e., 2:00)         | 0.0                |
| From 3 minutes after the hour (i.e., 2:03)  | To 8 minutes after the hour (i.e., 2:08)  | Rounds to 6 minutes after (i.e., 2:06)  | 0.1                |
| From 9 minutes after the hour (i.e., 2:09)  | To 14 minutes after the hour (i.e., 2:14) | Rounds to 12 minutes after (i.e., 2:12) | 0.2                |
| From 15 minutes after the hour (i.e., 2:15) | To 20 minutes after the hour (i.e., 2:20) | Rounds to 18 minutes after (i.e., 2:18) | 0.3                |
| From 21 minutes after the hour (i.e., 2:21) | To 26 minutes after the hour (i.e., 2:26) | Rounds to 24 minutes after (i.e., 2:24) | 0.4                |
| From 27 minutes after the hour (i.e., 2:27) | To 32 minutes after the hour (i.e., 2:32) | Rounds to 30 minutes after (i.e., 2:30) | 0.5                |
| From 33 minutes after the hour (i.e., 2:33) | To 38 minutes after the hour (i.e., 2:38) | Rounds to 36 minutes after (i.e., 2:36) | 0.6                |
| From 39 minutes after the hour (i.e., 2:39) | To 44 minutes after the hour (i.e., 2:44) | Rounds to 42 minutes after (i.e., 2:42) | 0.7                |
| From 45 minutes after the hour (i.e., 2:45) | To 50 minutes after the hour (i.e., 2:50) | Rounds to 48 minutes after (i.e., 2:48) | 0.8                |
| From 51 minutes after the hour (i.e., 2:51) | To 56 minutes after the hour (i.e., 2:56) | Rounds to 54 minutes after (i.e., 2:54) | 0.9                |
| From 57 minutes after the hour (i.e., 2:57) | To 2 minutes after the hour (i.e., 3:02)  | Rounds to the hour (i.e., 3:00)         | 1.0                |

6 minute marker  
(2 minute breakpoint)



Example:  
Punches within the 8<sup>th</sup> hour of a  
24-hour day

| Punch Range  |            | Rounded Time      |
|--------------|------------|-------------------|
| From 7:57 AM | To 8:02 AM | Rounds to 8:00 AM |
| From 8:03 AM | To 8:08 AM | Rounds to 8:06 AM |
| From 8:09 AM | To 8:14 AM | Rounds to 8:12 AM |
| From 8:15 AM | To 8:20 AM | Rounds to 8:18 AM |
| From 8:21 AM | To 8:26 AM | Rounds to 8:24 AM |
| From 8:27 AM | To 8:32 AM | Rounds to 8:30 AM |
| From 8:33 AM | To 8:38 AM | Rounds to 8:36 AM |
| From 8:39 AM | To 8:44 AM | Rounds to 8:42 AM |
| From 8:45 AM | To 8:50 AM | Rounds to 8:48 AM |
| From 8:51 AM | To 8:56 AM | Rounds to 8:54 AM |
| From 8:57 AM | To 9:02 AM | Rounds to 9:00 AM |