



Timesheet rounding

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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.

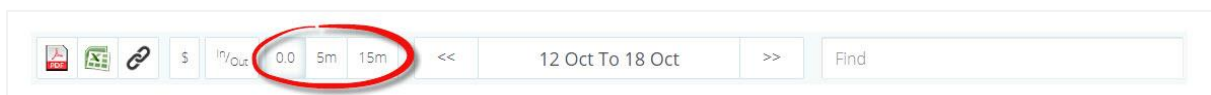
Timesheet rounding can be performed using two types of methods:

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

Using the nearest interval on the clock:

On the *Timesheets* page click the **5m** or **15m** buttons in the timesheet toolbar to round the individual clock in and clock out transactions to the nearest time on the clock. **5m** means the nearest 5 minutes on the clock (e.g. 7:00, 7:05, 7:10) and **15m** means the nearest 15 minutes on the clock (e.g. 7:00, 7:15, 7:30).

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.



Using decimal places:

When performing a CSV data export you also have the option to round to 1 or 2 decimal places.

When rounding to **1 decimal place**, the individual clock in and out transactions will be rounded to the nearest 6 minutes on the clock (10th of an hour). This will round the individual clock in and clock out times either up or down depending on what's nearest to the actual clock transaction time.

Rounding to **2 decimal places** does not round the individual clock in or clock out transactions, and will display the total hours to 2 decimal places (using standard decimal rounding).

CSV export

Date and rounding

From: DD/MM/YYYY **To:** DD/MM/YYYY **Rounding:**

Default rounding (1 dp) ▼

No rounding (2dp)
Default rounding (1 dp)
Nearest 5 minutes on the clock
Nearest 15 minutes on the clock

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