With each In/Out clock combination* the system is able to calculate the total time worked for that segment plus any other In/Out clock combinations recorded during a specific day. The supervisor must approve all recorded time before the decimal rounding occurs. The following minutes to decimal conversion chart reflects the four-quarter hour segments. Rounding occurs at the mid-point of every quarter hour, starting at the top of the hour. The line in the middle indicates the mid-point at which rounding moves to the previous quarter hour or to the next quarter hour.

Rounding will always result in one of the following conversions after the timesheet is approved:

- .00 = Top of the hour
- .25 = 15 minutes after the hour
- .50 = 30 minutes after the hour
- .75 = 45 minutes after the hour

*Recorded In/Out clock combinations for a single day with decimal conversion and rounding

*Clock In = 7:48 AM  *In = 1:18 PM  
*Clock Out = 11:46 AM  *Out = 4:30 PM

Total = 3hrs:58 = decimal 3.97  Total = 3hrs:12 = decimal 3.20, Grand Daily Total = 7.17 decimal

For this specific day the rounding would produce 7.25 hours on the processed timesheet.