

BSU Rounding Rules Conversion Table – Actual to Rounded Time

15 Minute Rounding, 7 Minute Grace Examples

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