

Campus KRONOS Quick Guide

Lunch/Breaks Rounding Rule

The **Campus KRONOS Timekeeping System** rounds the timespan (30 minutes or more*) between Out and In punches for **Lunch/ Breaks** to the nearest quarter hour. On your Campus Kronos Timecard the Daily and Period column totals will reflect the lunch/break deduction rounded to the nearest quarter hour. The actual punch times, however, will display in the Out and In columns.

Please refer to the chart below for an explanation on how each quarter hour interval is rounded.

Actual Start and End of Day Punch Times & Actual Total Hours Worked (Hour: Decimal)	Actual Lunch/Break Punch Out and In Times Recorded on Timecard (Hour: Minute)	Rounding Zone	Minute Range by Zone	Lunch/Break Timespan Rounding Applied & Calculated Daily Total Hours Worked (Hours: Decimal)
Punch In 7:03 a.m. Punch Out 4:08 p.m. Rounded Total Hours = 9.25 hours	Punch Out 11:08 a.m. Punch In 12:15 p.m. Total Lunch/Break Time = 1hr 7 minutes	00	:53 – :07	Lunch/Break Deduction = 1.0 hour Calculated Daily Total Hours Worked = 8.25 hours
Punch In 7:03 a.m. Punch Out 4:08 p.m. Rounded Total Hours = 9.25 hours	Punch Out 11:15 a.m. Punch In 12:31 p.m. Total Lunch/Break Time = 1hr 16 minutes	15	:08 – :22	Lunch/Break Deduction = 1.25 hours Calculated Daily Total Hours Worked = 8.0 hours
Punch In 7:03 a.m. Punch Out 4:08 p.m. Rounded Total Hours = 9.25 hours	Punch Out 12:20 p.m. Punch In 1:54 p.m. Total Lunch/Break Time = 1hr 34 minutes	30	:23 – :37	Lunch/Break Deduction = 1.50 hours Calculated Daily Total Hours Worked = 7.75 hours
Punch In 7:03 a.m. Punch Out 4:08 p.m. Rounded Total Hours = 9.25 hours	Punch Out 11:13 a.m. Punch Out 12:58 p.m. Total Lunch/Break Time = 1hr 45 minutes	45	:38 – :52	Lunch/Break Deduction = 1.75 hours Calculated Daily Total Hours Worked = 7.50 hours

***Lunch/Break periods 29 minutes or less will not be deducted from the Daily Total Hours Worked**