

# Campus Kronos Quick Guide

## Lunch/Breaks Rounding Rule

The **Campus Kronos Timekeeping System** rounds the **timespan** 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<br>Punch Times &<br>Actual Total Hours Worked<br>(Hour: Decimal) | Actual Lunch/Break<br>Punch Out and In Times<br>Recorded on Timecard<br>(Hour: Minute)           | Rounding<br>Zone | Minute Range<br>by Zone | Lunch/Break Timespan Rounding Applied<br>&<br>Calculated Daily Total Hours Worked<br>(Hours: Decimal) |
|--|--|------------------|-------------------------|---|
| Punch In 7:03 a.m.<br>Punch Out 3:31 p.m.<br><b>Rounded Total Hours = 8.50 hours</b>         | Punch Out 11:16 a.m.<br>Punch In 11:37p.m.<br><b>Total Lunch/Break Time =<br/>21 minutes</b>     | 15               | :08 – :22               | <b>Lunch/Break Deduction = .25 hour<br/>Calculated Daily Total Hours Worked = 8.25 hours</b>          |
| Punch In 7:03 a.m.<br>Punch Out 3:31 p.m.<br><b>Rounded Total Hours = 8.50 hours</b>         | Punch Out 12:20 p.m.<br>Punch In 12:51 p.m.<br><b>Total Lunch/Break Time =<br/>31 minutes</b>    | 30               | :23 – :37               | <b>Lunch/Break Deduction = .50 hour<br/>Calculated Daily Total Hours Worked = 8.0 hours</b>           |
| Punch In 7:03 a.m.<br>Punch Out 3:31 p.m.<br><b>Rounded Total Hours = 8.50 hours</b>         | Punch Out 11:13 a.m.<br>Punch In 12:02 p.m.<br><b>Total Lunch/Break Time =<br/>47 minutes</b>    | 45               | :38 – :52               | <b>Lunch/Break Deduction = .75 hour<br/>Calculated Daily Total Hours Worked = 7.75 hours</b>          |
| Punch In 7:03 a.m.<br>Punch Out 3:31 p.m.<br><b>Rounded Total Hours = 8.50 hours</b>         | Punch Out 11:08 a.m.<br>Punch In 12:15 p.m.<br><b>Total Lunch/Break Time =<br/>1hr 7 minutes</b> | 00               | :53 – :07               | <b>Lunch/Break Deduction = 1.0 hour<br/>Calculated Daily Total Hours Worked = 7.50 hours</b>          |