

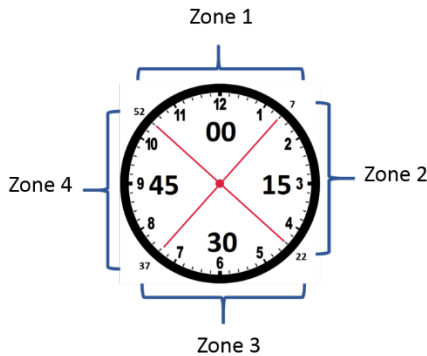
ROUNDING PROCEDURES

Vanderbilt continues to develop different and alternative work schedules throughout the organization. To ensure consistent time and attendance reporting across the institution, we will use the rounding procedure outlined below to pay time worked in quarter of an hour increments.

WHAT IS ROUNDING?

- Rounding is for pay purposes only
- Employee punch in and out times will be rounded to the nearest quarter hour
- Meal breaks will not be rounded

See the chart below for the rounding zones. All minutes in a zone will be rounded to the quarter hour in that zone.



Rounding Zone	Clock Minute Range	Rounding Increment
1	53 to 7	0.00
2	8 to 22	0.15
3	23 to 37	0.30
4	38 to 52	0.45

If you clock in up to **7 minutes prior** to your scheduled start time, your paid time will round to your scheduled start time.

If you clock in up to **7 minutes after** your scheduled start time, your paid time will round to your scheduled start time. *You may still receive an occurrence for tardiness.*

Below are examples of the rounding zones:

Actual Clock In or Out Time (Hour:Minute)	Calculation of Paid Time	Rounding Zone
Ex. #1: Clock in 07:57 Clock out 11:03	Rounded to 8:00 Rounded to 11:00 Paid time = 3.0 hours	Zone 1 Zone 1
Ex. #2: Clock in 3:10 Clock out 5:22	Rounded to 3:15 Rounded to 5:15 Paid time = 2.0 hours	Zone 2 Zone 2
Ex. #3: Clock in 08:25 Clock out 11:36	Rounded to 8:30 Rounded to 11:30 Paid time = 3.0 hours	Zone 3 Zone 3
Ex. #4: Clock in 08:38 Clock out 11:52	Rounded to 8:45 Rounded to 11:45 Paid time = 3.0 hours	Zone 4 Zone 4

Reminder: Each employee is expected to report to work at their scheduled time. Arriving late or leaving early may be addressed through the Attendance and Punctuality Policy.