

## Southern Methodist University Rounding of Hours Worked by Duration

SMU applies the following method for rounding the **total duration** of hours worked by non-exempt employees:

The actual time worked is calculated for the entire duration on that date (typically, the workday) in the form of hours and minutes (HH:MM worked).

The entire duration is then rounded to the nearest 15-minute increment based on a 7/8 split. (7 minutes round down; 8 minutes rounds up)

### Examples

1. Mary recorded the following punches on Tuesday:

IN	08:44AM
MEAL OUT	11:57AM
IN	12:37PM
OUT	05:29PM

The duration is calculated to be:

08:44AM	11:57AM	= 3hours 13 minutes
12:37PM	05:29PM	= 4 hours 52 minutes

The total hours worked = 8 hours 05 minutes.

05 minutes rounds **down** to the nearest 15-minute increment    00 minutes

Mary is paid for 8.00 hours (8 hours, 00 minutes)

2. Mary recorded the following punches on Friday:

IN	08:32AM
MEAL OUT	11:59AM
IN	01:30PM
OUT	05:17PM

The duration is calculated to be:

08:32AM	11:59AM	= 3hours 27 minutes
01:30PM	05:13PM	= 3 hours 43 minutes

The total hours worked = 7 hours 10 minutes.

10 minutes rounds **up** to the nearest 15-minute increment    15 minutes.

Mary is paid for 7.25 hours (7 hours, 15 minutes)