5 Minute Rounding for Hourly Employees

Common Workday Icons

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Intended Audience

Managers

Background

- Time tracking rounds time punches to the nearest 5 minutes. This applies to both clocking in and clocking out for shifts or for meal breaks. 2 minutes or less past a 5-minute increment rounds down, and 3 minutes or more are rounded up.
- Each 5-minute increment equals 0.083334 hours (5/60).
- Below are examples of how the rounding works and a reference chart showing how these time increments appear in decimal format on timecards and paychecks.

Example (Clocking in or out between 12:01 and 12:09):

- 12:01 → Rounded to 12:00
- 12:02 → Rounded to 12:00
- 12:03 → Rounded to 12:05
- 12:04 → Rounded to 12:05
- 12:05 → Rounded to 12:05
- 12:06 → Rounded to 12:05
- 12:07 → Rounded to 12:05
- 12:08 → Rounded to 12:10
- 12:09 → Rounded to 12:10

Reference Chart

Below is a reference chart showing how these time increments appear in decimal format on timecards and paychecks:

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Decimal (on Time Card & Paycheck)	Minutes Past the Hour	Example Display
.083334	5 minutes	8.083334 = 8 hours and 5 minutes
.166667	10 minutes	8.166667 = 8 hours and 10 minutes
.250000	15 minutes	8.333334 = 8 hours and 15 minutes
.333334	20 minutes	8. 333334 = 8 hours and 20 minutes
.416667	25 minutes	8.416667 = 8 hours and 25 minutes
.500000	30 minutes	8.500000 = 8 hours and 30 minutes
.583333	35 minutes	8.583333 = 8 hours and 35 minutes
.666667	40 minutes	8.666667 = 8 hours and 40 minutes
.750000	45 minutes	8.750000 = 8 hours and 45 minutes
.833333	50 minutes	8.833333 = 8 hours and 50 minutes
.916667	55 minutes	8.916667 = 8 hours and 55 minutes