Rounding in TIM

Time recorded in the Time Information Management (TIM) system is rounded to the nearest tenth of an hour (6 minutes).

A grace period of 3 minutes is applied when rounding the time in or time out to the nearest tenth. One, two, and three minutes past the tenth of an hour are rounded back to that tenth and four and five minutes past the tenth of an hour are rounded forward to the next tenth.

Example #1- An employee time stamps in at 8:02am, which is rounded back to 8:00am (.0) and time stamps out at 5:14pm, which is rounded back to 5:12pm (.2). The total hours worked that day was 9.2 hours.

Example #2- An employee time stamps in at 7:55am, which is rounded back to 7:54am (.1) and time stamps out at 12:08pm, which is rounded back to 12:06pm (.1). The total hours worked that day was 4.2 hours.

Example #3- An employee time stamps in at 7:58am, which is rounded forward to 8:00am (.0) and time stamps out for a meal break at 11:59am, which is rounded forward
to 12:00pm (.0). The employee time stamps in from the meal break at 12:58pm, which is rounded forward to 1:00pm (.0) and time stamps out at 5:05pm, which is rounded forward to 5:06pm (.1). The total hours worked that day was 8.1 hours.

For more information regarding rounding in TIM, please refer to your Manager or TIM Administrator.