**PeopleSoft Time and Labor Rounding**

1. **General Statement**

Payroll will explain how Webclock works and should be used.

Policies regarding missed punches, time overrides and situations in which employees punch in or out at times other than their normally scheduled times should be developed at the department level.

1. **PeopleSoft Time and Labor Punch Time Data Storage**

PeopleSoft Stores Punch Time as a number similar to military time but with one decimal point. The decimal point represents the portion of the next hour that has elapsed.

For example, 8:00 AM is stored as 8.0

8:30 AM is stored as 8.5

4:30 PM is stored as 16.5

PeopleSoft computes time by taking the out punch, subtracting the in punch and subtracting any applicable lunch.

For Example, an employee coming in at 8:00 AM and leaving at 4:30 PM with a half hour lunch rule is computed as follows:

Out Time 16.5

In Time ( 8.0)

Lunch ( 0.5)

Payable Time 8.0 hours

1. **PeopleSoft Time and Labor Time Rounding**

As delivered PeopleSoft Time and Labor rounds using the following scheme:

Normal Rounding 7:51 – 7:56 System stores punch time as 7.9

7:57 – 8:02 = 8.0

8:03 – 8:08 = 8.1

8:09 – 8:14 = 8.2

8:15 – 8:20 = 8.3

8:21 – 8:26 = 8.4

8:27 – 8:32 = 8.5

8:33 – 8:38 = 8.6

8:39 – 8:44 = 8.7

8:45 – 8:50 = 8.8

8:51 – 8:56 = 8.9

1. **Rounding to Schedule**

LSUHSC-NO has modified PeopleSoft to create a 12 minute rounding window for employees who have a scheduled entered into the system. If an employee punches up to six minutes before or six minutes after the scheduled time, the system will round the punch time to the schedule for computation purposes.

Rounding to Schedule 7:51 – 7:53 = 7.9

(Schedule Punch In 7:54 – 8:06 = 8.0

Time of 8:00 AM) 8:07 – 8:08 = 8.1

Example Employee punches in at 7:54 and punches out at 4:30

Out Time 16.5

In Time ( 8.0)

Lunch ( 0.5)

Payable Time 8.0

1. **Rounding Rule Abuses**

The Rounding Rules were created to reduce the complexity of managing time especially for employees who are scheduled to work 80 hours with no overtime. Rounding rules can create the opportunity for abuse that should be managed by supervisors and timekeepers.

* 1. **Late In’s and Early Out’s -** PeopleSoft Time and Labor maintains the actual punch time and does identify and track situations in which employees punch in late or punch out early.
  2. **Punching in at or near six minutes after the scheduled time –** The six minute rounding windows close exactly at six minutes after the scheduled time. Punching in one second after six minutes will result in a punch not being rounded as expected.

1. **PeopleSoft Time and Labor Audit Records**

The PeopleSoft Time and Labor system maintains records of all data entry into the time sheet screen including data changes. This data can be queried by auditors. Any changes made to the system should be documented.

1. **Punching Situations to be Monitored**

If an employee works their assigned 80 hour schedule and punches in or out within six minutes of their scheduled time, they will be paid 80 hours.

If an employee punches in more than six minutes before their scheduled start time and/or punches out more than six minutes after their scheduled end time, more than 8.0 hours will be computed for that day and this employee could be at risk for working and being paid overtime.

If an employee punches in more than six minutes after their scheduled start time and/or punches out more than six minutes before their scheduled end time, less than 8.0 hours will be computed for that day and this employee could be at risk for being paid less than 80 hours in a pay period.

It is very important for supervisors to monitor situations such as these and take any necessary actions to ensure that only authorized overtime is worked and that employees are not paid less than 80 hours unless it is intentional.