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)