Time Format and Rounding in TTE and Kronos

Telephone Time Entry (TTE) records the date and time of your transactions. The time will appear in Kronos in hours and minutes using the 12-hour format. For example, a clock-in at 2 minutes after 8 am will show as 8:02 am.

However, the time you are paid for is rounded to the nearest tenth of an hour. For example, if you work 9.33 hours, you will be paid for 9.3 hours.

To make these calculations, TTE also rounds the time of day to the nearest tenth of an hour. This means that when you record a clocked transaction (such as a clock-in); the time that you called TTE is rounded to the nearest six minute increment (One-tenth of sixty minutes is six minutes). The clock diagram shows how the clock is divided into tenths of an hour. Understanding this is important to ensure you clock appropriately for your full shift.

Calculating your W.A.C.O

To avoid accruing Incidental Overtime, use the clock diagram to figure out your Window of Acceptable Clock-out Opportunity (W.A.C.O.)

1. Write down what time you clocked-in so you know what time to clock-out.

2. Look at where your clock-in time falls on the KRONOS rounding chart. KRONOS rounds to the nearest tenth of an hour (6 minutes). (i.e. Clocking in between 8:28-8:33 rounds you to 8:30)

3. Then look at where you need to clock-out on the KRONOS rounding chart. (i.e. Clocking out between 4:58-5:03 rounds you to 5:00) You have a six minute window of time.

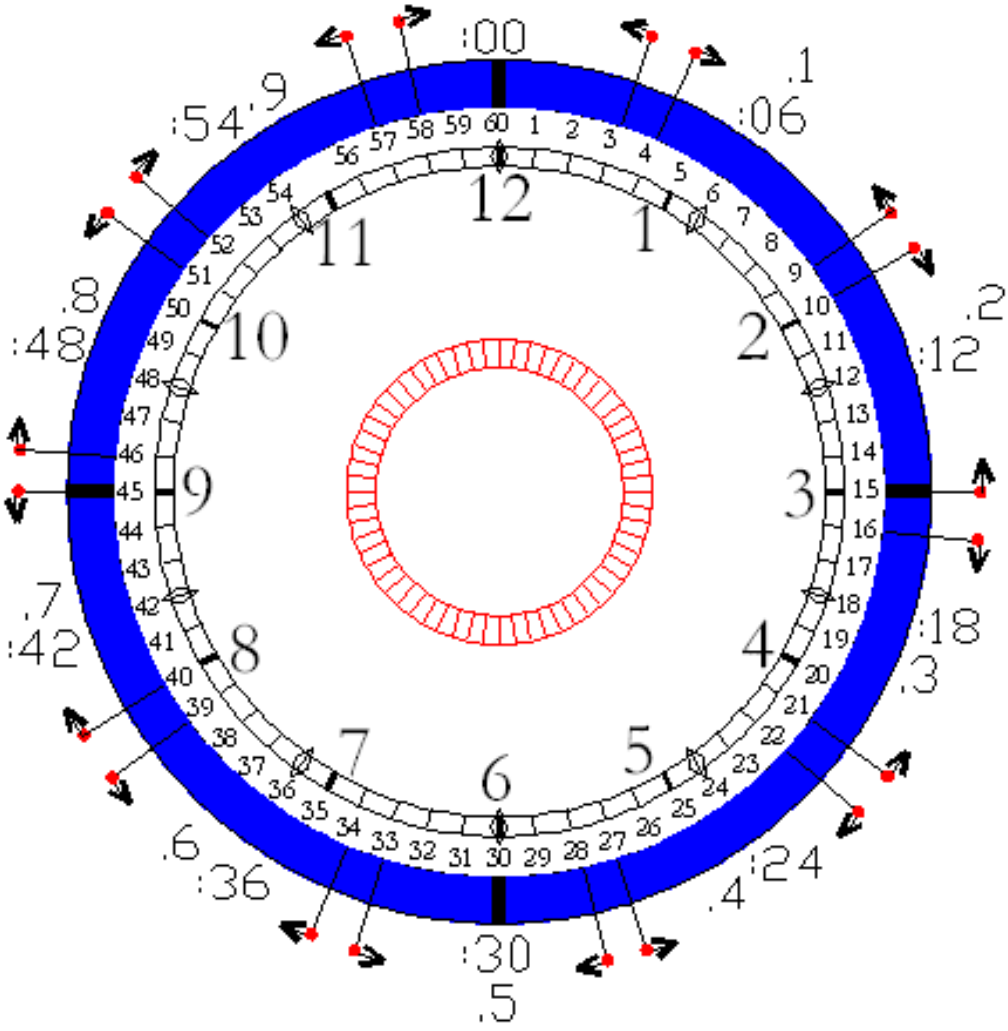
Example:

If you clock-in at 8:27 am, your time will be rounded down to 8:24 (4/10th of an hour). You will need to clock-out between 4:52-4:57, which rounds you to 4:54 (9/10th of an hour) for an 8 hour shift with half hour lunch.

But, if you clock-out at 4:58 (working 1 minute more than 8 hours) you will have .10 hour (6 minutes) of Overtime added to your pay-earning clock.

Conversely, if you clock-in at 8:28 and clock-out at 4:57 (working 1 minute less than 8 hours) you will have .10 hour (6 minutes) docked from your pay-earning clock.

KRONOS CLOCK DIAGRAM



Tenth of Hr	Rounded Time	Clock Range		Tenth of Hr	Rounded Time	Clock Range
0	:00	:58-:03		0.5	:30	:28-:33
0.1	:06	:04-:09		0.6	:36	:34-:39
0.2	:12	:10-:15		0.7	:42	:40-:45
0.3	:18	:16-:21		0.8	:48	:46-:51
0.4	:24	:22-:27		0.9	:54	:52-:57