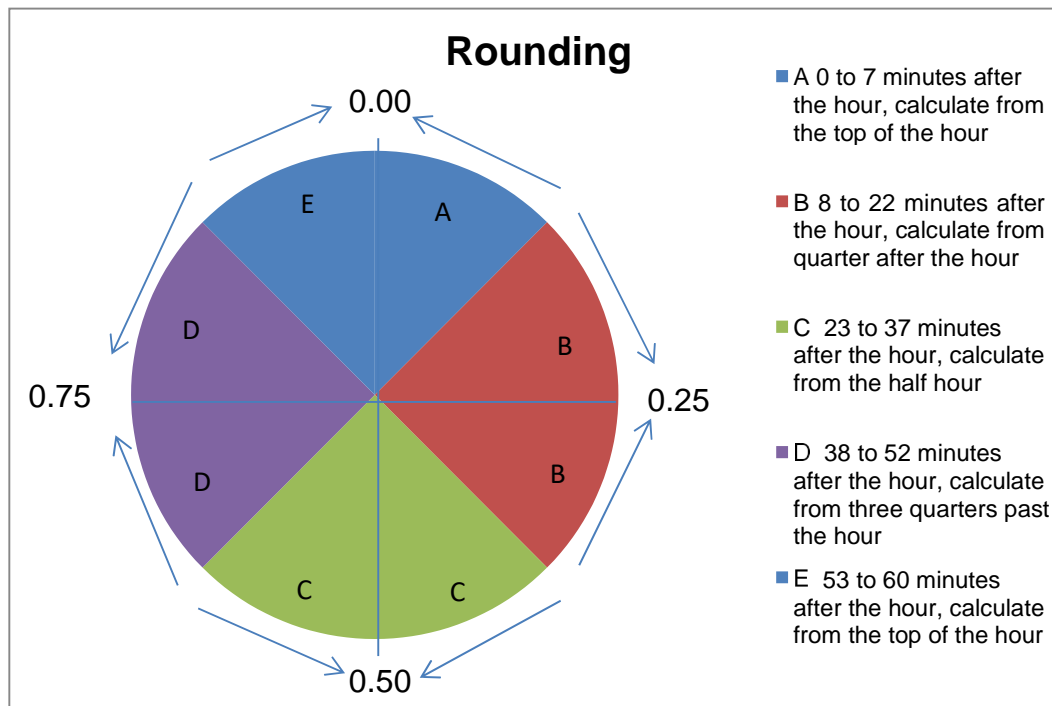


PAYROLL INFORMATION

ROUNDING

For all employees, when calculating pay, punches will round to the quarter hour with a 7 minute split:

- 0 to 7 minutes after the hour, calculate from the top of the hour
- 8 to 22 minutes after the hour, calculate from quarter after the hour
- 23 to 37 minutes after the hour, calculate from the half hour
- 38 to 52 minutes after the hour, calculate from three quarters past the hour
- 53 to 60 minutes after the hour, calculate from the top of the hour



Examples (hh:mm:ss):

5:00pm- 7:07 rounds to 2.0 hours

1:00pm- 3:37pm round to 2.5 hours

12:15am- 1:23am rounds to 1.25 hours

12:00pm- 12:52 rounds to 0.75 hours