

Time Clock Rounding Rules Quick Reference Tables

This document provides a quick reference for the most common time clock rounding rules used in payroll and timesheet management. It includes tables for 5, 6, 10, 15, and 30-minute nearest rounding rules. These tables are designed to help HR professionals, payroll managers, and employees understand how worked minutes are rounded to the nearest increment based on organizational policy. Rounds to the nearest increment; ties round down. Use these tables alongside the online Time Clock Rounding Calculator for accurate and efficient payroll processing.

[Open Time Clock Rounding Calculator](#)

Nearest 5-Minute Rounding

Minutes	Rounded Time	Minutes	Rounded Time
0	0	30	30
1	0	31	30
2	0	32	30
3	5	33	35
4	5	34	35
5	5	35	35
6	5	36	35
7	5	37	35
8	10	38	40
9	10	39	40
10	10	40	40
11	10	41	40
12	10	42	40
13	15	43	45
14	15	44	45
15	15	45	45
16	15	46	45
17	15	47	45
18	20	48	50
19	20	49	50
20	20	50	50
21	20	51	50
22	20	52	50
23	25	53	55
24	25	54	55
25	25	55	55
26	25	56	55
27	25	57	55
28	30	58	0
29	30	59	0

Nearest 6-Minute Rounding

Minutes	Rounded Time	Minutes	Rounded Time
0	0	30	30
1	0	31	30
2	0	32	30
3	0	33	30
4	6	34	36
5	6	35	36
6	6	36	36
7	6	37	36
8	6	38	36
9	6	39	36
10	12	40	42
11	12	41	42
12	12	42	42
13	12	43	42
14	12	44	42
15	12	45	42
16	18	46	48
17	18	47	48
18	18	48	48
19	18	49	48
20	18	50	48
21	18	51	48
22	24	52	54
23	24	53	54
24	24	54	54
25	24	55	54
26	24	56	54
27	24	57	54
28	30	58	0
29	30	59	0

Nearest 10-Minute Rounding

Minutes	Rounded Time	Minutes	Rounded Time
0	0	30	30
1	0	31	30
2	0	32	30
3	0	33	30
4	0	34	30
5	0	35	30
6	10	36	40
7	10	37	40
8	10	38	40
9	10	39	40
10	10	40	40
11	10	41	40
12	10	42	40
13	10	43	40
14	10	44	40
15	10	45	40
16	20	46	50
17	20	47	50
18	20	48	50
19	20	49	50
20	20	50	50
21	20	51	50
22	20	52	50
23	20	53	50
24	20	54	50
25	20	55	50
26	30	56	0
27	30	57	0
28	30	58	0
29	30	59	0

Nearest 15-Minute Rounding

Minutes	Rounded Time	Minutes	Rounded Time
0	0	30	30
1	0	31	30
2	0	32	30
3	0	33	30
4	0	34	30
5	0	35	30
6	0	36	30
7	0	37	30
8	15	38	45
9	15	39	45
10	15	40	45
11	15	41	45
12	15	42	45
13	15	43	45
14	15	44	45
15	15	45	45
16	15	46	45
17	15	47	45
18	15	48	45
19	15	49	45
20	15	50	45
21	15	51	45
22	15	52	45
23	30	53	0
24	30	54	0
25	30	55	0
26	30	56	0
27	30	57	0
28	30	58	0
29	30	59	0

Nearest 30-Minute Rounding

Minutes	Rounded Time	Minutes	Rounded Time
0	0	30	30
1	0	31	30
2	0	32	30
3	0	33	30
4	0	34	30
5	0	35	30
6	0	36	30
7	0	37	30
8	0	38	30
9	0	39	30
10	0	40	30
11	0	41	30
12	0	42	30
13	0	43	30
14	0	44	30
15	0	45	30
16	30	46	0
17	30	47	0
18	30	48	0
19	30	49	0
20	30	50	0
21	30	51	0
22	30	52	0
23	30	53	0
24	30	54	0
25	30	55	0
26	30	56	0
27	30	57	0
28	30	58	0
29	30	59	0