



## The quarter-hour rounding chart

The 7-minute rule at a glance. Reviewed August 2026.

### The rule in one sentence

Under the quarter-hour method, minutes 1 through 7 past a quarter hour round down to it, and minutes 8 through 14 round up to the next one. The same split applies to every punch: in, out, and both sides of a break.

### The chart

| Actual punch | Rounds to |
|--------------|-----------|
| 7:00         | 7:00      |
| 7:01 to 7:07 | 7:00      |
| 7:08 to 7:14 | 7:15      |
| 7:15         | 7:15      |
| 7:16 to 7:22 | 7:15      |
| 7:23 to 7:29 | 7:30      |
| 7:31 to 7:37 | 7:30      |
| 7:38 to 7:44 | 7:45      |
| 7:46 to 7:52 | 7:45      |
| 7:53 to 7:59 | 8:00      |

### The condition that makes it legal

Rounding may not consistently favor the employer. Over time, round-downs and round-ups have to come out roughly even. Rounding clock-ins up while counting clock-outs exactly fails this test.

California caveat: courts there have narrowed rounding significantly, and exact-minute records are the safe practice. This is general information, not legal advice.