Time Card Rounding - the 7-Minute Rule

Each punch rounds to the nearest quarter hour. Rounding must be neutral over time (29 CFR 785.48(b)).

Minutes on the punch	Rounds to
:00 - :07	:00
:08 - :22	:15
:23 - :37	:30
:38 - :52	:45
:53 - :59	next hour (:00 +1h)

Worked examples: 8:53 in 9:00 17:08 out 17:15 12:02 lunch 12:00 4:52 out 4:45

Apply rounding to each punch (in and out separately), then subtract. If your punches always seem to round in the employer's favor, keep your own records - that pattern is actionable.