Based on the timesheet, determine the total *daily* hours and minutes worked and round as follows:

- 0-14 minutes round down to the nearest .5 hour.
- 15-29 minutes round up to the nearest .5 hour.
- 31-44 minutes round down to the nearest .5 hour.
- 45-59 minutes round up to the nearest .5 hour.

**Here are some examples:**

John worked 4 hours and 8 minutes on 4/1/2014. **4.0** hours are electronically entered for that day.
Mary worked for 3 hours and 43 minutes on 4/3/2014. **3.5** hours are electronically entered for that day.
Susan worked for 6 hours and 48 minutes on 4/2/2014. **7** hours are electronically entered for that day.

Be sure to write the daily hours on the timesheet after rounding. This should match the daily hours that are electronically entered into the payroll system.

Please begin using this method immediately. Thanks and please call HR with any questions.