WaspTime
In/Out Group Options

This document uses a timeline to show how WaspTime can include and exclude time worked from paid hours, based on group settings.
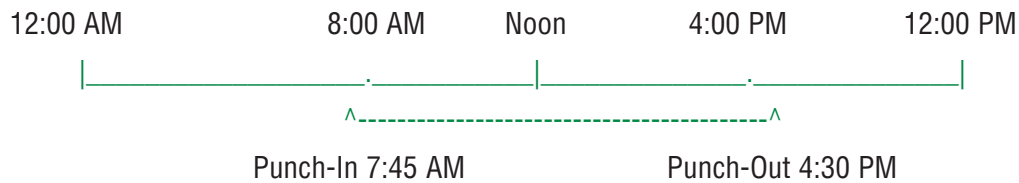
The timeline depicts a day shift from 8 AM to 4 PM, but can be adjusted to reflect your schedule and in/out punches. Meals and Breaks are not affected by these settings. The settings work in relationship to scheduled in/out times, so scheduled times must be established for each day that employees will work in order for the group settings to function correctly. Rounding is not taken into account in this document.

> *Please note that this document must be viewed in color.*
>
> **Green** = Paid   ^ = Actual Punch In or Out
> **Red** = Not Paid   _._ = Scheduled In or Out time
>   ----- = In Time

Early In / Late Out Allowed

If Early In is allowed, and Late Out is allowed, then any time worked is **paid**:

```
12:00 AM              8:00 AM      Noon        4:00 PM      12:00 PM
|_____._____|_____._____|
                  ^-------------------------------------^
            Punch-In 7:45 AM              Punch-Out 4:30 PM
```
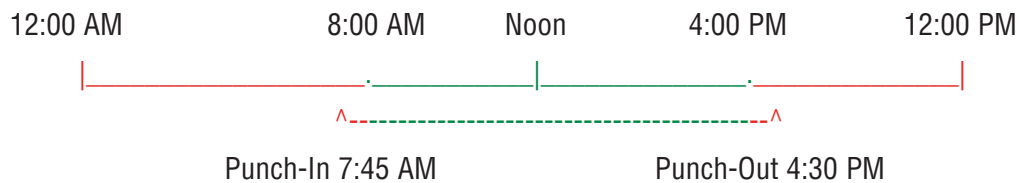
Total Punched-In Time: 8 hours, 45 minutes
Paid Time: 8 hours, 45 minutes
All time is **paid**.

Early In / Late Out Not Allowed

If Early In and Late Out are not allowed, time before or after the scheduled hours is **not paid**.

```
12:00 AM              8:00 AM      Noon        4:00 PM      12:00 PM
|_____._____|_____._____|
                  ^-------------------------------------^
            Punch-In 7:45 AM              Punch-Out 4:30 PM
```
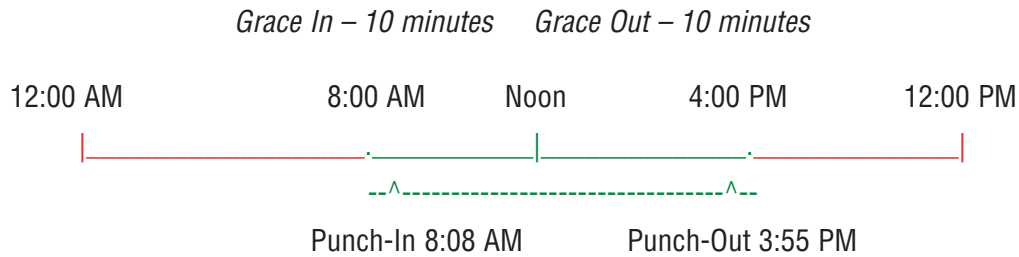
Total Punched-In Time: 8 hours, 45 minutes
Paid Time: 8 hours
15 minutes before the scheduled clock-in and 30 minutes after the scheduled clock-out are **deducted**.

Grace In / Grace Out

Grace In or Grace Out may be used to accommodate for workers clocking in early or late due to a bottleneck at the clock, or if shutdown time differs slightly from clock time.

Grace In – 10 minutes   Grace Out – 10 minutes

12:00 AM   8:00 AM   Noon   4:00 PM   12:00 PM

|_____._____|_____._____|

--^-----------------------------^--

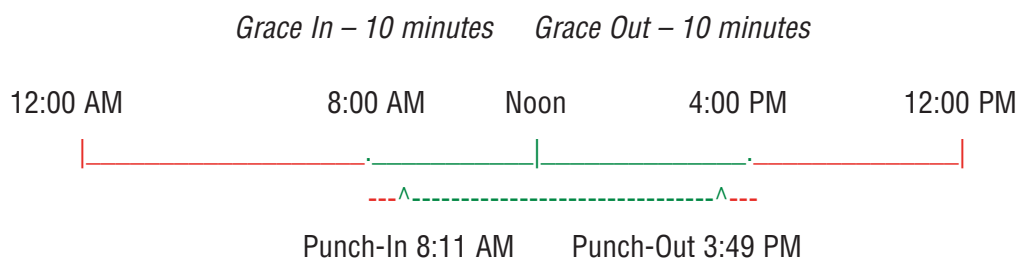Punch-In 8:08 AM   Punch-Out 3:55 PM

Total Punched-In Time: 7 hours, 47 minutes
Paid Time: 8 hours

The punch-in at 8:08 AM is automatically adjusted to 8:00 AM, and the punch-out at 3:55 PM is automatically adjusted to 4:00 PM. The 8 minutes before the actual punch-in and 5 minutes after the actual punch-out are **added** to the paid time.

If the employee's actual punch-in or out is outside of the grace period, time worked between the actual punch and the scheduled shift is not paid. Employees do not receive the benefit of the grace period unless the punches fall within the grace period allotted.

Grace In – 10 minutes   Grace Out – 10 minutes

12:00 AM   8:00 AM   Noon   4:00 PM   12:00 PM

|_____._____|_____._____|

---^-----------------------------^---

Punch-In 8:11 AM   Punch-Out 3:49 PM

Total Punched-In Time: 7 hours, 38 minutes
Paid Time: 7 hours, 38 minutes
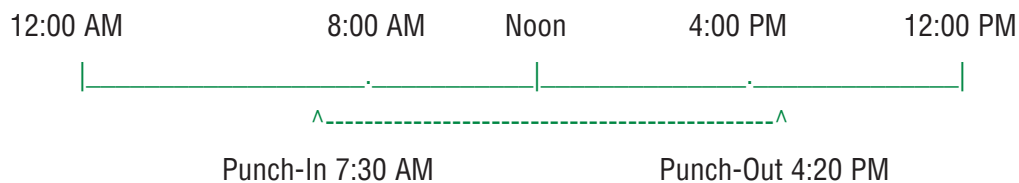The 11 minutes before the actual punch-in and 11 minutes after the actual punch-out are **not paid**.

Unpaid Buffer In / Unpaid Buffer Out

This setting gives organizations the ability to allow early-in and late-out, while including an unpaid buffer before and after the schedule. Employees can begin or end shifts significantly earlier or later than usual, and the organization can still exclude the *de minimus** time before and after shifts, such as time spent getting coffee or walking to the workstation.

With an Unpaid Buffer set to 10 minutes, an employee who clocks in earlier than 10 minutes before his or her scheduled start time, or clocks out later than 10 minutes after his or her scheduled end time would be **paid** for the entire time.

```
12:00 AM              8:00 AM      Noon      4:00 PM      12:00 PM
|_____._____|_____._____|
               ^--------------------------------------------^
       Punch-In 7:30 AM                      Punch-Out 4:20 PM
```
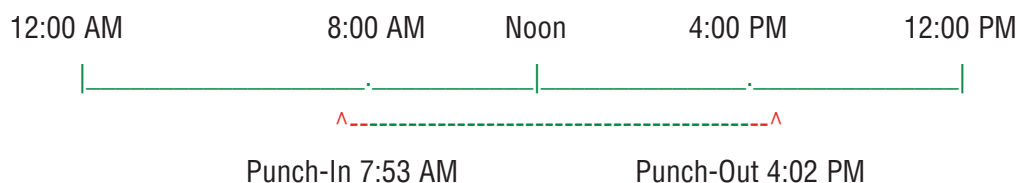
Total Punched-In Time: 8 hours, 50 minutes
Paid Time: 8 hours, 50 minutes
The 30 minutes before the scheduled in and 20 minutes after scheduled out are **paid**.

Conversely, if an employee clocks in within the 10 minute buffer before the scheduled start-time, he or she will **not be paid** for the time between actual clock-in and scheduled start. Many organizations require workers to be at their stations at the start of their shifts, so workers may need to arrive a few minutes before the scheduled start of the shift to accommodate for this. If this preparation does not have a protected paid status (please see Preliminary and Concluding Periods for information about protected paid periods), it can be excluded from paid time. Typically, buffers more than 10 minutes in length are not considered *de minimus* and must be paid, but WaspTime will allow you to set this buffer to any length.

```
12:00 AM              8:00 AM      Noon      4:00 PM      12:00 PM
|_____._____|_____._____|
               ^------------------------------------------^
       Punch-In 7:53 AM                      Punch-Out 4:02 PM
```

Total Punched-In Time: 8 hours, 9 minutes
Paid Time: 8 hours
The 7 minutes before the scheduled in and 2 minutes after scheduled out are **not paid**.
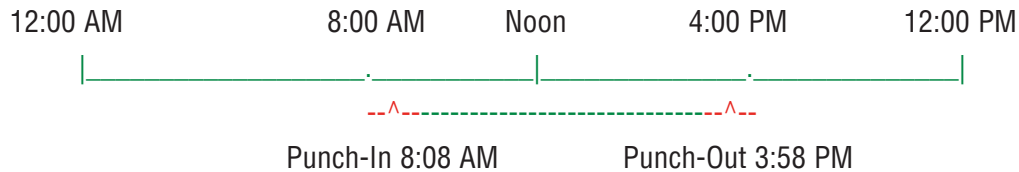
*De minimus is Latin for "of minimum importance" or "trifling." Essentially, it refers to an item or a difference that is so small that the law does not refer to it and will not consider it. In time and attendance, *de minimus* is often used to excuse small rounding amounts and other adjustments to time to make accounting easier. Refer to your local and federal laws for specific applications of *de minimus* rounding.

Wasp
BARCODE TECHNOLOGIES

Penalty In / Penalty Out

Penalty In and Penalty Out are used to penalize employees who are tardy or leave early by deducting additional time from their actual punch-in and out. Check with local and national labor laws before employing this option, as it is not usually allowed in the U.S.

Penalty In – 10 minutes   Penalty Out – 10 minutes

| 12:00 AM | 8:00 AM | Noon | 4:00 PM | 12:00 PM |

```
|_____._____|_____._____|
        --^--------------------------------^--
```

Punch-In 8:08 AM   Punch-Out 3:58 PM
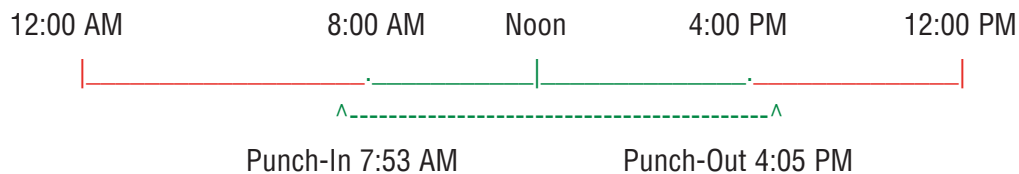
Total Punched-In Time: 7 hours, 50 minutes

Paid Time: 7 hours, 40 minutes

An additional 2 minutes after the punch-in and 8 minutes before the punch-out are **deducted** from paid time.

Preliminary and Concluding Period

Preliminary and Concluding Periods are used when early in and late out are not allowed, but workers must be paid for protected time spent before and after the schedule starts or ends. This time is usually protected by law for actions like donning and doffing equipment or completing other required pre- or post-work activities.

Preliminary Period – 10 minutes   Concluding Period – 10 minutes

| 12:00 AM | 8:00 AM | Noon | 4:00 PM | 12:00 PM |

```
|_____._____|_____._____|
          ^---------------------------------------^
```

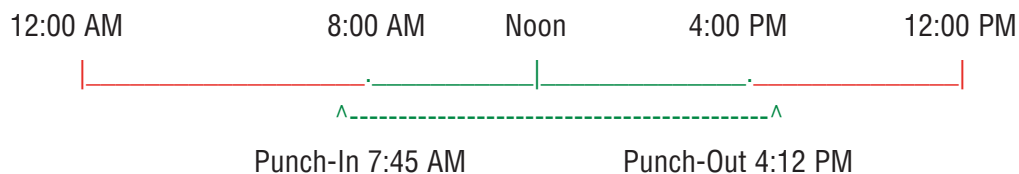Punch-In 7:53 AM   Punch-Out 4:05 PM

Total Punched-In Time: 8 hours, 12 minutes

Paid Time: 8 hours, 12 minutes

An additional 7 minutes before the scheduled in and 5 minutes after the scheduled out are **paid**.

Actual time punched-in before the preliminary period begins or after the concluding period ends is unpaid.

| 12:00 AM | 8:00 AM | Noon | 4:00 PM | 12:00 PM |

```
|_____._____|_____._____|
          ^-------------------------------------^
```

Punch-In 7:45 AM   Punch-Out 4:12 PM

Total Punched-In Time: 8 hours, 27 minutes

Paid Time: 8 hours, 20 minutes

The 5 minutes before the preliminary period starts and 2 minutes after the concluding period ends are **not paid**.