Rounding Rules (<= 5.4.x)

It is a common situation that you charge a defined minimum amount of time to be charged or that you do not charge your work on the level of minutes, but you charge let's say minimum half an hour. For this purpose, *ictime* offers the possibility to define rounding rules, and for each project, you can assign one of the rounding rules configured here.

- Create Rounding Rules
- Modify & Delete Rounding Rules
- Assign Rounding Rule to Project

Create Rounding Rules

> ⓘ By default, we assume that no rounding rule will be applied for a project. It is not mandatory to set a rounding rule on project level.

You can define as many rounding rules as you need. On project level, you chose one of these rules (see Project Rounding Rule). By default, projects do not use any rounding rule.

ictime - Administration- Rounding Rules

Field	Description	Remarks
Create rounding rule	Create a new rounding rule	
Name	An internal name to identify the rule when configuring the rounding rule on project level.	
Minimum Unit	This is the minimum "time unit" used for rounding, i.e. we are always rounding up to an amount like e.g. 15 min or 30 min.	You can't configure this. We offer 15 min and a multiple of 15 min. This way, time format can easily be converted into a decimal format for billing purposes.
Round Up	This is the limit between rounding down and rounding up. Starting with the value entered, we are rounding up.	
Enabled	You can enable/disable rounding rules here. Just click on the icon. You can change this at any time. ✅ enabled ⚪ disabled	If a rounding rule gets obsolete, this way you can hide it from the project configuration (as you won't be able to delete it if it had been used already).

Example:

You have defined the "Minimum Slice" to 30 minutes and have set "Round up" to 6 minutes.

- If you log 3 minutes of time, we would round down to 0 minutes, i.e. in the respective report, nothing would appear to be charged.

- If you log 6 minutes, we would round up to 30 minutes, i.e. you would charge 0,5 hours.
- If you log 8 minutes, we would round up to 30 minutes, i.e. you would charge 0,5 hours.
- If you log 34 minutes, we would round down to 30 minutes, i.e. you would charge 0,5 hours.
- If you log 38 minutes, we would round up to 60 minutes, i.e. you would charge 1 hour.

ⓘ In general, when displaying or calculating with rounded results, they are displayed as decimal values (0,25; 1,75 etc.) and not in an hour/minute format.

Modify & Delete Rounding Rules

You can only modify or delete rounding rules not yet used in projects.

Icon	Description	Remarks
✏	Edit rounding rule	only possible if not used in any project
🗑	Delete rounding rule	only possible if not used in any project

✅ If you need to change a rounding rule that is already used (which is not possible), just create a new one and assign the new rule to the respective project(s).

Assign Rounding Rule to Project

Rounding rules are configured centrally, and for each project you can decide if and which rounding rule you want to use. See Project Rounding Rule.