Adjusting Daylight Savings Time on IT 2100 Using Attendance Enterprise

There are adjustments required to both the Attendance Enterprise Daylight Savings Time settings and to Clock Station settings to ensure that the time change on Sunday, November 6, 2016, adjusts properly.

These instructions are as below.

Changing DST for the System Date

- 1. Login to Attendance Enterprise.
- 2. Click 朢 to launch the Operational Settings window.
- 3. Click the Daylight Savings tab.
- 4. Click "Clear List" button to remove all previously defined DST dates. These dates are defined using either old rules or "Build North American Defaults" button.

| sic Daylig | ht Savings Autotask Ad | min Group | |
|--------------|-----------------------------|------------------------|---------|
| aylight Savi | ngs | | |
| Year | Time Advance Date | Time Retard Date | |
| 2014 | Sun 09-Mar | Sun 02-Nov | |
| 2015 | Sun 08-Mar | Sun 01-Nov | |
| 2016 | Mon 13-Mar | Sun 02-Apr | = |
| 1916 | Sun 29-Oct | Sun 01-Apr | |
| 1917 | Sun 28-Oct | Sun 07-Apr | _ |
| 1918 | Sun 27-Oct | Sun 06-Apr | |
| 1919 | Sun 26-Oct | Sun 04-Apr | |
| 1 1920 | Sup 31-Oct | Sup 03-Apr | |
| Corpo | rate does not observe Dayli | ght Savings | |
| Clear L | list | Build North American D | efaults |
| - | | | |

5. Manually add daylight savings times by right-clicking in the white space and choosing Add.

| Opera | itional Set | tings | | × |
|-------|----------------|----------------------------|-------------------------------|----|
| Basic | Daylight | Savings Autotask | | |
| Day | ylight Saving: | 3 | | |
| | Year | Time Advance Date | Time Retard Date | |
| | | | Add Delete Properties | |
| | Corporate | e does not observe Dayligh | nt Savings | |
| | Clear List | | Build North American Defaults | |
| | | | OK Cano | el |

- 6. The Daylight Savings Properties window is displayed.
- 7. Enter the year, the advance date (the day the clocks are moved forward), and the retard date (the day the clocks are moved back). For 2017, the advance date is **3/12/2017** and the retard date is **11/5/2017**.

| Daylight Savings Properties | |
|-------------------------------|-----------|
| Year | 2008 |
| Daylight Savings Advance Date | 3/9/2008 |
| Daylight Savings Retard Date | 11/2/2008 |
| | |
| | OK Cancel |

8. Click OK to save operational settings.

Changing DST on Station Properties

- 1. From the folder list, double-click on Tasks then click on Communication. Poll the clock(s).
- 2. From the folder list, double-click on System Setup then double-click on Data Collection then click on Stations. The clock(s) will be displayed on the right.
- 3. Right mouse click a clock and then left mouse click Properties. Select the button "Terminal Properties" and the following screen should appear.

| H25/H95 Properti | es | | | | |
|------------------------|-----------------|-------------------|------------------------|----------------|-----------|
| Function Keys Co | mmon WG's | Auxiliary Prompts | WG Actions | Bells R | em. Rdrs. |
| Images | System Sup F | I Basic PINs | Prompts Fingerprint | Valid Con | nms |
| Perform non-destru | uctive Poll | | Retrieve Stat | ion Configural | tion |
| Perform Upd | late | | Transmit New S | tation Configu | iration |
| Reprogram Te | rminal | | Retrieve | e Enrollees | |
| Clear all Transactions | | | | | |
| Set Date and Time | | | | | |
| Clear Employees | | | Re | eflash Termina | al |
| View Update File | | | Clear a | ll FPrint Temp | olates |
| | | | | | |
| | | | | | |
| View only Error M | dessages - | 🗖 Log Con | nms | | |
| | | | 0 | K] | Cancel |

- 4. Select the "Retrieve Station Configuration" button to initiate communication with the clock and pull in the current clock settings to the properties panel.
- 5. Select the System Tab and change the DS ON value to 10. Change the DS OFF value to 43.

| Function Keys Commo Images Sup F | on WG's Auxiliary Prompt: PINs Supver, Badg | s WG Actions Be es Fingerprint | ells Rem. Rdrs Comms |
|---|---|--|-----------------------------|
| General S | ystem Basic | Prompts | Validation |
| Master | 0 | Com2 Po | nt Usage ence Indicator |
| Keyboard | 5 | | |
| DS On Week | 10 | | |
| DS Off Week | 43 | | |
| Update DS | Note: Master switch not a Keyboard values are read | applicable for IT900's. d only for IT900's. | Time Display and |
| 🔽 Calculate and tran | smit DS On and DS Off valu | ies upon each UPDA1 | FE task |
| Note: Automatic o units with 9.10 or | alculation of daylight saving later firmware; also available | is is available only for l for I.T. 2100 devices. | .T. 900 |
| 🔲 Wi Fi Equipped | | Flash File Name | 0925.obj |

6. After making the above corrections, click the Comms tab and click the Transmit New Station Configuration button. Once done transmitting the information to the clock, select the OK button. Click OK again to close the station properties.

Repeat the above steps for any additional IT2100 clocks.

Adjusting Shift Parameters for Employees That Work During the Time Change



- 1. From the Main Tool Bar, find the Access Class Parameters icon click once. Enter user logon information.
- 2. From the Infotronics Parameter Profiler, double click on Parameter Classes and locate Shift Classes. Double click on Shift Classes and all shift classes will appear below.
- 3. Click on the first class and then select the Shift Totals tab. The screen below will appear.

| Schedule Assign Flex Day of Shift Punch Align Shift Totals Shift | Numbers Auto Pu |
|---|-------------------|
| Computing Shift Totals | |
| Compute shift totals by absolute day | |
| Share shift totals when shift crosses pay period | |
| Update time recorder with totals calculated by absolute day | |
| Attach supervisor credits to shifts | |
| Adjust shift totals for Daylight Savings | |
| Clock time changed by 1:00 at 2:00 | |
| Time changes forward on: 3/8/2015 | |
| Time changes back on: 11/1/2015 🗨 | |
| Include generalized pay designation categories in shift summary totals: | |
| ✓ Regular ✓ Overtime ✓ Special Non-Worked Pay. Des. not Categorized | |
| | |

4. Make sure there is a check mark in Adjust shift totals for Daylight Savings. For Clock time changed by 1:00 at 2:00. Time changes forward on: 3/12/2017. Time changes back on: 11/5/2017. Make the corrections on the screen. If there is another Shift Class, make the same changes. 5. Click on File then Save. Click File then Exit. You will need to close out of Attendance Enterprise and back in for the change to take affect.

| 🔣 InfoTronics Parameter Pr | | |
|----------------------------|-------|-----------------------|
| File | View | Help |
| S | ave | |
| R | eload | |
| E | xit | Elasses ie Classes |
| [| ÷ Lun | ch Classes |
| | | |
| ⊕ Pay Period Classes | | |
| . Exception Classes | | |
| 🖶 Holiday Classes | | |

CALLS TO TECH SUPPORT REGARDING THE ABOVE STEPS ARE PROVIDED FREE OF CHARGE TO CUSTOMERS WITH AN ACTIVE MAINTENANCE AGREEMENT ONLY.