

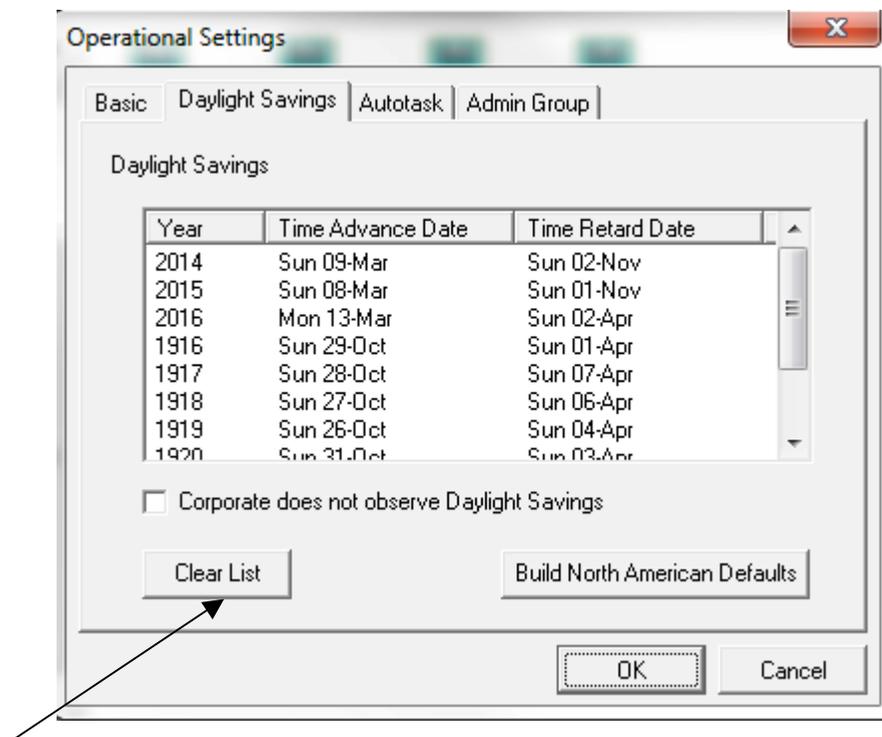
Adjusting Daylight Savings Time on IT 2100 Using Attendance Enterprise

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.

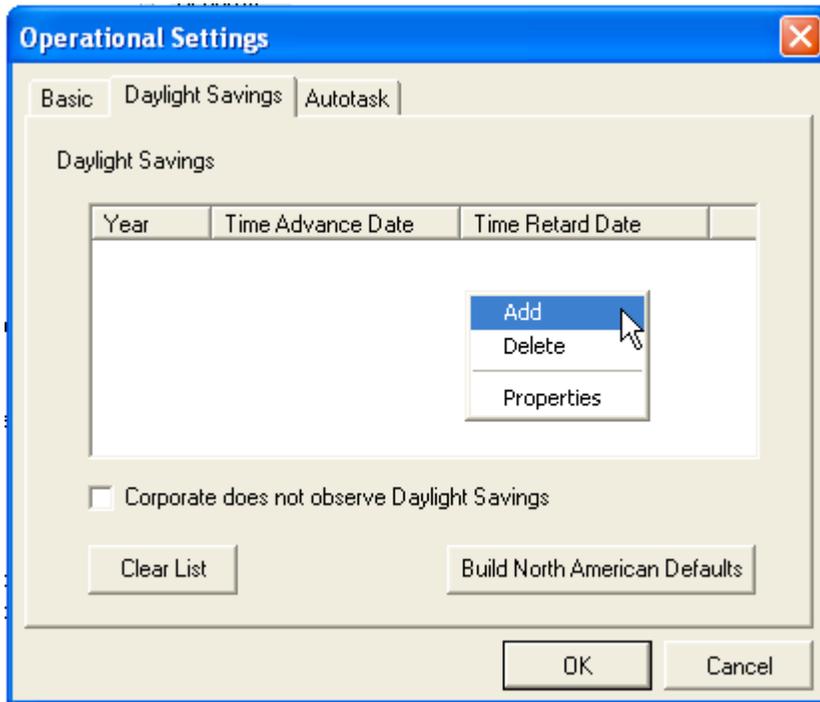
These instructions are as below.

Changing DST for the System Date

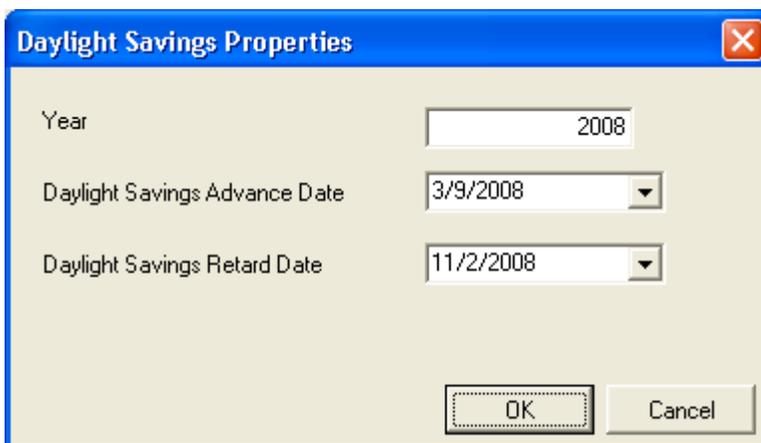
1. Login to Attendance Enterprise.
2. Click  to launch the Operational Settings window.
3. Click the Daylight Savings tab.
4. Click “Clear List” button to remove all previously defined DST dates. These dates are defined using either old rules or “Build North American Defaults” button.



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



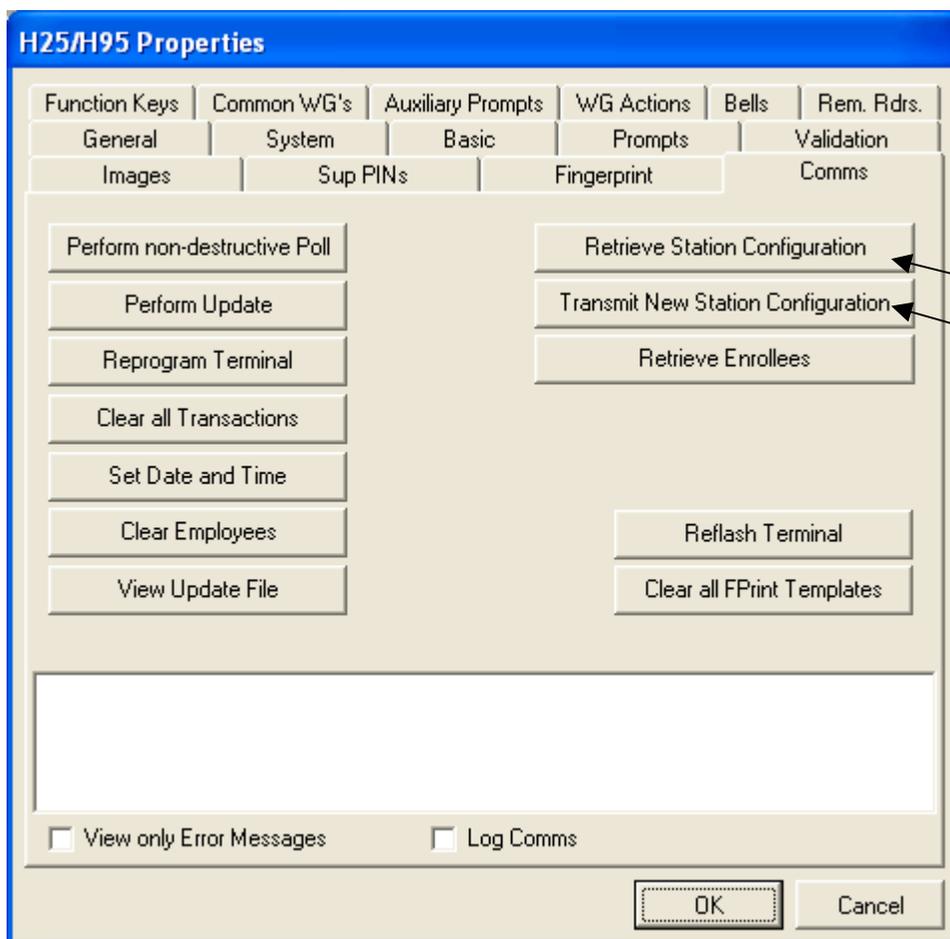
6. The Daylight Savings Properties window is displayed.
7. Enter the year, the advance date (the day the clocks are moved forward), and the retard date (the day the clocks are moved back). For 2017, the advance date is **3/12/2017** and the retard date is **11/5/2017**.



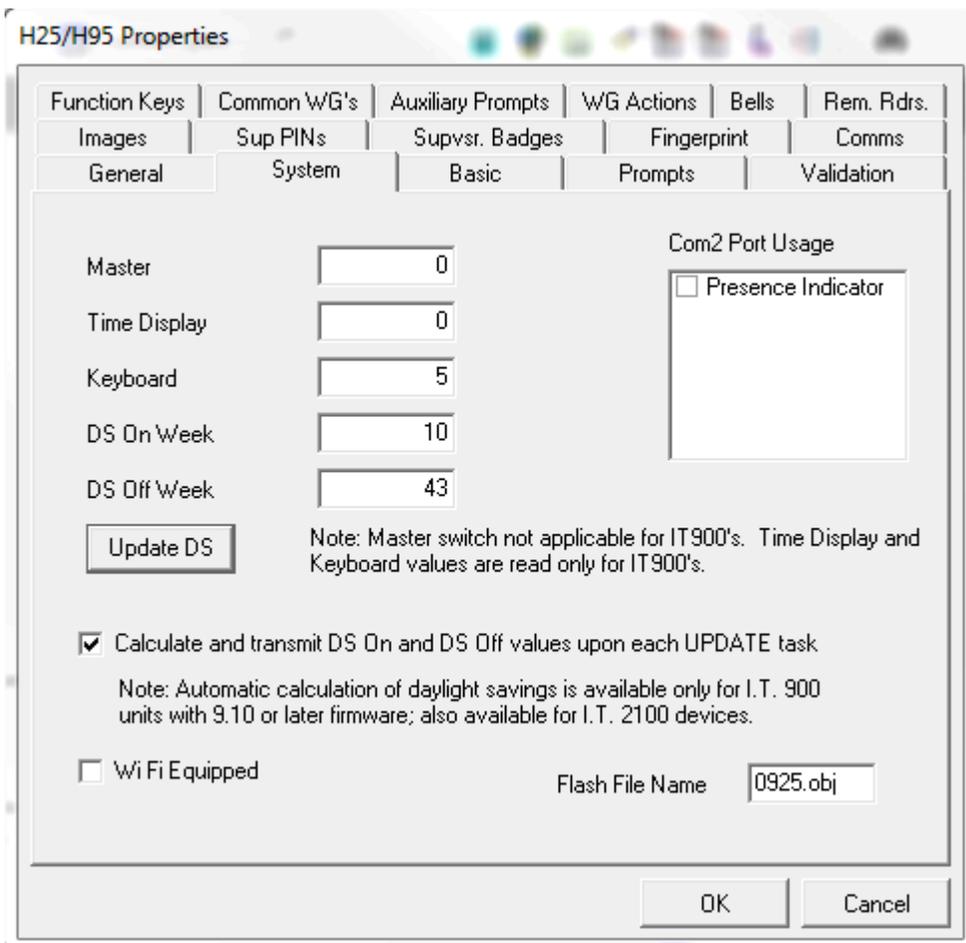
8. Click OK to save operational settings.

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.



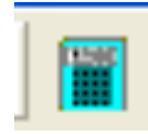
4. Select the “Retrieve Station Configuration” button to initiate communication with the clock and pull in the current clock settings to the properties panel.
5. Select the System Tab and change the DS ON value to 10. Change the DS OFF value to 43.



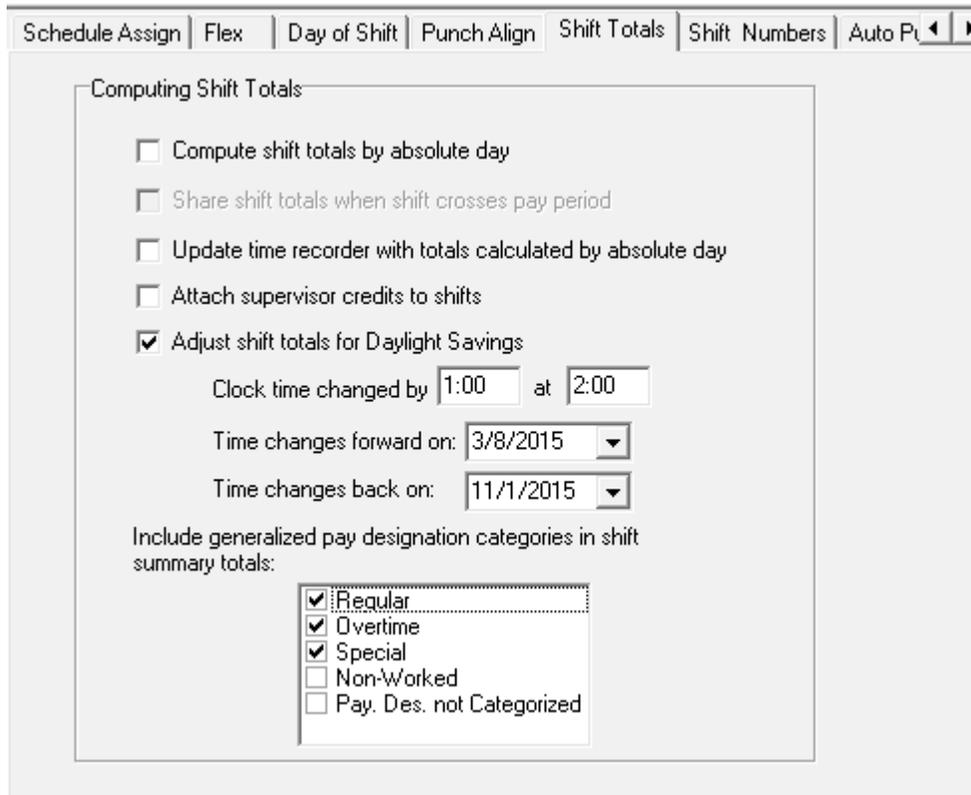
6. After making the above corrections, click the Comms tab and click the Transmit New Station Configuration button. Once done transmitting the information to the clock, select the OK button. Click OK again to close the station properties.

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 and 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 P

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

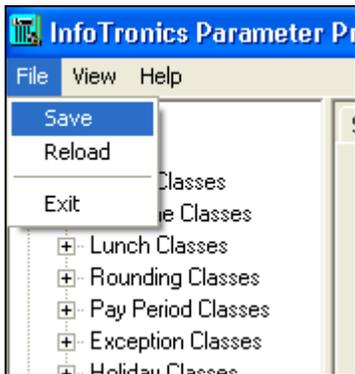
Special

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.



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