Checking Daylight Savings on IT900 Time Clock With Attendance Enterprise

IMPORTANT NOTE: The following steps must be completed as soon as possible to ensure the clock is set to appropriately adjust for the Daylight Savings Time change occurring on Sunday, November 6, 2016.

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.

Operational Settings					
Basic Daylight Savings Autotask Admin Group					
Day	ylight Saving:	3			
	Year	Time Advance Date	Time Retard Date		
	2014 2015 2016 1916 1917 1918 1919 1920	Sun 09-Mar Sun 08-Mar Mon 13-Mar Sun 29-Oct Sun 28-Oct Sun 27-Oct Sun 21-Oct Sun 31-Oct	Sun 02-Nov Sun 01-Nov Sun 02-Apr Sun 01-Apr Sun 07-Apr Sun 06-Apr Sun 04-Apr	E T	
Clear List					
			ОК	Cancel	

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

Operational Settings					
Basic Daylight Savings Autotask					
Daylight Savings					
	Year	Time Advance Date	Time Retard Date		
			Add Delete		
			Properties		
	Corporate does not observe Daylight Savings				
	Clear List Build North American Defaults			in Defaults	
			ОК	Cancel	

- 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. Poll the clock from the Task List of the Infotronics software.
- 2. Open the System Setup folder. Then open the Data Collection folder. Then open the Stations folder. The clock stations will be listed here.
- 3. Right mouse click on the first station and select Properties. If the clock type listed is IT900 128K (Y95.hex), skip the next step (#4). If the clock type is listed as IT900 512K (G95.hex) or IT900, IT2100 512K (H95.hex) proceed with #4 below.

Station Propertie	s 🔀
Name	Default
Number	1
Polling ID	
Туре	(.T. 900 (128K Y95.HEX)
Translation	Standard Employee Punch Transactions
Time Zone Offset	0 📥 🗖 Disable Daylight Savings
Workgroup	Home
	Terminal Properties
	OK Cancel

4. Click on the Terminal Properties button. Change the values in the DS On Week field to <u>10</u> and the value in the DS OFF Week field to <u>44</u> per the following example.

G25/G95 Properties	Presence a		「御師」	G
Auxiliary Prompts V General System	/G Actions Bells Basic Prompts	Rem. Rdrs. Validation	Sup PINs Fing Function Keys	gerprint Comms Common WG's
Master Time Display Keyboard DS On Week	0 0 5 10		Com2 Port	Usage nce Indicator
DS Off Week	, 43 Note: Master sv Keyboard value	witch not applic as are read only	cable for IT900's. y for IT900's.	Time Display and
 Calculate and transmit DS On and DS Off values upon each UPDATE task Note: Automatic calculation of daylight savings is available only for I.T. 900 units with 9.10 or later firmware; also available for I.T. 2100 devices. WiFi Equipped 				
			ОК	Cancel

- 5. Click on OK to save these settings. Click on OK again to close the properties window. Repeat the above steps for any additional IT900 clocks.
- 6. Perform the following procedure AT THE TIME CLOCK.
- 7. Swipe the supervisor enable badge. If badge is not available, press the F1 and F3 keys simultaneously. Type 1905 and press J Enter. (The 1905 will not appear on the display.)
- 8. Clock will display something similar to the following:

01/00/1000/00/00/501 12:45/03.03.00/<u>1044</u>1

9. (The cursor will be positioned under the first character of the first line. You can move across these characters by pressing the F1 key to move backward and the F3 key to move forward.)

Referencing the example above, do the following:

A Press the **F1** key to move back to the last group of 5 characters on the bottom line.

B This set of numbers should read **10441**. If a number needs to be changed, move the curser to the incorrect number and press the correct number key one time.

C Press the L Enter key to return to date and time.

This configuration confirms that the clock's time will correctly adjust for the change in time.

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.
- 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.

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
Non-Worked

5. Click on File then Save. Click File then Exit. You will need to close out of Attendance Enterprise for the change to take affect.

🔣 InfoTronics Parameter Pr			
File	View	Help	
Sa	ave		
R	eload		
Exit		Classes ie Classes	
⊕ Lunch Classes			
⊕ Rounding Classes			
⊕ Pay Period Classes			
	مناصاط سلغ	dau Classes	

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

Checking Daylight Savings on IT900 Time Clock

IMPORTANT NOTE: The following steps must be completed as soon as possible to ensure the clock is set to appropriately adjust for the Daylight Savings Time change occurring on Sunday, November 6, 2017.

Poll the clock from the Task List of the Infotronics software.

Perform the remainder of this procedure at the time clock.

Swipe the supervisor enable badge. If badge is not available, press the **F1** and **F3** keys simultaneously. Type **1905** and press \downarrow Enter. (The 1905 will not appear on the display.)

Clock will display something similar to the following:

01/00/1000/00/00/501 12:45/03.03.00/<u>1044</u>1

(The cursor will be positioned under the first character of the first line. You can move across these characters by pressing the F1 key to move backward and the F3 key to move forward.)

Referencing the example above, do the following:

- 1. Press the **F1** key to move back to the last group of 5 characters on the bottom line.
- 2. This set of numbers should read **10441**. If a number needs to be changed, move the curser to the incorrect number and press the correct number key one time.
- 3. Press the J Enter key to return to date and time.

This configuration confirms that the clock's time will correctly adjust for the change in time.

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