# Adjusting Daylight Savings Time on Handpunch Clock
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 [icon] to launch the Operational Settings window.

3. Click the Daylight Savings tab.

4. Click the "Clear List" button to remove all previously defined DST dates. These dates are defined using either old rules or Build North American Defaults button.
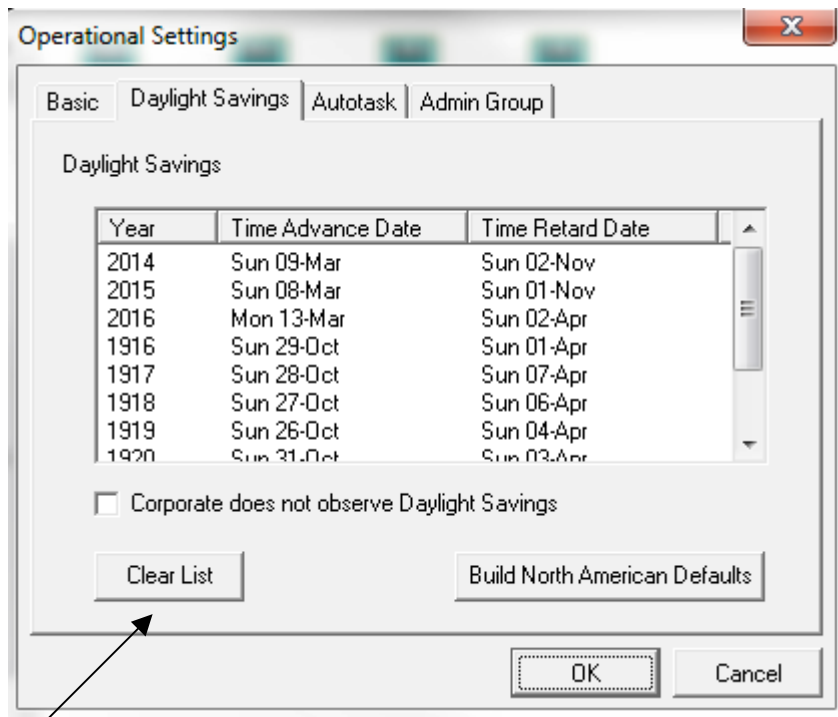
5. Manually add daylight savings times by right-clicking in the white space and choosing Add.
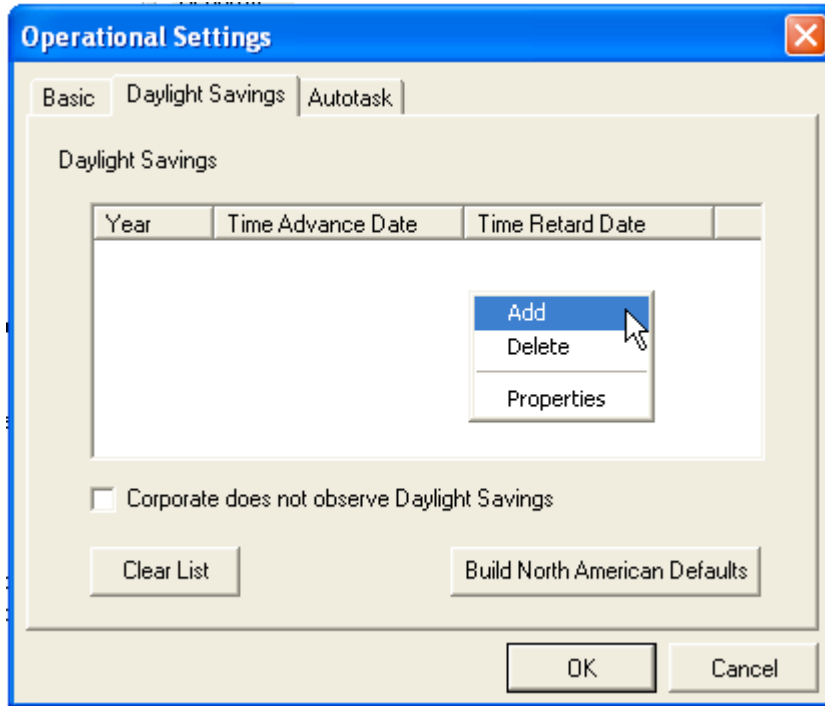
6. The Daylight Savings Properties window is displayed.

7. Enter the year, the advance date (the day the clocks are moved forward), and the end date (the day the clocks are moved back). For 2017, the advance date is **3/12/2017** and the end date is **11/5/2017**
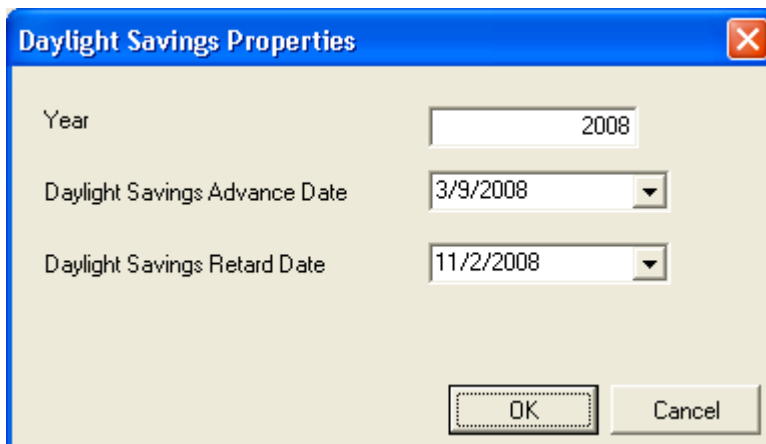
8. Click OK to save operational settings.

Changing DST on Station Properties

1. From the folder list, double-click on Tasks then click on Communication. Perform a Poll of the clock.

2. From the folder list, double-click on System Setup, then double-click on Data Collection, then open the Stations folder. The clock(s) will be displayed on the right.

3. Right mouse click on a clock and then left mouse click Properties. Select the button Terminal Properties the following screen should appear.
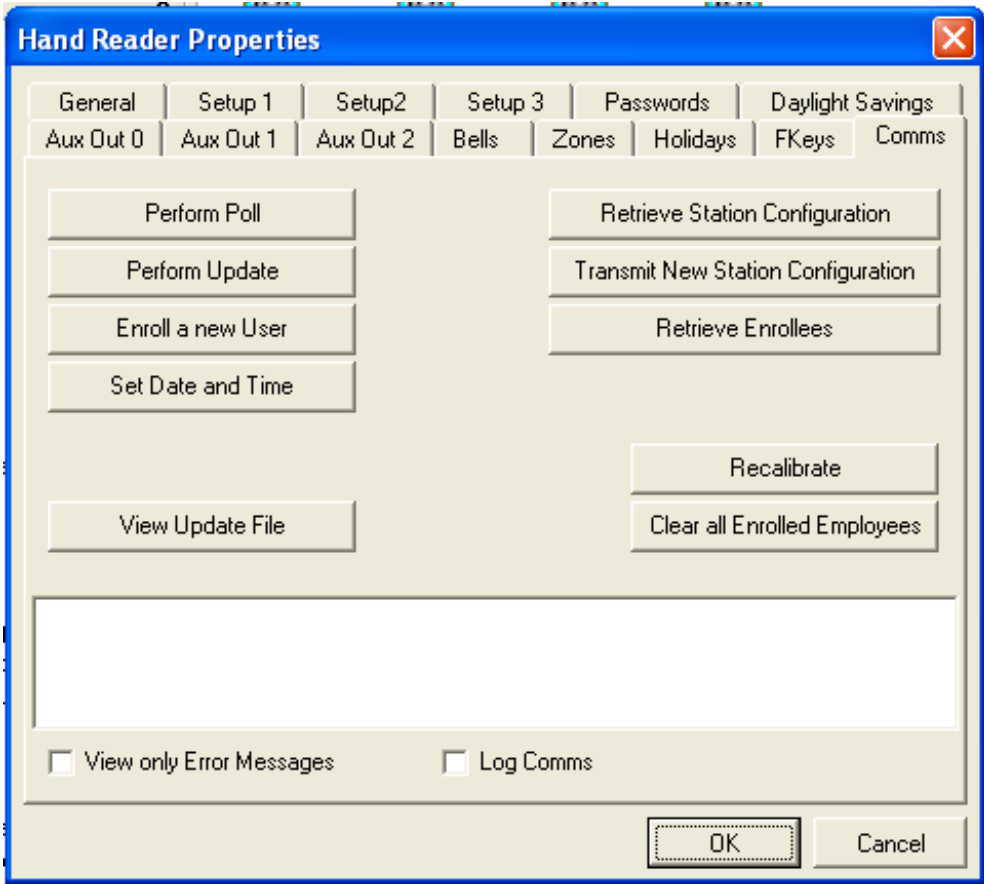
4. Select the button Retrieve Station Configuration and once the information is retrieved from the clock click on the Daylight Savings tab.

Verify the Daylight Saving OFF information is saved as Month =11, Day = 6 and time is 2:00 AM.

5. Select the Comms tab and click on the Transmit New Station Configuration button. Once done transmitting the information to the clock, select the OK button. Click the OK button to close Properties.

Hand Reader Properties

Tabs: Aux Out 1 | Aux Out 2 | Workgroups | Bells | Zones | Holidays | FKeys | Comms
General | Setup 1 | Setup2 | Setup 3 | Passwords | Daylight Savings | Aux Out 0

Daylight Saving On
Month 3   Day 8
Time 2:00 AM

Refresh

Daylight Saving Off
Month 11   Day 1
Time 2:00 AM

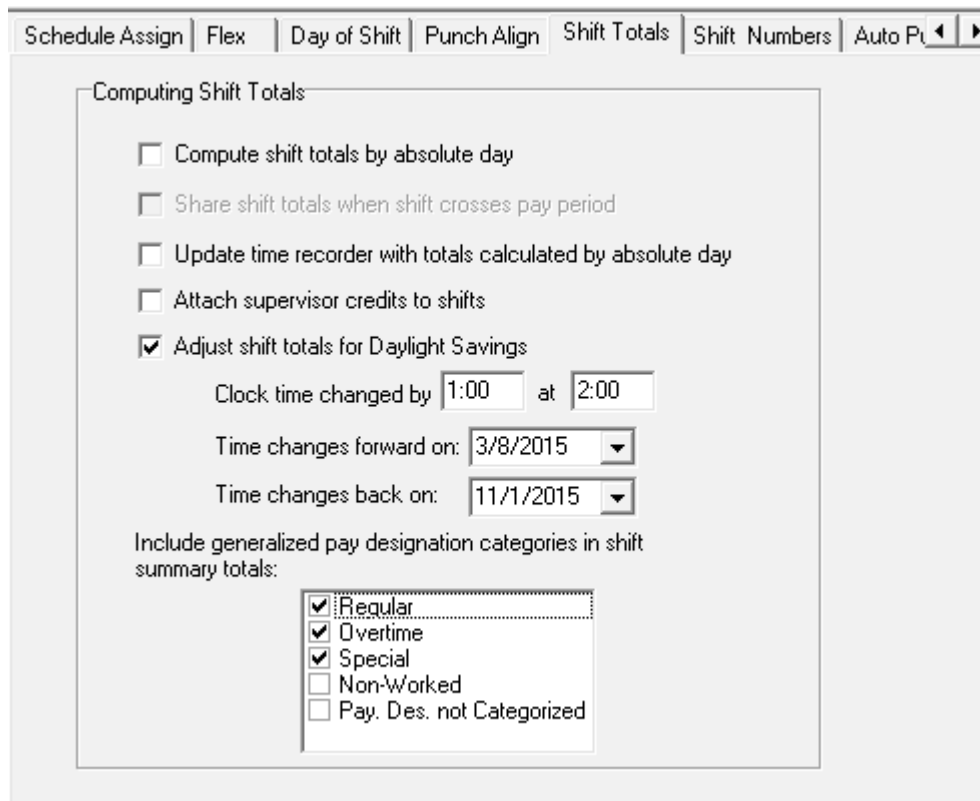☑ Refresh and resend on each Update task

Last Update
Date
Time 12:00 AM

Clear Last Update

OK   Cancel

Repeat the process for all other HandPunch clocks.

Adjusting Shift Parameters for Employees that work during the time change
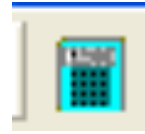
1. From the Main Tool Bar, find the Access Class Parameters icon [icon] and click once. Enter user logon information.

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.

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.
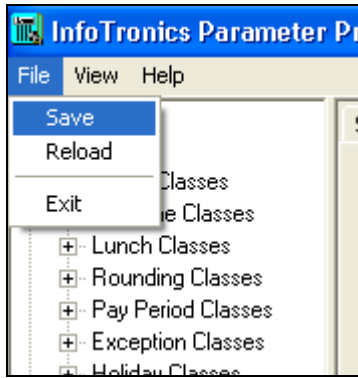
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