



Daylight Savings Handpunch Clock Update
Date Effective: 11/5/2023

Time Management Systems Handpunch Clock Update


Notification

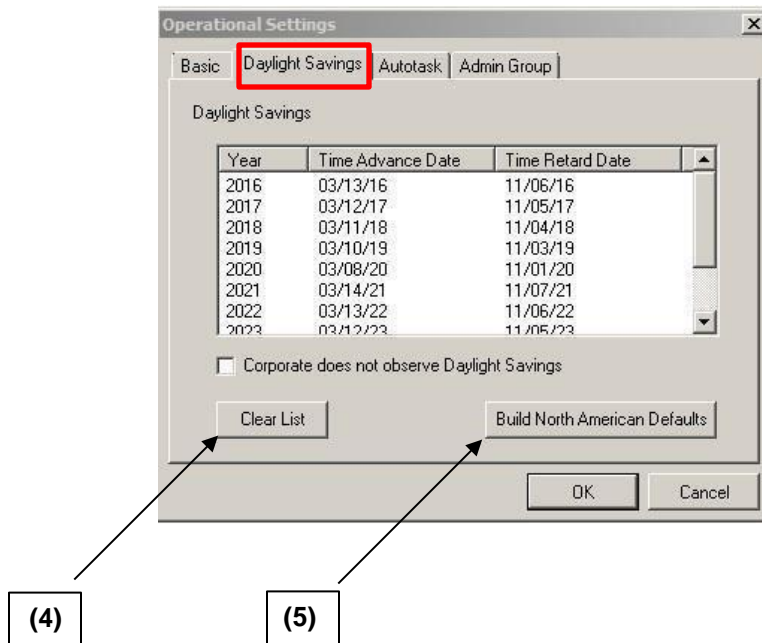
This document includes directions on updating the Handpunch time clock for the Daylight Savings Change for customers with Attendance Enterprise.

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 November 5th, 2023.*

Steps:

Changing DST for the System Date

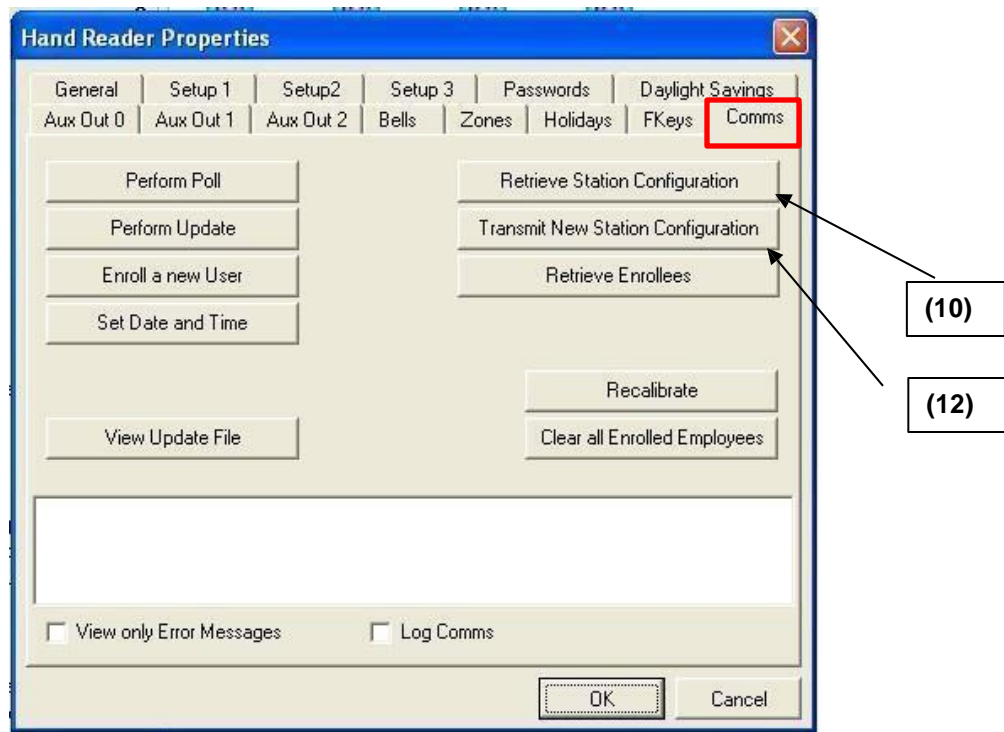
1. Login to Attendance Enterprise.
2. Click  to launch the Operational Settings window.
3. Click the Daylight Savings tab.
4. Click the “Clear List” button to remove all previously defined DST dates. These dates are defined using either old rules or Build North American Defaults button.



5. Click on the Build North American Defaults button
6. Click OK to save operational settings.

Changing DST on Station Properties

7. From the folder list, double-click on Tasks then click on Communication. Perform a Poll of the clock.
8. From the folder list, double-click on System Setup, then double-click on Data Collection, then open the Stations folder.
 - a. The clock(s) will be displayed on the right.
9. Right click on a clock and then left click Properties.
 - a. Select the button Terminal Properties the following screen should appear.



10. Select the button Retrieve Station Configuration and once the information is retrieved from the clock click on the Daylight Savings tab.
11. Verify the Daylight Saving ON information is saved as Month=3, Day=10 and time is 2:00 AM. Daylight Saving OFF information is saved as Month=11, Day=3 and time is 2:00 AM.

The screenshot shows the 'Hand Reader Properties' dialog box with the 'Daylight Savings' tab selected. The 'Daylight Saving On' section is highlighted with a red box, showing Month 3, Day 10, and Time 2:00 AM. The 'Daylight Saving Off' section shows Month 11, Day 3, and Time 2:00 AM. There is a 'Refresh' button and a '(11)' label. At the bottom, there is a 'Last Update' section with Date and Time fields, and a 'Clear Last Update' button. The 'OK' and 'Cancel' buttons are at the bottom right.

12. 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.
13. Repeat the process for all other HandPunch clocks.

For Customers with Employees working across 2 AM on Daylight Saving Time, Please contact TMS Support Desk for Further Assistance.

E-Mail: servicedesk@tmstime.com

Phone: 605-271-7124