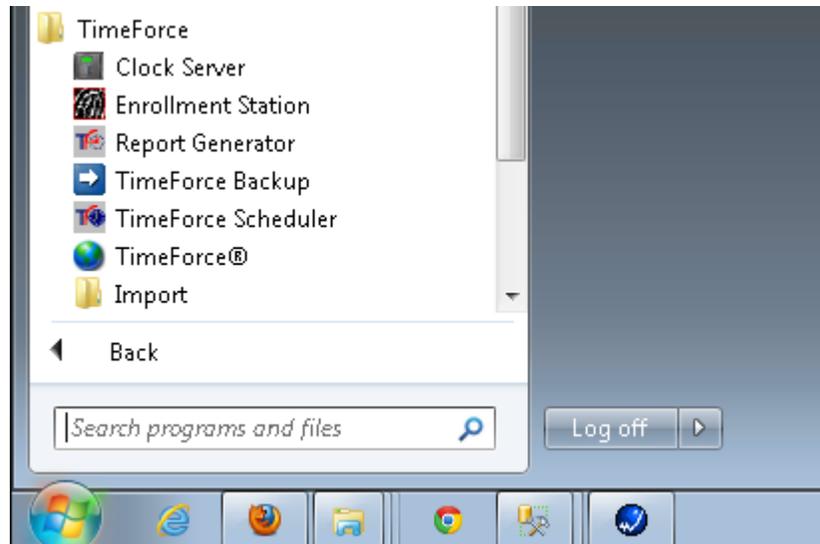# Daylight Savings Time Documentation
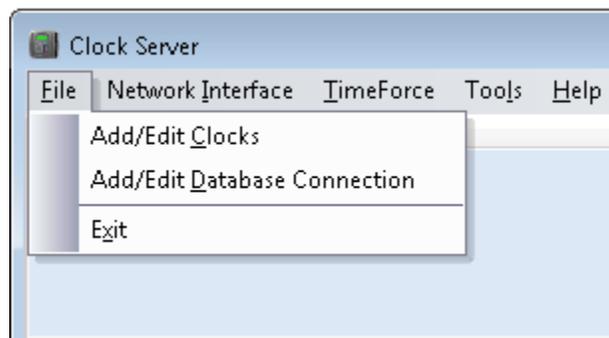
If using Clock Server

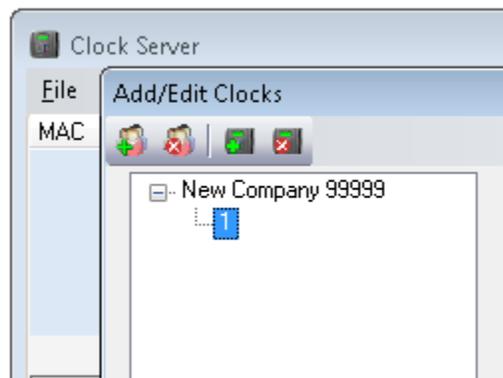## To make sure Clock Server is set to update the time your time clocks.
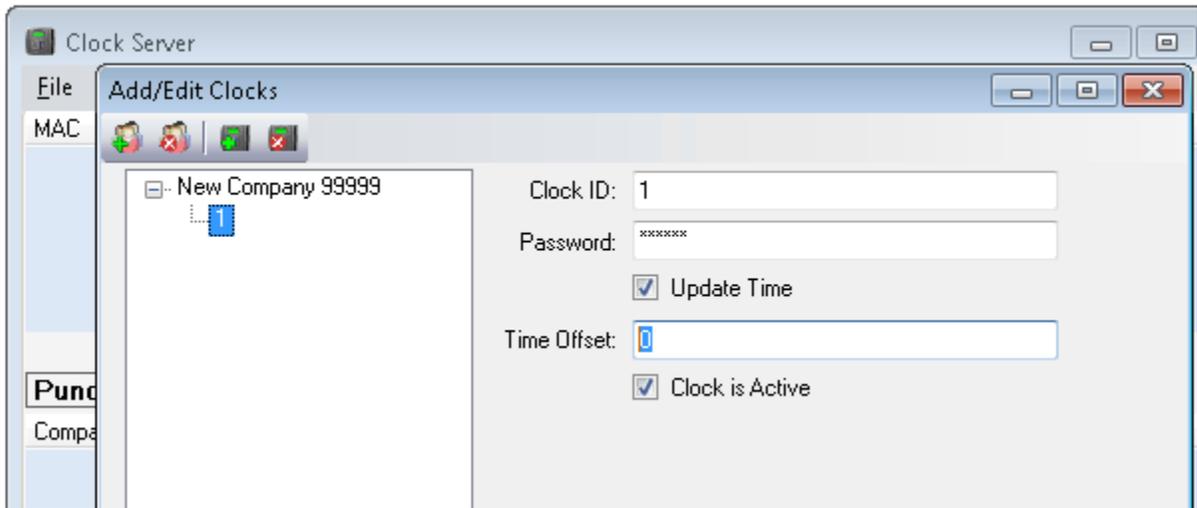
1. Open Clock Sever

2. Click the "File" dropdown menu and select "Add/Edit Clocks"

3. Expand the list of clocks by click the "+" symbol and select your time clock profile

4. Once you select your clock's profile check the "Update Time" box and enter the amount of time needed to adjust for the clock's time zone based on the TimeForce server's time zone.

You can also watch an instructional video covering these steps as well. Click the link below to access the video.

http://www.mytimeforce.com/support/videos/Updating_Daylight_Saving_with_Clock_Server