Daylight Savings Time Documentation

If using On Demand

How to make sure On Demand Clock Profile is set to update your clocks automatically.

- 1. Open TimeForce II and log in with administrator like user that has access to the Clocks tab.
- 2. In TimeForce II, click the 'Clocks' tab at the top of the screen.

 TIME CARD
 My Screen
 Reports
 CLose Pay Period
 Employee
 Schedule
 CLocks
 Job Tracking
 Admin
 X
 Logout
 Image: Clock Science

 → Menu

 • Clock Settings
 • Clock Groups
 • Finger Templates
 • Clock Messages
 • Clock Status
 • Preferences
 • Clock Status
 • Clock Status

3. Then click on the Edit/View" button on the left side.

| TIME CARD | My Screen | REPORTS | CLOSE PAY PERI | IOD | EMPLOYEE | SCHEDULE | CLOCKS |
|-------------|------------------|-------------|--------------------|---------|------------|--------------|--------|
| → Menu • Cl | ock Settings • 0 | lock Groups | • Finger Templates | • Cloci | k Messages | Clock Status | |
| Existing | g Clocks | | | | | | |
| Edit | / View | | | | | Clo | ocks |

4. Click the "Display" button; this will load a list of your Time Clock Profiles.

| Тіме | Card | MY SCREEN | REPORTS | CLOSE PAY PE | | LOYEE | SCHEDULE | Сгоска |
|---------|---------|------------------|---------------|---------------------|------------|-------|--------------|--------|
| • Menu | u → CI | ock Settings 💦 🔒 | Clock Groups | Finger Templates | Clock Mess | ages | Clock Status | |
| Clock S | ettings | | | | | | | |
| Group | | | | | | | | |
| Sort By | Clock N | Number 👻 TI | hen Clock N | umber 👻 | | | | |
| | | | | | Dis | play | Add | |
| | | | | | | | | |
| Clock | List | | | | | | | |
| and the | | | | | | | | |
| Nu | mber | Model Co | onnection Typ | e Method | Grou | p De | escription | |
| 123 | 45 | IQ1000 Et | hernet | 1 Mar 1 1 1 1 1 1 1 | QST | | | |

5. Select the clock profile by clicking on the Number in the column on the left.

6. You should now be viewing the Clock's profile. Scroll down to the On Demand Option section of the clock profile and click the down arrows on the left hand side to expand these options.

| S On Demand Options |
|---------------------|
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7. Under the On Demand Options you will need to make sure the settings reflect the correct DST Month and Day settings. In most cases this should look like the example below.

| 😵 On Demand Options | |
|---------------------|------------|
| On Demand Options | |
| Data Revision | |
| DST Spring Month | March - |
| DST Spring Day | 10 - |
| DST Fall Month | November - |
| DST Fall Day | 3 🔻 |

8. Once these settings are correct scroll to the bottom of the page and clock "Update".

You have confirmed your On Demand time clock is now configured correctly to handle the Daylight Savings Time adjustment.