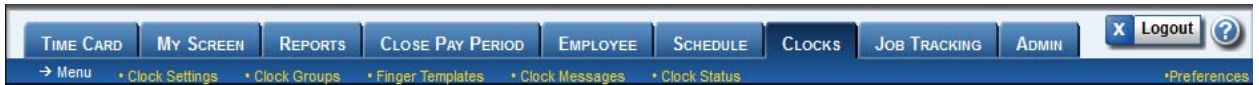


Daylight Savings Time Documentation

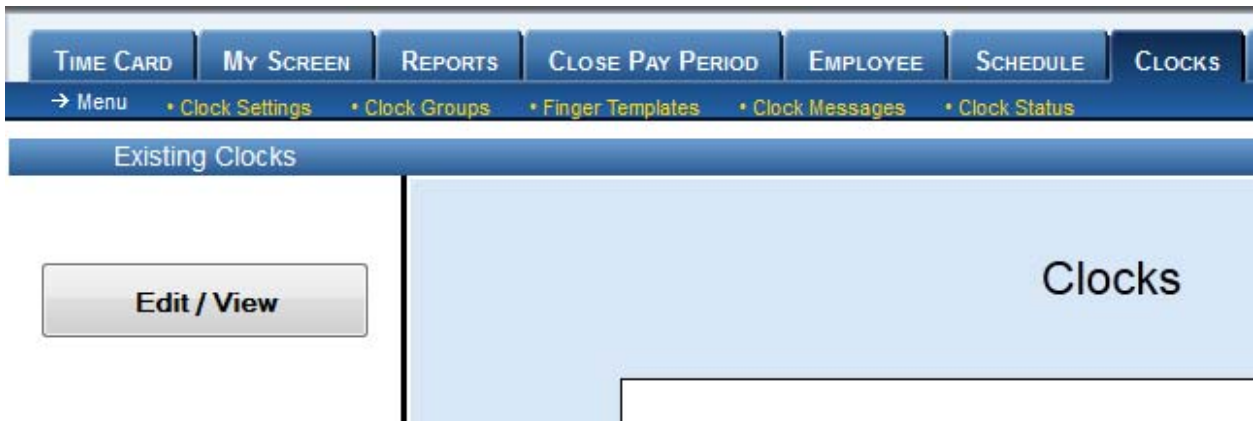
If using On Demand

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

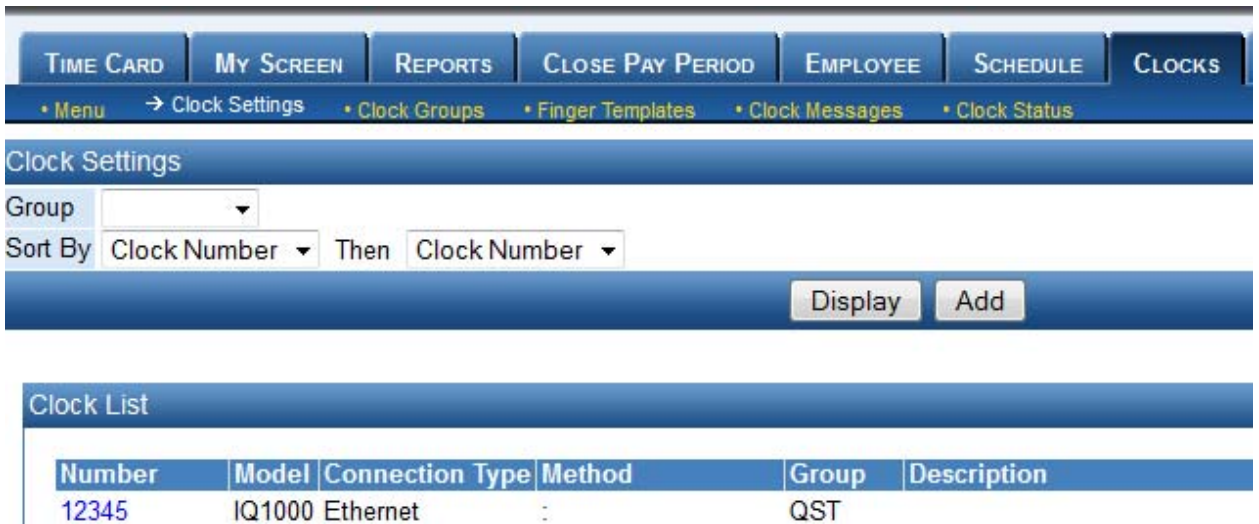
1. Open TimeForce II and log in with administrator like user that has access to the Clocks tab.
2. In TimeForce II, click the 'Clocks' tab at the top of the screen.



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



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



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.



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.

A screenshot of a web form titled "On Demand Options". The title is in a blue bar with a white downward arrow. Below it is a grey bar with the title "On Demand Options" in white. The form contains five rows of settings, each with a light blue header and a white input field:

Data Revision	<input type="text"/>
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 click "Update".

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