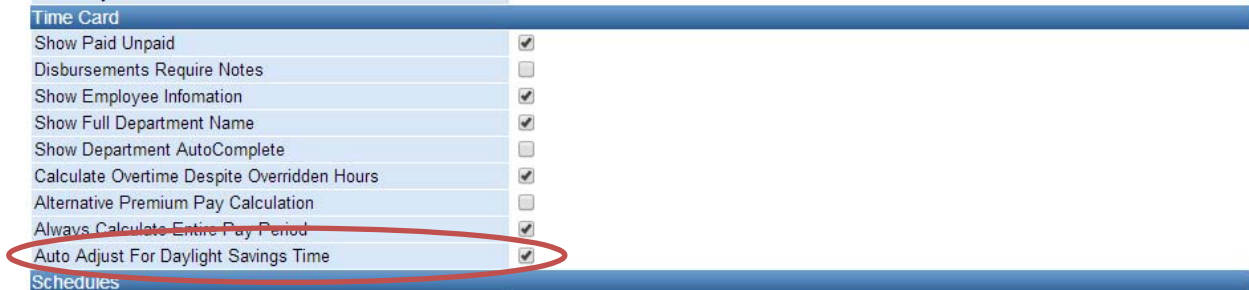


In release 3.11.8, Timeforce II will have the functionality to automatically adjust hours for daylight savings when employees have punched in/out during the Daylight Savings Time change.

How to Enable the Feature

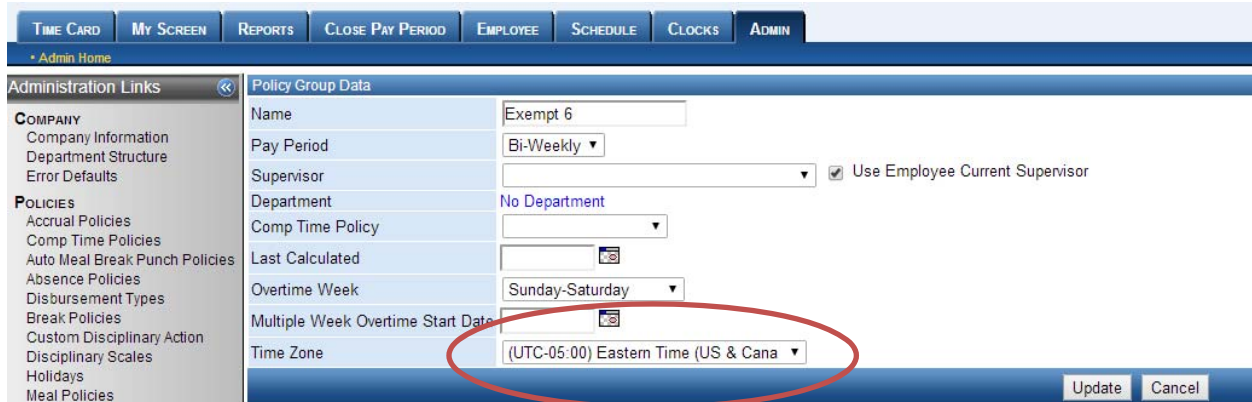
Under Admin/Settings there is a new option under the Time Card settings to Auto Adjust For Daylight Savings Time. The default setting for this is Checked-Marked:



Time Card	
Show Paid Unpaid	<input checked="" type="checkbox"/>
Disbursements Require Notes	<input type="checkbox"/>
Show Employee Information	<input checked="" type="checkbox"/>
Show Full Department Name	<input checked="" type="checkbox"/>
Show Department AutoComplete	<input type="checkbox"/>
Calculate Overtime Despite Overridden Hours	<input checked="" type="checkbox"/>
Alternative Premium Pay Calculation	<input type="checkbox"/>
Always Calculate Entire Pay Period	<input checked="" type="checkbox"/>
Auto Adjust For Daylight Savings Time	<input checked="" type="checkbox"/>
Schedules	

Additional Setup

Under Admin/Policy Groups, there is a new dropdown called Time Zone. If the user chooses a Time Zone that does not observe Daylight Savings Time, Timeforce II will not make the adjustments for employees assigned to that policy group:



TIME CARD MY SCREEN REPORTS CLOSE PAY PERIOD EMPLOYEE SCHEDULE CLOCKS ADMIN

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Administration Links <<

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Comp Time Policies
Auto Meal Break Punch Policies
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Holidays
Meal Policies

Policy Group Data

Name: Exempt 6

Pay Period: Bi-Weekly

Supervisor: Use Employee Current Supervisor

Department: No Department

Comp Time Policy:

Last Calculated:

Overtime Week: Sunday-Saturday

Multiple Week Overtime Start Date:

Time Zone: (UTC-05:00) Eastern Time (US & Cana)

The Time Zone setting in the Policy Group will also populate the Time Zone in the Employee/Employee Main/Demographics section (The Time Zone Setting in the employee profile can also be changed and the employee level will take precedence):

Employee Status	
Termination Date	
Seniority Date	8/26/1993
Birth Date	10/22/1964
Employee Type	Full Time
Supervisor	<input checked="" type="checkbox"/>
Project Manager	<input type="checkbox"/>
Probation	<input type="checkbox"/>
Spouse employed by this employer	<input type="checkbox"/>
Time Offset	0.00
Time Zone	(UTC-05:00) Eastern Time (US & Cana)

How DST Adjustments display on the TimeCard

The hours for the day will be adjusted when punching during the Daylight Savings Time. A note for the hours will also be present indicating why the hours were adjusted (hours notes will also be visible when running reports including hours notes):

Hours													
3/9/2014 Save													
Punched Hours: 6.00 Allocated Hours: 5.00 Difference: -1.00													
Save	Hours	Start Time	Base	Overtime	Exclude OT	Shift	Premium Add	Department	Worked	Ended	Pay	Notes	Delete
	5.0000	12:00 AM	Worked					Community				DST Adjustment -1	
3/9/2014 Save													
View: Weekly Sunday 3/9/2014 to Saturday 3/15/2014													
Date		Sun	Mon	Tue	Wed	Thu	Fri	Sat					
3/9/2014	9		10	11	12	13	14	15					
	In	12:00 AM											
	Out	06:00 AM											
Accumulated Hours									Total Paid	Total Unpaid	Total Hours	Total Pay	
Total Hours		5.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	0.00	5.00	\$0.00	
Pay Codes													
Wkd		5.00							5.00	0.00	5.00	\$0.00	
Grand Totals									5.00	0.00	5.00	\$0.00	

Hours can still be modified by user if needed. Calculations will also be included in recalculations. There are limitations (employees transferring/punching lunch etc during the 1:00-3:00 window), however this will provide a solution for the majority of our clients and we are looking at ways to enhance this functionality for the future.