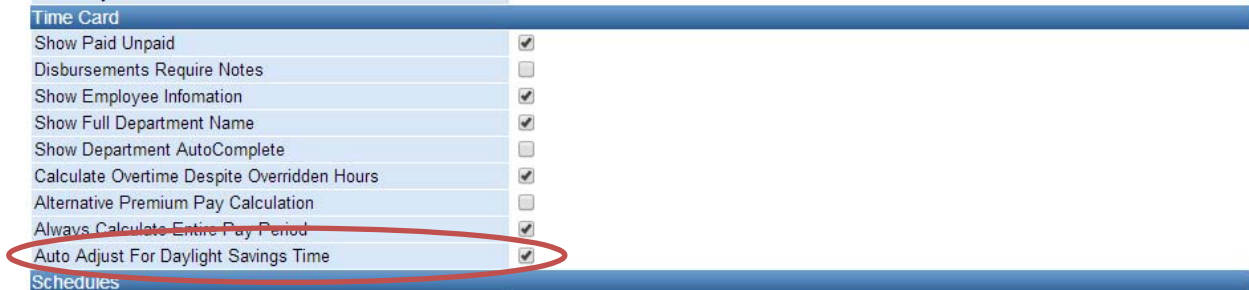In release 3.11.8, Timeforce II will have the functionality to automatically adjust hours for daylight savings when employees have punched in/out during the Daylight Savings Time change.
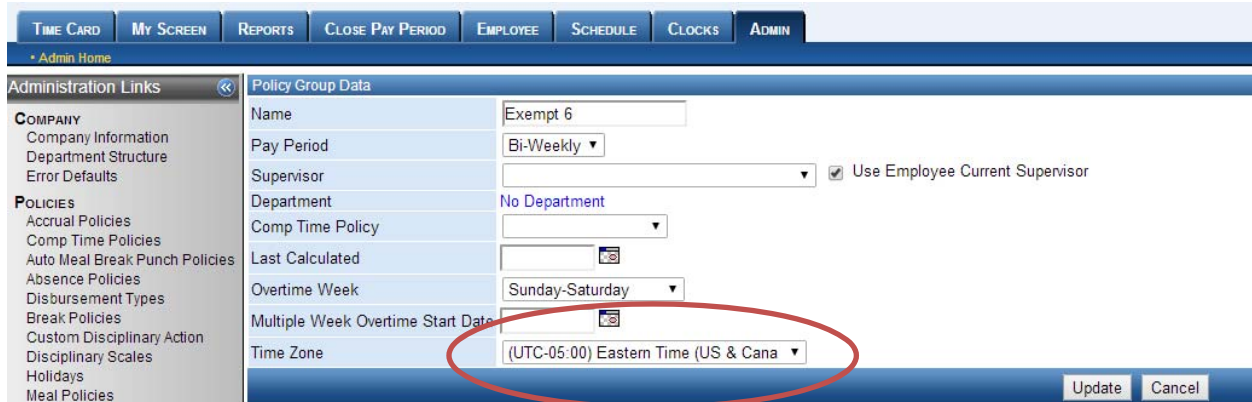
How to Enable the Feature

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:

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:

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):

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 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.