TimeForce II™

ARE YOU READY FOR DAYLIGHT SAVING TIME?

It's that time of year again when the clocks fall back one hour.
Are you and your TimeForce system ready?

Your TimeForce system should automatically adjust itself back to Standard Time. This is because your Windows Operating System will correct your PC's time. And, ClockLink (TimeForce's clock communication software) has a predefined script to automatically adjust whenever DST changes occur.

DOUBLE-CHECKING CLOCKLINK DST SETTINGS

From the main "Tools" drop-down menu at the top of the screen, ensure that there is a check mark next to the *Daylight Saving Script Enabled* option. If no check mark exists, click on the option to enable it. With this option enabled, no further steps need to be taken. Yourtime clocks will be automatically updated.

If you have employees working during the time change, you will need to correct their hours worked. Your employees will actually work the hour between 1am and 2am twice, but the software only sees their start and stop times. So, the employee's totals for that night will be one hour short. Follow the instructions below to add the missing hours to your employees that worked during the DST change.

TWO SIMPLE STEPS TO ADD THE MISSING HOUR:

1. Run a report to help you identify the employees who worked during the time change. The *Employee Schedule* report may be a good choice if you are using schedules. Select the overnights schedule(s) and run for 11/2/2013 to 11/3/2013.

2. Use the Mass Hours Entry function to add an hour to all the employees who worked during the DST time change. To start Mass Entry: Click *MyScreen*, then *Mass Entry*.

3. Create a group of employees based on the report you ran in step 1. Start by click *Add Group*. See Figure "Daylight Saving Time-1" below.
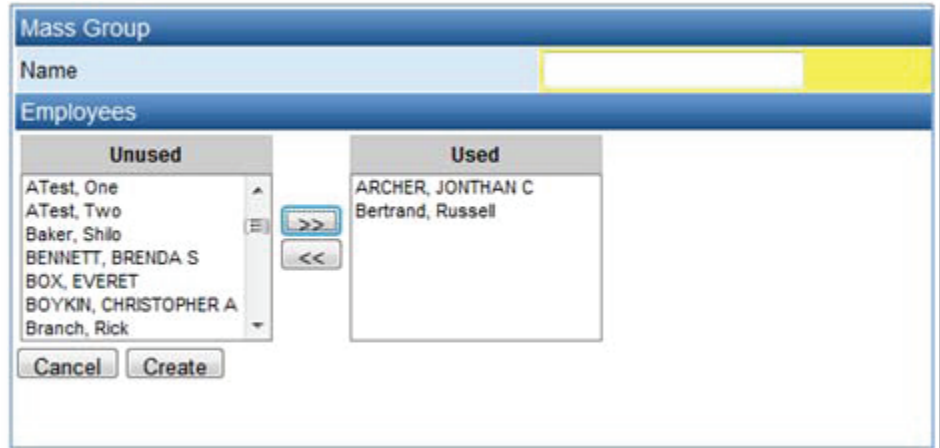
Daylight Saving Time- 1: Mass Group

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4. Scroll through the listing of employees and select the ones to be edited by clicking the >> button. Give this group a name and click **Create**. This will return you to the Mass Entry screen. Select the group you created in the above step and then click **Hours**. See Figure "Daylight Saving Time-2" below.

Daylight Saving Time- 2: Create Mass Hours

a. Enter November 3, 2013 in both the **Start** and **Stop** dates.

b. Enter 1.00 into the **Hours** field. Select the base Pay Code you want applied to this hour. Use the code you assign to hours worked.

c. Check the box for Sunday.

d. At the bottom of the screen are two list boxes. The **Unused** shows the employee not selected (they will not receive the 1 hour credit). Employees listing in the **Used** box will receive the additional one hour. You can move employees from one list to the other using the >> and << buttons.

e. Once you have confirmed all of the employee who worked during the DST time change are in the **Used** box, click **Process**.

If you have any questions, please contact our Technical Support Department at 800.697.7010, 6am through 6 pm, MST.