Time rce^{III} 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 employeesbased on the report you ran in step 1.Start by click *Add Group*. See Figure"Daylight Saving Time-1" below.

Mass Group			
Name			
Employees			
Unused		Used	
ATest, One ATest, Two Baker, Shilo BENNETT, BRENDA S BOX, EVERET BOYKIN, CHRISTOPHER A Branch, Rick	* = <<	ARCHER, JONTHAN C Bertrand, Russell	
Cancel Create			

Daylight Saving Time- 1: Mass Group

Infinisource 9350 South 150 East Suite 300 Sandy, UT 84070 Phone 1.800.733.8839 Support 1.800.697.7010 Fax 801.281.9545 www.mytimeforce.com



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.

11/3/2013	40								
11/3/2013	61								
	Contraction of the	Start	Time Base I	Pay Code	Overtime Pay Code		Code Department Job		Quantity
Hours 1:	1.00		Worked			Add Premiums	No Department No Job		Add Quartity
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Hours 3:			Worked			Add Premiums	No Department No Job		Add Quantity
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Hours 5:			Worked			Add Premiums	No Department No Job		Add Quantity
Hours 6:			Worked			Add Premiums	No Department No Job	-	Add Quantity
Hours 7:			Worked			Add Premiums	No Department No Job		Add Quantity
Hours 8:	_		Worked			Add Premiums	No Department No Job		Add Quantity
Hours 9:			Vijorked			Add Premiums	No Department No Job		Add Quartity
Hours 10:	1		Worked			Add Premiums	No Department No Job		Add Quantity
Hours 11:			Worked			Add Premiums	No Department No Job		Add Quantity
Hours 12:	1	10	Worked			Add Premiums	No Department No Job		Add Quantity
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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.

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