Daylight Saving Time—Spring

Daylight saving time (DST) is about to begin. What it is the best way to prepare for that?

You will need to address two primary issues during the transition to daylight saving time:

1. Make sure all time clocks are configured to update at the appropriate time. The instructions for configuring clocks begin on page 2.
2. Adjust records for employees who are punched in during the time change. The instructions for adjusting employee records begin on page 10.

Most of the United States and Canada will begin daylight saving time on March 13, 2011, at 2 a.m. local time.

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Clock Configuration

Checking Current DST Settings

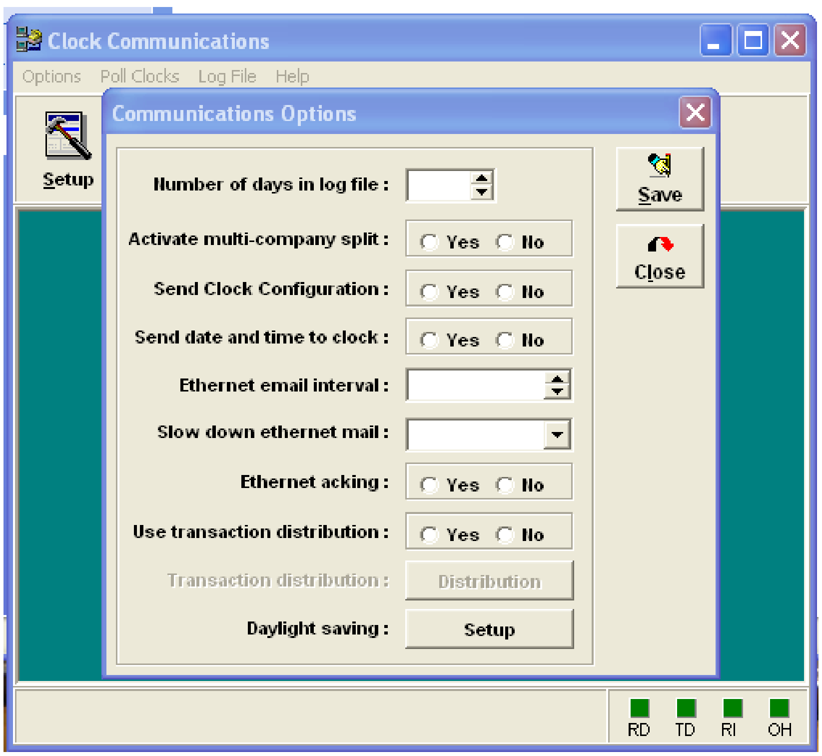
Before updating the time and date information, verify the latest information about daylight saving time in your area. This information can be found with a simple Internet search.

The following sections detail the steps needed to adjust time and date information on your time clocks. Refer to the section that best applies to your software and hardware configuration.

Configuring WinCom to Update ATS Century Series Clocks Using the Polling Process

Daylight saving time is traditionally scheduled to occur at a day and time that will negatively impact as few people as possible. In the U.S., it happens at 2 a.m. on a Sunday. If this day and time is convenient for you, you can set your clocks to update when your server does.

Open WinCom and go to **Options > System Settings** to open the **Communications Options** window. Set the **Send date and time to clock** field to **Yes**. WinCom will use the server's date and time to update the time clocks during the regular polling process.



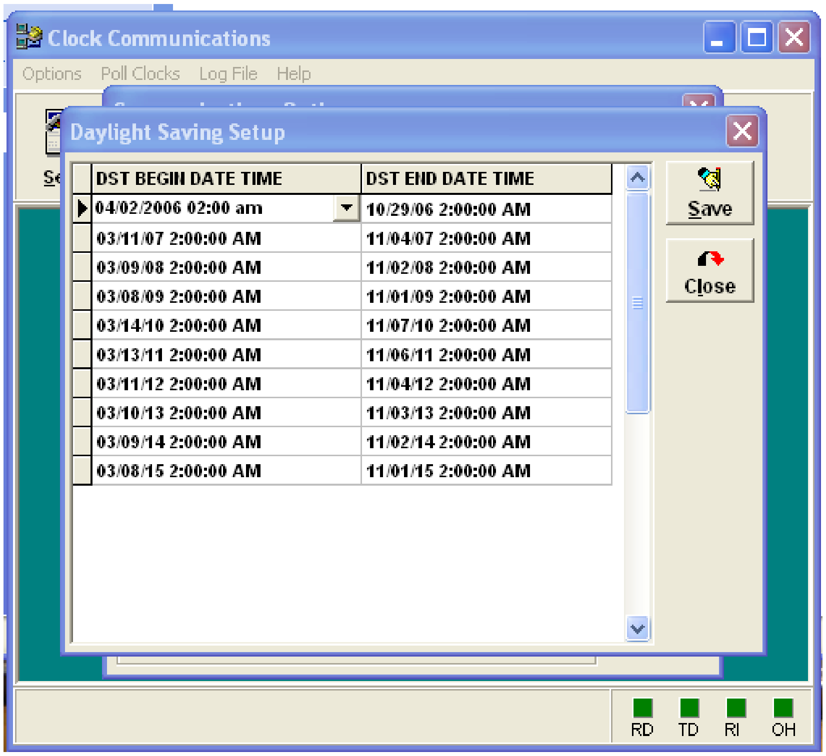
Click **Save** and **Close** when you are done.

Configuring WinCom to Update ATS Century Series Clocks at a Specified Time

If the traditional daylight saving time change would have a negative impact on your operations, you can schedule WinCom to make the change at a specified time that is most convenient to you.

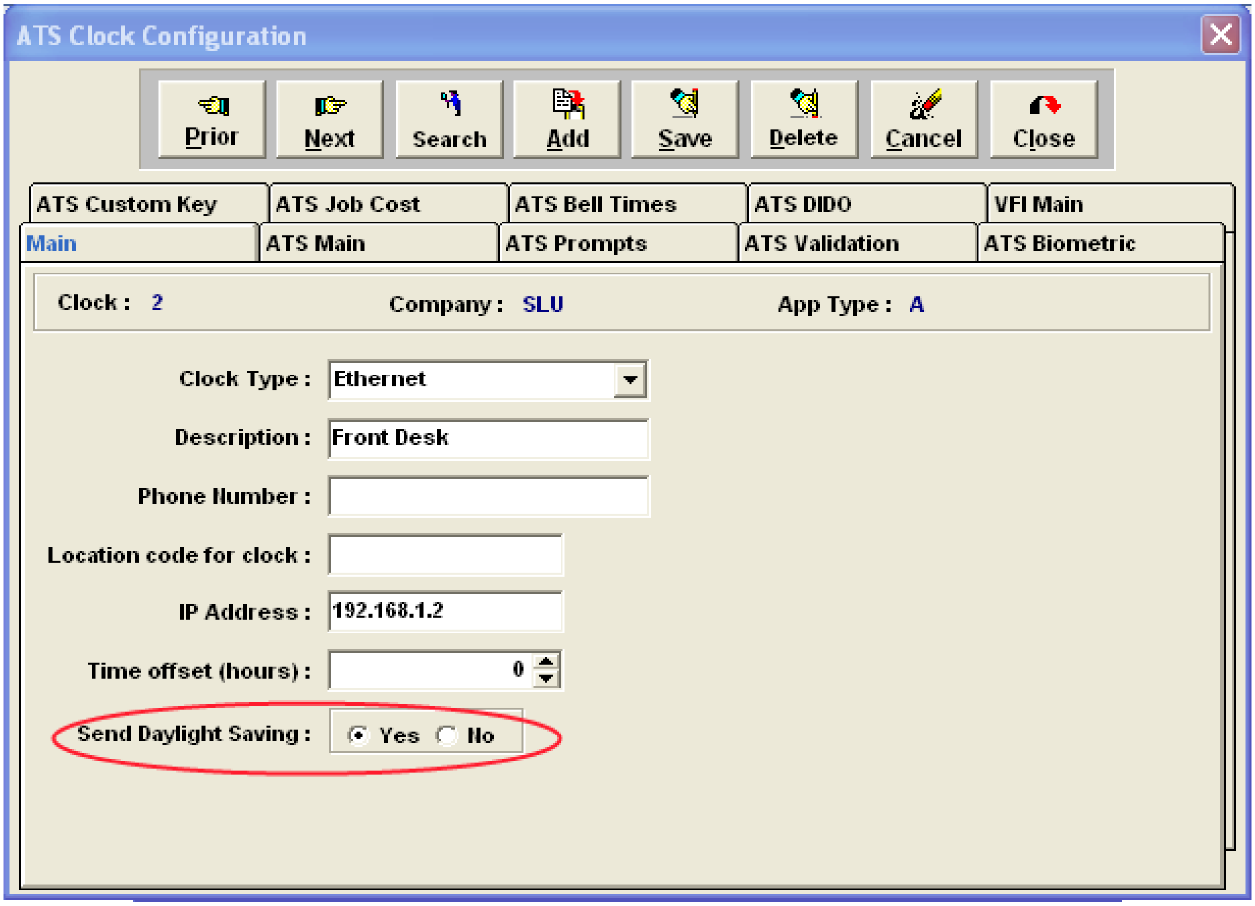
Open WinCom and go to **Options > System Settings** to open the **Communications Options** window.

Click the **Daylight Saving Setup** button to view the list of currently configured DST Begin and End dates. Edit the date and time changes directly in the appropriate fields.



Click **Save** and **Close** when you are done with the configuration.

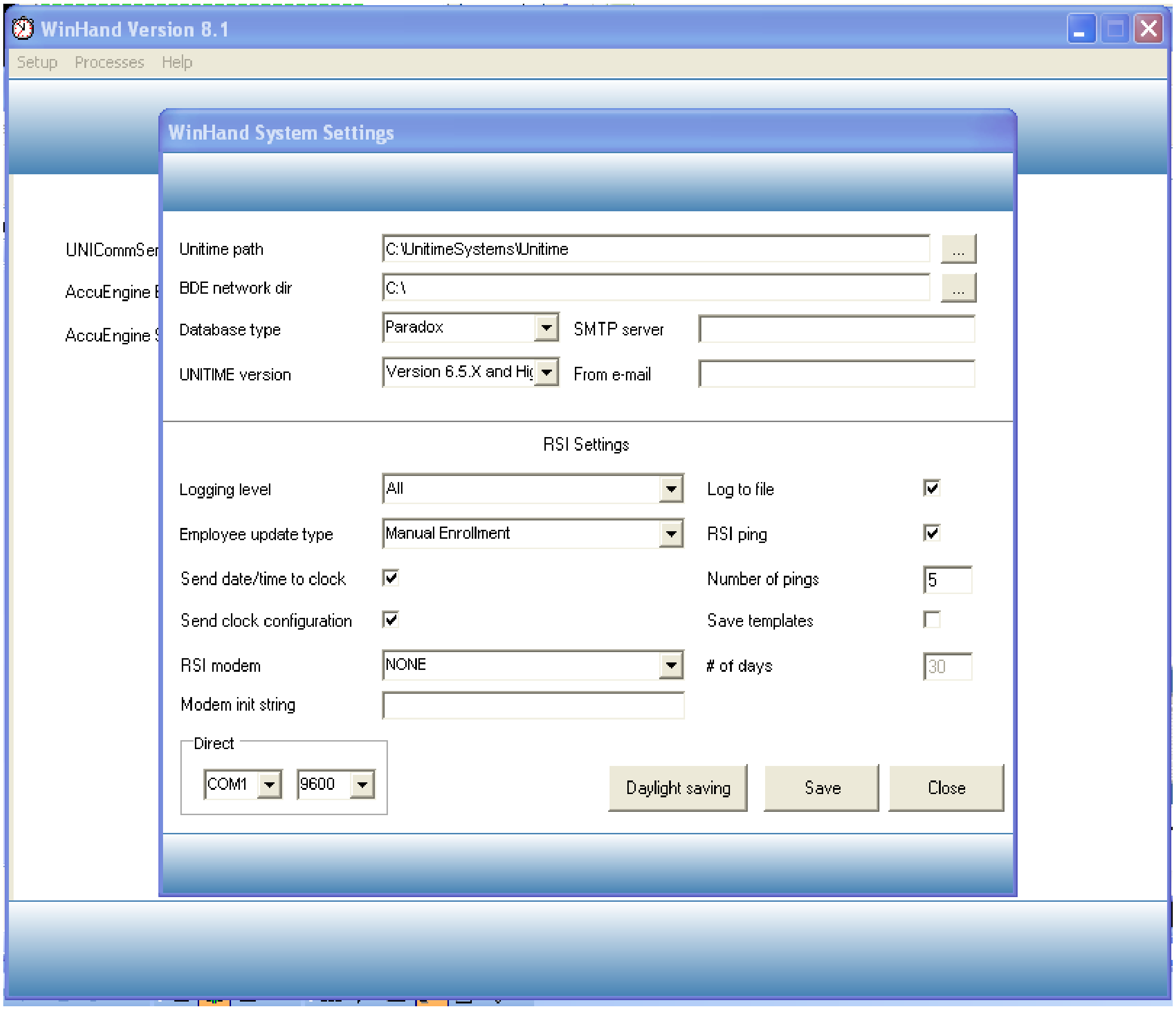
On the **Main** tab of the **Clock Configuration** screen, make sure the **Send Daylight Saving** field is set to **Yes**.



Configuring WinHand to Update RSI HandPunch Clocks Using the Polling Process

Daylight saving time is traditionally scheduled to occur at a day and time that will negatively impact as few people as possible. In the U.S., it happens at 2 a.m. on a Sunday. If this day and time is convenient for you, you can set your clocks to update when your server does.

Open WinHand and go to **Setup > System Settings** to open the **WinHand System Settings** screen. Check the box next to the **Send date/time to clock** field. WinHand will use the server's date and time to update the time clocks during the regular polling process.

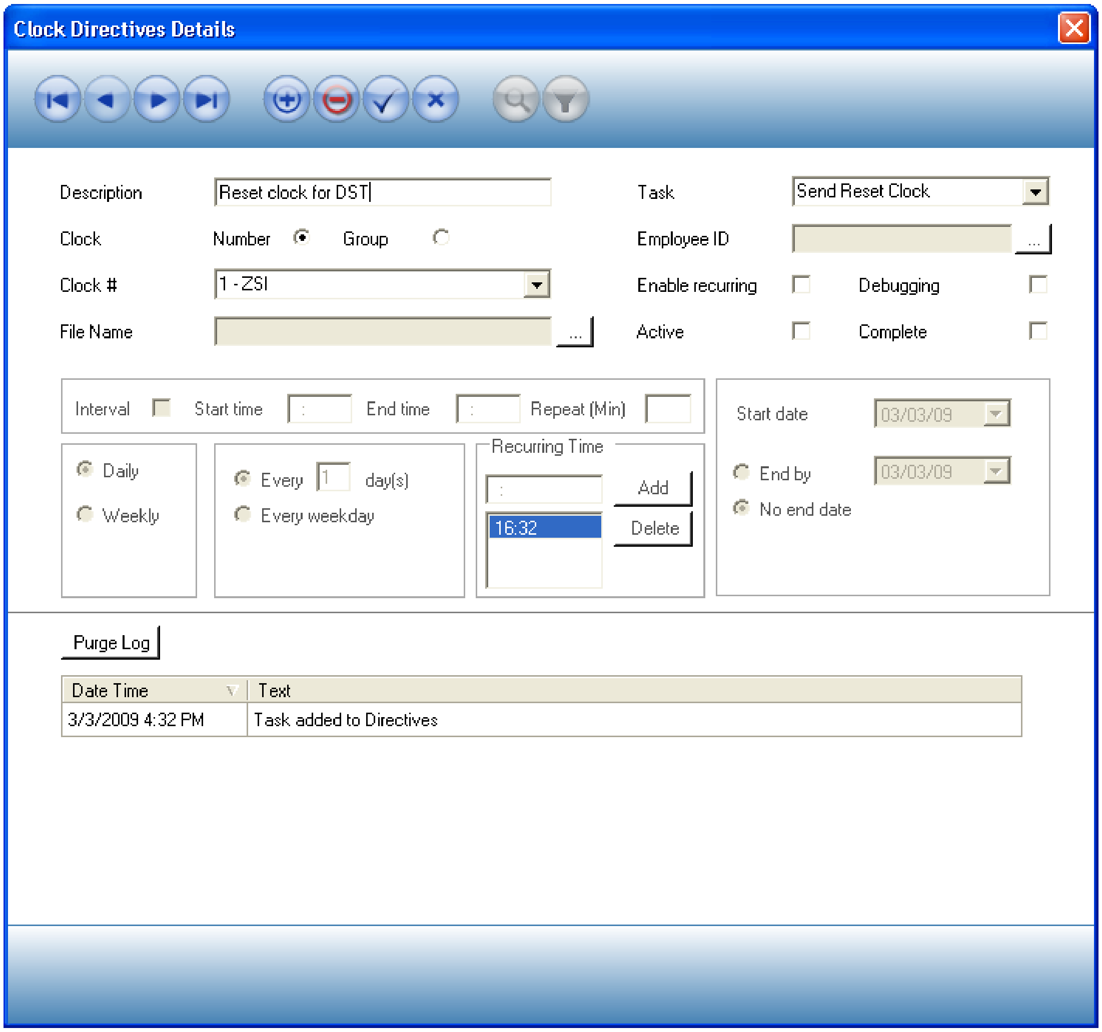


Click **Save** and **Close** when you are done.

Configuring WinHand to Update ATS Global and Cyber Series Using a Directive

ATS Global and Cyber Series clocks can be updated with the time and date information from the server by configuring a directive in WinHand to reset the clocks. This directive should be scheduled for some time after the time has changed on the server.

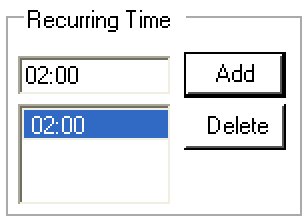
1. Open WinHand. From the main WinHand screen, select **Clock Directives** from the **Setup** drop-down menu. This will display the **Directives Main** screen, shown in the following figure.
2. Click the **Add** button in the lower right to get to the **Clock Directives Detail** screen.



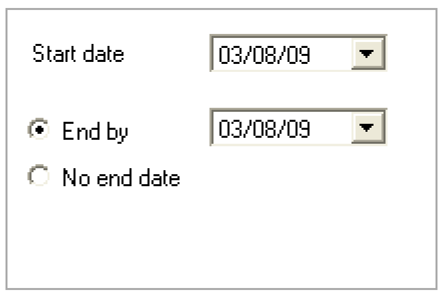
3. Enter a description of up to 40 characters in the **Description** field.
4. Select whether this directive will apply to a single clock or a clock group. Select the clock number or clock group from the drop-down menu.
5. From the **Task** drop-down menu, select **Send Reset Clock**.
6. Check the box next to **Active**.
7. To send the directive immediately, skip to step 12 below.
8. To schedule the directive for a future time, check the box next to **Enable Recurring**. Make sure the **Interval** box is unchecked.

9. Select the **Daily** option. In the next box, select **Every 1 Day(s)**.

10. Set a time for the directive to run in the **Recurring Time** field. Click the **Plus** button to add the time to the list below. To remove a time from the list, select the time and click the **Minus** button. All times must be entered in 24-hour format.



11. Select a **Start Date** and **End By** date from the drop-down calendars. For this directive, those dates should be the same.



12. To save the directive, click the **Save**  button in the row of buttons along the top of the screen. Close the window to return to the **Directives Main** screen, which now displays a list of all saved directives.

Description	Clock #	Task	Recurring	Active	Debugging	Task Completed
Reset clock for DST	1	Send Reset clock	Yes	Yes	No	No

13. Close the **Directives Main** window to return to the main WinHand screen.

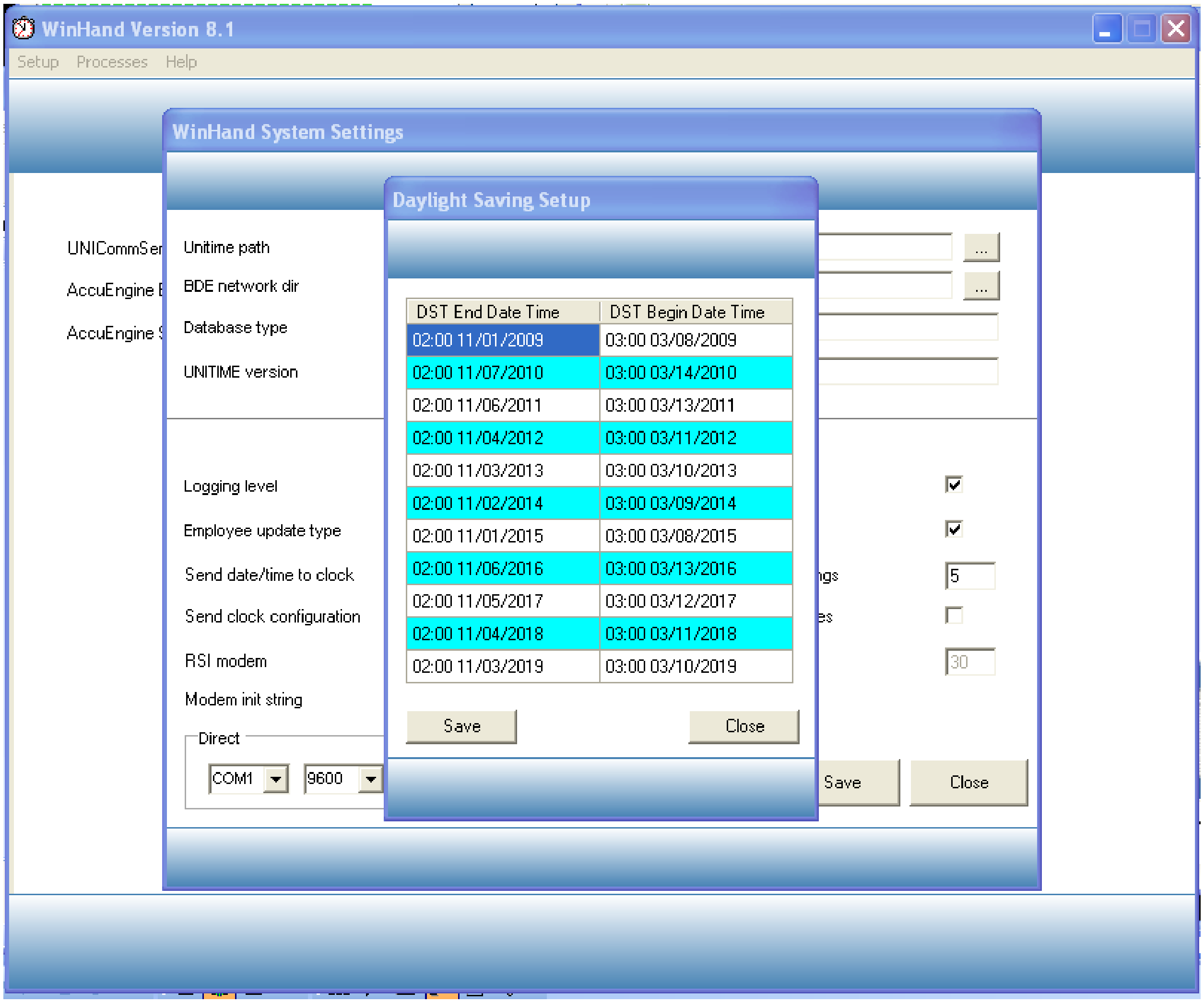
14. Go to the **Processes** menu and select **Start Directives**. The **UNICommService** field should now be green.

15. The directive will now process when WinHand closes if no time was scheduled in the configuration. Otherwise, the directive will be processed at the scheduled time.

Configuring WinHand to Update Clocks at a Specified Time

If the traditional daylight saving time change would have a negative impact on your operations, you can schedule WinHand to make the change at a specified time that is most convenient to you.

Open WinHand and go to **Setup > System Settings** to open the **WinHand System Settings** screen. Click the **Daylight Saving** button to view the list of currently configured DST End and Begin times. Edit the date and time changes directly in the appropriate fields.



Click **Save** and **Close** when you are done.

Configuring Verifone Clocks

NOTE: The date and time is not updated during the communication or polling process with the Verifone clocks.

To configure daylight saving time at the clock (this can be configured any time prior to the time change):

1. At each clock, press **Clear**, and then **Enter**, then **9**.
2. Enter the password. The default password is **123**.
3. Enter manager code **14**.
4. Input the start and end dates for daylight saving time.

Configuring HourTrack and GenPro Clocks

HourTrack and GenPro clocks should update automatically if the hardware terminal has been programmed within the last year. If the time did not change, simply run a manual upload to each terminal.

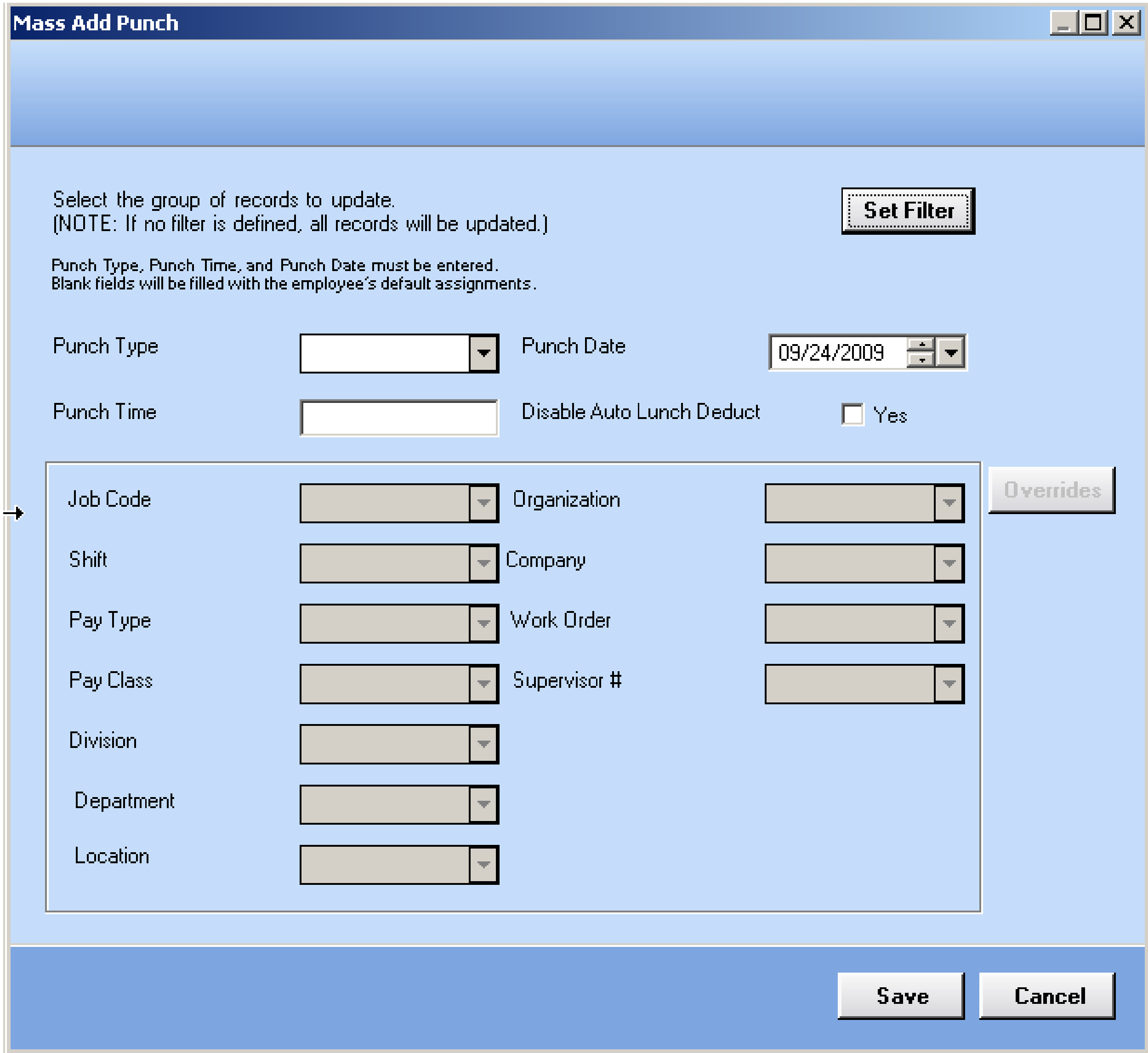
Adjusting Employee Time Records

There are two commonly used methods for adjusting records for multiple employees at once. If you are unsure about whether the Mass Add Punch or the Mass Add Pay Record utility is the most appropriate for you, contact Empower Technical Support.

Mass Add Punch

The **Mass Add Punch** utility provides a fast way to add an identical punch for a group of employees in a company. Rather than adding the punches to each employee's timecard, the **Mass Add Punch** utility can be used to add them with a few easy mouse clicks.

To mass add a punch, open EmpowerTime and go to the **Employees > Timecard** section. Click the **Processes** drop-down menu at the top of the screen and select **Mass Add Punch**. The **Mass Add Punch** window, shown in the following figure, defines the type of punch to be added, the time stamp for the punch, and the employee timecards to which the punch will be added. In addition, the labor detail codes associated with the punch (e.g., department, shift, and job codes) may also be defined. Explanations of the fields in this window are provided following the image.



Set Filter

Defines the employees whose timecards will be updated with the new punch. By default, the mass add punch utility updates all timecards in the **Employee Setup** notebook unless a filter is established. For more information on setting up filters, see Chapter 18—System Utilities in the EmpowerTime User's Guide.

Punch Type

Defines the type of punch to be added. Any kind of punch can be added with this utility.

Punch Time

Defines the time of the punch to be added.

Punch Date

Defines the date of the punch to be added.

Disable Auto Lunch Deduct

Defines whether or not the automatic lunch deduction feature should be disabled for the selected employees on the selected day. This feature applies only when adding an **In For Day** punch, as **In For Day** punches always define the detail for the rest of a workday. In addition, automatic lunches can only be disabled for employees who are assigned to a pay class that is configured to automatically deduct lunches.

Override Detail

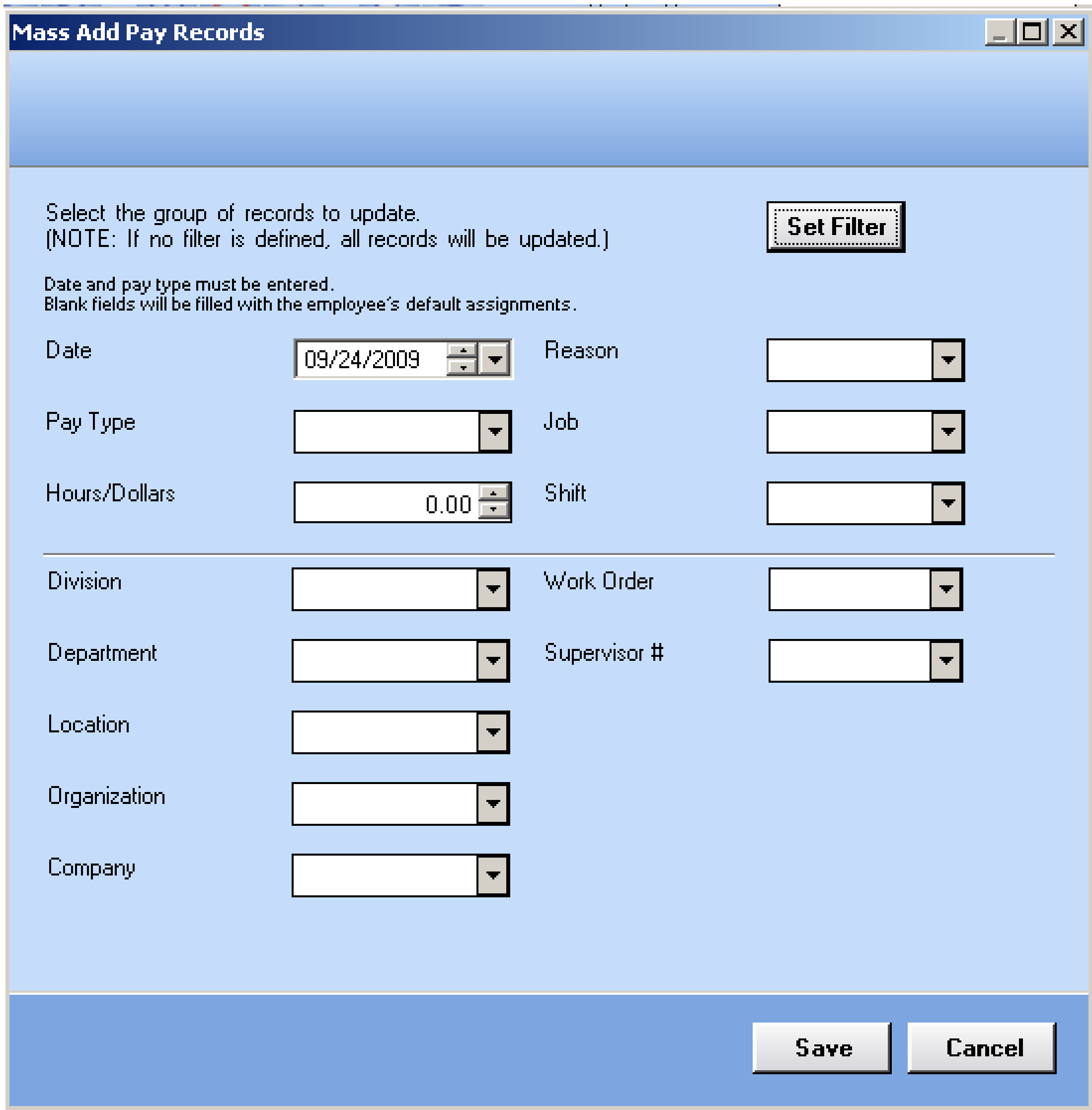
Defines the labor detail codes to be associated with the new punch. By default, punches added with the **Mass Add Punch** feature are assigned detail codes based on employees' schedules and home assignments. Leave the fields under this section blank if the labor details should be taken from the default sources.

Once all options have been configured, click **Save**. EmpowerTime will ask for a confirmation; click **Yes** to run the mass update. Be sure to verify that the desired punch has been correctly applied to all selected employee timecards.

Mass Add Pay Records

The **Mass Add Pay Records** feature provides a fast way to add identical pay record for a group of employees in a company.

To mass add a pay record, click on the **Processes** drop-down menu at the top of the screen and select **Mass Add Pay Records**. The **Mass Add Pay Records** window, shown in the following figure, defines the type of pay record to be added, the date of the pay record, the number of hours, and the employees for which the record will be added. In addition, the labor detail records associated with the pay record (e.g., department, shift, and job codes) may also be defined. The fields in this window are explained below.



Set Filter

Defines the employees whose records will be updated with the new pay record. By default, the **Mass Add Pay Records** utility updates all records in the **Employee Setup** section unless a filter is established.

Date

Defines the date of the pay record to be added.

Pay Type

Defines the pay type of the pay record to be added.

Hours/Dollars

Defines the number of hours or dollars to be paid to the selected employees with the pay record. In order to pay dollar amounts with a pay record, the selected pay type must be set up as a dollars pay type.

Reason

Defines the absence reason code to be associated with the pay record. Absence reason codes must first be defined in the **Code Tables** section.

Job, Shift, Organizational Levels

Defines the labor detail codes to be associated with the pay records. By default, pay records created with this utility are assigned detail records based on employees' home assignments. Leave the fields under this section blank if the labor details should be taken from the default sources.

Once all options have been configured, click **Save**. EmpowerTime will ask for a confirmation; click **Yes** to run the mass update. Be sure to check that the desired pay record has been correctly applied to all selected employee records.

WARNING: Be sure to ask your network administrator to make an external backup of the directory before making changes with the **Mass Add Pay Record** feature. There is no undo feature that can be used to reverse incorrect changes.