



## TimeTrak® And Daylight Saving Time

Daylight Saving Time has been changed by the government to start earlier, and end later starting this year; 2007. As most of you are aware, time and attendance involves in most cases, hardware and software.

### **Daylight Saving Calculations - "Pay Rule > Miscellaneous"**

We will start by discussing TimeTrak® software. TimeTrak® has two places where Daylight Saving can be turned On or Off. The first place is on the "Pay Rule Setup > Miscellaneous" tab. The Pay Rule "Use Daylight Saving" feature controls the calculations that handle subtracting the "extra" hour of time indicated between punch transactions when Daylight Saving Time starts in the Spring; or the addition of the "missing" hour of time indicated between punch transactions when Daylight Saving Time ends in the Fall. The Pay Rule "Use Daylight Saving" feature ensures that the number of hours is corrected on the two days of the year when daylight saving changes occur. It has no effect on punch times or clock times.

### **Clock Time Adjustment - "Site Clock - Clock > Basic Programming"**

The second place that TimeTrak® has a "Use Daylight Saving" feature in "Site/Clock Clock Setup > Basic Programming". This "Basic Programming" "Use Daylight Saving" feature is downloaded to the clocks which are able to alter their own time when Daylight Saving Time changes twice per year. Some clock models are hard coded with the formerly used Daylight Saving dates and will alter the clock's time on incorrect dates according to the former DST rules. These clocks must have the "Basic Programming" "Use Daylight Saving" feature turned off. Because the feature is turned off for these clocks, they must receive a manual download of the correct Time and Date soon after each Daylight Saving change (twice per year).

Whenever the "Basic Programming" "Use Daylight Saving" feature is altered, the changes must be saved, and a configuration download sent to each affected clock.

## **PRE-Daylight Saving Updates**

### **Version 8.0/Version 8.1 (Rev. 02/06/07 and older) -**

- Turn off "Use Daylight Saving" in "Pay Rule > Miscellaneous" and "Basic Programming".
- Download updated configuration to ATS serial clock models 100, 2000, 3000, 3500, 3600, 5000 and 3102; and NCR clocks.
- Download the corrected Time/Date manually to ATS serial clock models 100, 2000, 3000, 3500, 3600, 5000 and 3102; and NCR clocks, after each Daylight Saving time change (twice per year).
- If using CMDRVW32, install the updated TTComm32.EXE and rename it to CMDRVW32.EXE in the TimeTrak® program folder.

### **Version 8.1.1 (Rev. 11/05/06 and older) -**

- Turn off "Use Daylight Saving" in "Pay Rule > Miscellaneous" and "Basic Programming".
- Download updated configuration to ATS serial clock models 100, 2000, 3000, 3500, 3600, 5000 and 3102; and NCR clocks.
- Download the corrected Time/Date manually to ATS serial clock models 100, 2000, 3000, 3500, 3600, 5000 and 3102; and NCR clocks, after each Daylight Saving time change (twice per year).

### **Version 9.0 (Rev. 11/05/06 and older) -**

- Turn off "Use Daylight Saving" in "Pay Rule > Miscellaneous" and "Basic Programming".
- Download updated configuration to ATS serial clock models 100, 2000, 3000, 3500, 3600, 5000 and 3102; and NCR clocks.
- Download the corrected Time/Date manually to ATS serial clock models 100, 2000, 3000, 3500, 3600, 5000 and 3102; NCR clocks; and TMC clocks, after each Daylight Saving time change (twice per year).

## **POST-Daylight Saving Updates**

### **Version 8.1 (Rev. 02/07/07 09:59 and newer) -**

- Turn on "Use Daylight Saving" in "Pay Rule > Miscellaneous".
- Set the correct Daylight Saving Times and Dates.
- Download updated configuration to ATS serial clock models 100, 2000, 3000, 3500, 3600, 5000 and 3102; and NCR clocks.
- Download the corrected Time/Date manually to ATS serial clock models 100, 2000, 3000, 3500, 3600, 5000 and 3102; and NCR clocks, after each Daylight Saving time change (twice per year).
- If using CMDRVW32, install the updated TTComm32.EXE and rename it to CMDRVW32.EXE in the TimeTrak® program folder.

### **Version 8.1.1 (Rev. 11/06/06 09:39 and newer) -**

- Turn on "Use Daylight Saving" in "Pay Rule > Miscellaneous".
- Set the correct Daylight Saving Times and Dates.
- You must run TTClockHost version 1.1.0.0 or newer, or TTClockComm. Flash the BIOS of the CMI Clock to 252-011L Firmware.
- Download updated configuration to ATS serial clock models 100, 2000, 3000, 3500, 3600, 5000 and 3102; and NCR clocks.
- Download the corrected Time/Date manually to ATS serial clock models 100, 2000, 3000, 3500, 3600, 5000 and 3102; and NCR clocks, after each Daylight Saving time change (twice per year).

### **Version 9.0 (Rev. 11/06/06 09:39 to Rev. 01/17/07 23:59) -**

- Turn on "Use Daylight Saving" in "Pay Rule > Miscellaneous".
- Set the correct Daylight Saving Times and Dates.
- You must run version 1.1.0.0 or newer, of TTClockHost, or TTClockComm. Flash the BIOS of the CMI Clock to 252-011L Firmware.
- Download updated configuration to ATS serial clock models 100, 2000, 3000, 3500, 3600, 5000 and 3102; and NCR clocks.
- Download the corrected Time/Date manually to ATS serial clock models 100, 2000, 3000, 3500, 3600, 5000 and 3102; NCR clocks; and TMC clocks, after each Daylight Saving time change (twice per year).

**Version 9.0 (Rev. 01/18/07 16:51 and newer) -**

- Turn on "Use Daylight Saving" in "Pay Rule > Miscellaneous".
- Set the correct Daylight Saving Times and Dates. You must run version 1.1.0.0 or newer, of TTClockHost, or TTClockComm. Flash the BIOS of the CMI Clock to 252-011L Firmware.
- Download updated configuration to ATS serial clock models 100, 2000, 3000, 3500, 3600, 5000 and 3102; and NCR clocks.
- Download the corrected Time/Date manually to ATS serial clock models 100, 2000, 3000, 3500, 3600, 5000 and 3102; and NCR clocks, after each Daylight Saving time change (twice per year).
- TMC Clocks should work smoothly with this revision and newer.