

Daylight Savings Time Edits

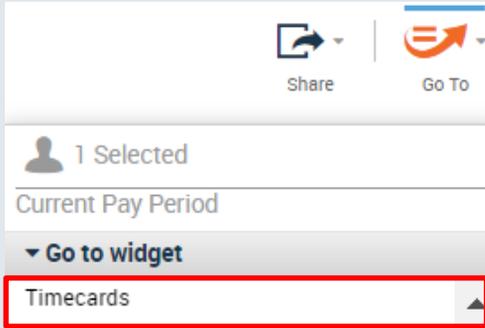
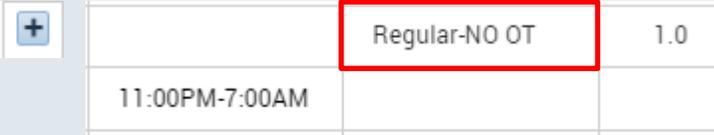
This guide will show you how to make adjustments for daylight savings time in March and November.

-
1. March Edit
 2. November Edit

March Edit

Purpose:

This job aid will show you how to make edits for daylight savings time in March. This involved adding an hour of Regular pay with a pay code.

Steps	Screenshots																																												
<p>Find the employee you want to view using the QuickFind.</p>																																													
<p>Click on their name, then use the Go To button on the top right to navigate to the Timecard.</p>																																													
<p>Find the day on the timecard that had the daylight savings.</p>																																													
<p>It will have an hour less on the shift totals.</p>																																													
<table border="1"> <thead> <tr> <th>Date</th> <th>Schedule</th> <th>Pay Code</th> <th>Amount</th> <th>In</th> <th>Transfer</th> <th>Out</th> <th>In</th> <th>Tr...</th> <th>Out</th> <th>Shift</th> </tr> </thead> <tbody> <tr> <td>Thu 3/11</td> <td></td> </tr> <tr> <td>Fri 3/12</td> <td>11:00PM-7:00AM</td> <td></td> <td></td> <td>11:00PM</td> <td></td> <td>7:00AM</td> <td></td> <td></td> <td></td> <td>7.5</td> </tr> <tr> <td>Sat 3/13</td> <td>11:00PM-7:00AM</td> <td></td> <td></td> <td>11:00PM</td> <td></td> <td>7:00AM</td> <td></td> <td></td> <td></td> <td>6.5</td> </tr> </tbody> </table>		Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Tr...	Out	Shift	Thu 3/11											Fri 3/12	11:00PM-7:00AM			11:00PM		7:00AM				7.5	Sat 3/13	11:00PM-7:00AM			11:00PM		7:00AM				6.5
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<p>Manually add a row to the timecard, and add in the pay code 'Regular-NO OT' for an hour.</p>																																													

Steps

Check the daily totals to make sure they are being paid correctly by clicking on the dropdown shown here.

Once validated, click Save.

Screenshots



Pay Code	Amount
Regular	6.5
Regular-NO OT	1.0



November Edit

Purpose:

This job aid will show you how to make edits for daylight savings time in November. This will involve breaking out the shift to make sure one of the hours does not pay.

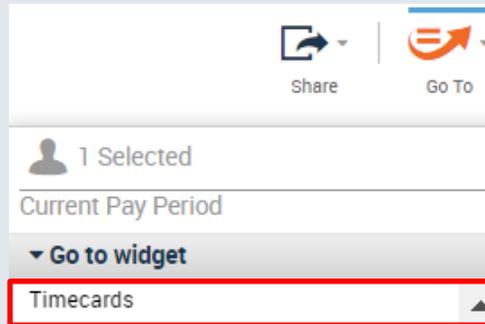
Steps

Screenshots

Find the employee you want to view using the QuickFind.



Click on their name, then use the Go To button on the top right to navigate to the timecard.



Find the day on the timecard that had the daylight savings.

It will have an hour extra on their worked time.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Tr...	Out	Shift
Thu 11/04										
Fri 11/05	11:00PM-7:00AM			11:00PM		7:00AM				7.5
Sat 11/06	11:00PM-7:00AM			11:00PM		7:00AM				8.5

Manually add a row to the timecard using the '+' icon.



Steps

Screenshots

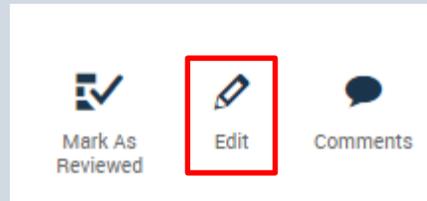
Separate the last hour in the day by breaking out the punches. In this scenario since the shift ends at 7 AM you would add a new in punch of 6:01 AM and an out punch of 6 AM.

	7:00AM	6:01AM	6am	8.5

This will reorganize the punches and you will end up with this below.

6:00AM	6:01AM	7:00AM	9.0

Right click on the 6:01 punch and select edit.



Click New Shift from the override dropdown and select OK.

Punch

Date: 11/07/2021

Time (h:mma) *: 6:01AM

Rounded Time: 11/07/2021 6:00AM GMT-05:00

Override: **New Shift**

Click on the transfer cell in between the broken out punches. Select **Search**.

6:01AM		7:00AM
	;;;OTC19/// ;;;CCCCE/// ;;Swap 7hr Not Working NL ;;Swap 7hr Working NL ;;Swap 8hr Not Working NL Search...	

Steps

Click on the Work Rule tab, and select No Pay.

Screenshots

Job Transfer | Labor Account | Work Rule

Add Work Rule

no pa

No Pay

This will reorganize the punches and you will end up with this below.

Sat 11/06	11:00PM-7:00AM			11:00PM		6:00AM
Sun 11/07				6:01AM	::No Pay	7:00AM