

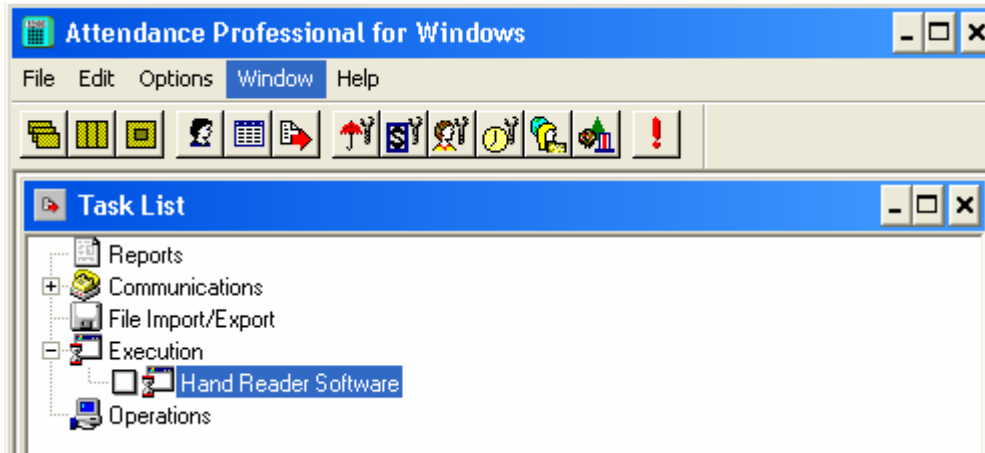


## Hand Punch

### Daylight Savings Time (Attendance Professional)

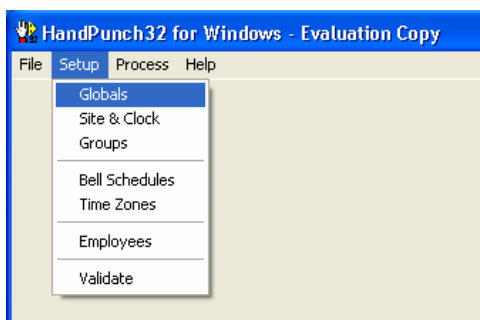
1. Log into Attendance Professional and go to the Task List, under  Execution there should be a folder  Hand Reader Software *\*Name may be different but similar*



Double click on the folder  Hand Reader Software to open the software.

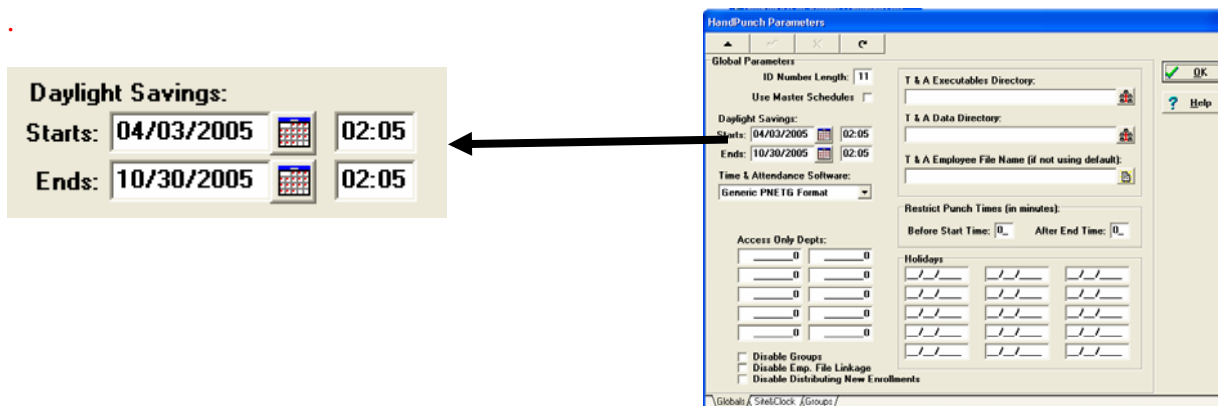
*If you have nothing under Execution please call **Advanced Time Management** for Technical support at (800) 841-3824 or (616) 530-8776*

2. Once the software opens go to Setup > Globals



3. In the upper left part of this large menu you will see “Daylight savings”. Change the start date to the “DS ON” date and set the time to 0205 for 2:05am. Now change the End date to the ”DS OFF” date and set the time to 0205 for 2:05am.

*These dates can be found at the end of this document*



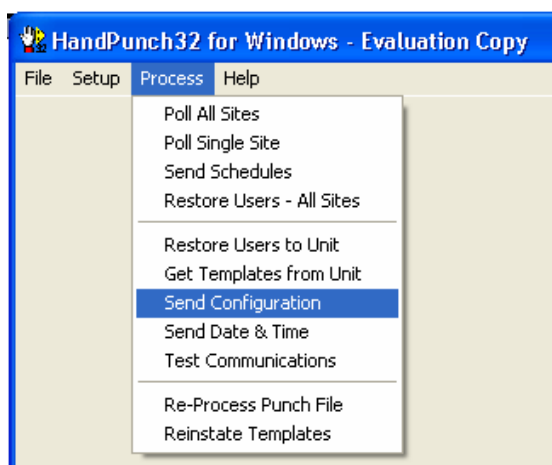
Now click the Black Check at the top left to save the changes



Now click the



4. Now under Process go to Send Configuration



5. Click the >> to select all clocks. All clocks should move to the right-hand window.



6. Click



**Your Hand Readers are now set up for Daylight Savings!**

Year	DS ON 2 a.m. (First Sunday in April)	DS OFF 2 a.m. (Last Sunday in October)
2004	4/4	10/31
2005	4/3	10/30
2006	4/2	10/29

**DS Start and End date changes beginning March 2007**

Year	DS ON 2 a.m. (Second Sunday in March)	DS OFF 2 a.m. (First Sunday in November)
2007	3/11	11/4
2008	3/9	11/2
2009	3/8	11/1
2010	3/14	11/7
2011	3/13	11/6
2012	3/11	11/4
2013	3/10	11/3
2014	3/9	11/2
2015	3/8	11/1