Daylight Savings Entries

Description: In this topic, the user will learn how to manage entries that were entered during daylight savings, and the start or end time for the shift happened exactly at 1:00 AM. These steps are for fall back only. No manual steps are required for spring forward.

Role Required: Super User, Supervisor, Employer

Permission Required: N/A

- 1. Log in to DCI
- 2. Click **Home** on the main menu
- 3. Click Pending Entries on the submenu
- 4. Locate the entry in the table or use the filter options and click Search
- a. In the Needs Review column, there is a red eye. Hover over the eye to view the reason "Review Daylight Savings Review."
- 5. Approve the entry by completing one of the following actions:
 - a. Click the red A button
 - b. Click anywhere on the entry row to open the Punch Entry Details page. Click the Actions button and select Approve from the dropdown menu.
- 6. An alert window will open, prompting the approver to select the correct time interval. The approver will select from the following options:
 - a. Second 1AM Hour The shift extended past daylight savings at 2AM when the time set back to 1AM
 - b. First 1AM Hour The shift ended prior to daylight savings which occurs at 2AM
 - b. Thist TAW Hour The shift ended phor to daylight savings
- 7. Click the Next button
- 8. Select Yes in the confirmation alert window to approve the entry and the selection

Related articles

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- How does DCI handle Daylight Savings Time?