

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 drop-down 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
7. Click the **Next** button
8. Select **Yes** in the confirmation alert window to approve the entry and the selection

Related articles

- [Daylight Savings Entries](#)
- [How does DCI handle Daylight Savings Time?](#)