Daylight Saving Time Guide

Daylight Saving Time (DST) is the practice of adjusting clocks one hour earlier than Standard Time in March, and back to Standard Time in November.

- March, second Sunday: DST begins. At 2:00 a.m., clocks flip from 1:59 a.m. to 3:00 a.m. ("spring forward"), resulting in the loss of one hour of time.
- November, first Sunday: DST ends. At 2:00 a.m., clocks flip from 1:59 a.m. back to 1:00 a.m. ("fall back"), resulting in one extra hour of time to report.

The following outlines how to report time for staff who work during the designated DST hour.

March: DST Begins

2:00 a.m. on the second Sunday of March marks the start of Daylight Saving Time. Because time will "spring forward" from 2:00 a.m. to 3:00 a.m., employees will work 7 hours for a scheduled 8-hour shift. Biweekly, non-exempt employees are paid for the "spring forward" 2-3AM hour using the RPN (REG Pay Not Worked) time reporting code. A comment should be added to the timesheet on the RPN day: "RPN for 1 hour DST."

March DST Examples

Scenario: Biweekly employee scheduled Saturday 11PM – Sunday 7AM on the night DST begins. This results in the employee working 7 hours for a scheduled 8-hour shift.

All Employee Types Except AFSCME & Temps

7 REG (7 hours worked)
1 RPN (2-3AM "spring forward" hour, not worked)
8 WSN (Weekend Night Shift Premium)

AFSCME
7 REG (7 hours worked)
1 RPN (2-3AM "spring forward" hour, not worked)
8 NSA (Night Shift Premium)

Temp Not Eligible for Shift Premium
7 REG (7 hours worked)

Temp Eligible for Shift Premium
7 REG (7 hours worked)
7 NSA (Night Shift Premium)

November: DST Ends

2:00 a.m. on the first Sunday of November marks the end of Daylight Saving Time. When time "falls back" from 2:00 a.m. to 1:00 a.m., this results in an extra hour of work (1-2AM is worked "twice"). This extra hour should be reported as OTR, unless the extra hour results in the employee working beyond 40 hours in a week, in which case it is reported as OTP.

November DST Examples

Scenario: Biweekly employee scheduled Saturday 11PM – Sunday 7AM on the night that DST ends. This results in the employee working 9 hours total for a scheduled 8-hour shift.

Non-Bargained For | BWC UMMAP | SEIU | Trades | Temps

Example 1: Extra hour worked caused OTR
8 REG (8 scheduled hours worked)
1 OTR (1-2AM extra hour worked due to DST)
9 WSN (Weekend Night Shift Premium 1.0)

Example 2: Extra hour worked caused OTP
8 REG (8 scheduled hours worked)
1 OTP (1-2AM additional hour worked, due to DST)
8 WSN (Weekend Night Shift Premium)
1 WNT (Weekend Night Shift Premium at 1.5)

AFSCME

Example 1: Extra hour worked caused OTR
4 REG (4 scheduled hours worked)
1 OTR (1-2AM additional hour worked due to DST)
5 NSA (Night Shift Premium)

Example 2: Extra hour worked caused OTP
8 REG (8 scheduled hours worked)
1 OTP (1-2AM additional hour worked due to DST)
8 NSA (Night Shift Premium)
1 NSB (Night Shift Premium at 1.5)

MNA/UMPNC

Example 1: Extra hour worked caused OTP
12 REG (7p-7:30a scheduled, 12 hours)
1 OTP (1-2AM additional hour worked due to DST)
12 WSN (Weekend Night Shift Premium 1.0)
1 WNT (Weekend Night Shift Premium 1.5)

Example 2: .6 FTE Part-time nurse, picks up additional shift during DST
7 OTR (1a – 7a extra shift, 6-hour shift + additional hour worked 1-2AM DST)
7 WSN (Weekend Night Shift Premium 1.0)

DST for Punch & Web Clock Staff

When an employee punches in or out within the 2AM to 3AM hour in March, or 1AM to 2AM in November, one of the following errors appears on the timesheet:

- TLX10077 Base Time in the Change window
- TLX10076 Rptd Time in the Change window

When staff punch in or out during the one-hour timeframe, DST results in adding or deducting an hour from total time. The system does not know if the punch occurred before or after the change, and therefore, does not know how many hours to calculate for the shift.

Step by step process for fixing the errors before the payroll cut-off

Step 1: Determine the number of actual hours worked by the employee

Step 2: Delete the “in” and “out” punches attached to the error message

Step 3: Add a new row and manually report time for the day, using the March and November guides above.

Note: Because punches are deleted from the system due to this process, **time approvers must add a comment**, such as “Punch removed to prevent system DST error.”