



**Human Resources Management**

19 Hagood Avenue, Suite 101

MSC 800

Charleston SC 29425-8000

Tel 843 792 2122

Fax 843 792 9533

[www.musc.edu/hrm](http://www.musc.edu/hrm)

## Memorandum

TO: University Deans, Department Heads, and Administrative Officials

FROM: Susan H. Carullo *SHC*  
Director

DATE: October 14, 2011

SUBJECT: **End of Daylight Saving Time**

In accordance with the Energy Policy Act, Daylight Saving Time is observed from the second Sunday in March to the first Sunday in November. Therefore, Daylight Saving Time ends on **Sunday, November 6 at 2:00 a.m.**

Employees scheduled to work the night shift will be working an additional hour because of the time change. The KRONOS System will automatically adjust for the change.

Supervisors please disseminate this information to employees within your area of responsibility who may not have access to e-mail.

Thank you.

*SHC/jo*

*xc: Betts Ellis, Administrator for Institutional Relations  
Brad Evans, Human Resources Director, University Medical Associates  
Dave Neff, Administrator for Ambulatory Care Services*