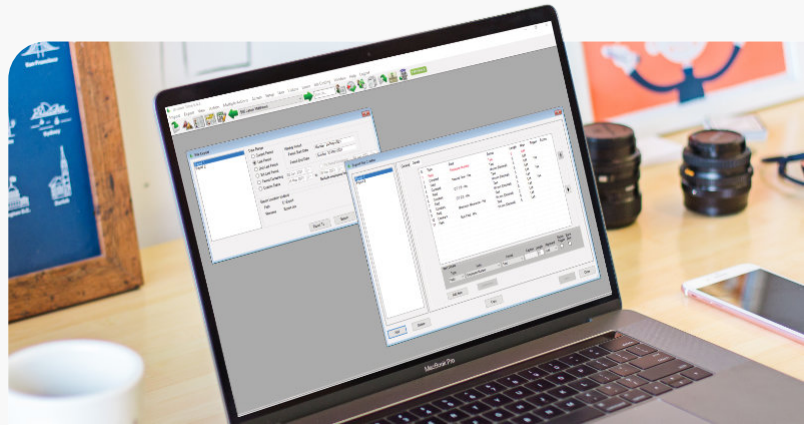# Jarrison Time

Time & Attendance Software

Including Access Control, Job Costing,
Leave Management & Mobile Clocking Solutions

Jarrison Time®

Managing by Exception

An onscreen interactive list of exceptions requiring attention.

• Possible exceptions include, missing clockings, absence without permission, excessive short time, out of area mobile clockings, missing job transactions, unpaired clockings and more.

• Double-click on any entry to apply a manual edit quickly.

• Can require the operator to insert comments when adding adjustments or clockings.

Employee Information

Secure and well organised records with many customizable field types.

• Options to set field types to be, required, pre-selected, drop-down menu selection and/or edit, unique values or text input fields.

• Quick search using name, surname, employee number and/or Identity Document (ID) numbers.

• Bulk import and export of employee information, excellent for initial implementation.

• Advanced grouping based on personal information (Including all custom fields).

• Capture photo or load photos from existing files, and a bulk import or export of photos.

• Supervisor management, each employee can be assigned to another "Supervisor" employee.

• Overview per employee to identify trends (Absenteeism on Mondays etc.).

• Employee documents can be uploaded and viewed as needed.

• Ability to use date-driven custom data fields to track the movement of employees. (i.e. employee changes from one department to another).

Payroll Integration

Effortless integration with payroll and HR systems (No known payroll we can't export to).

• Built in File Creator to customize an "export to payroll" file format.

• Automatically import customizable employee information and their leave.

• Lockdown periods after exporting to payroll.

• Trusted by payroll systems.
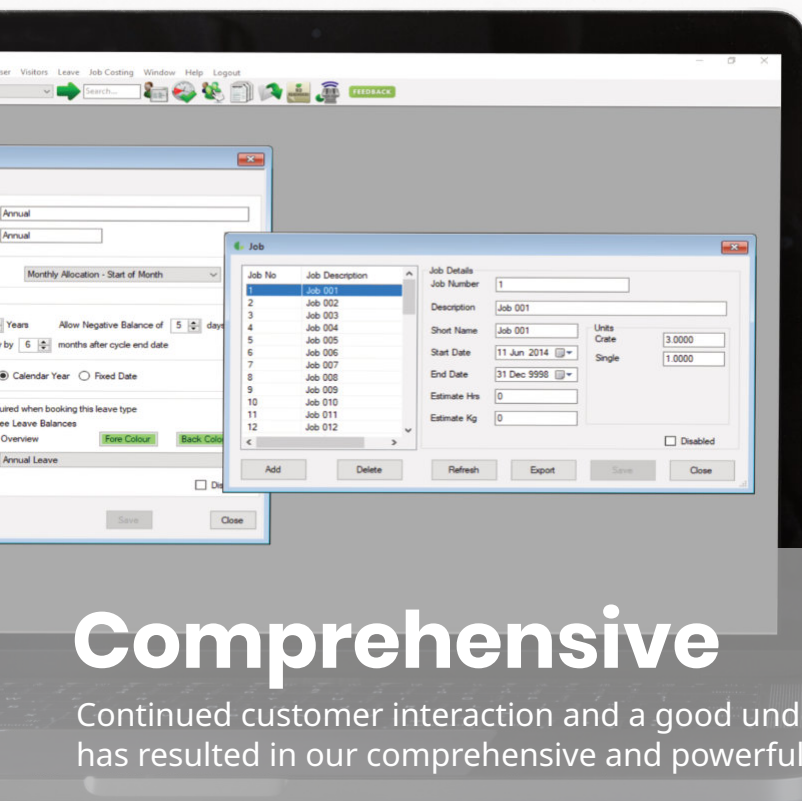
Workflow Management

Manage your organization's workflow and supervisor hierarchy.

• Able to enforce task-based workflow for Pre-Authorized Overtime, Authorized Overtime, Manual Adjustments and Manual Clockings, captured by users.

• Each task containing a list of items waiting to be Accepted or Rejected.

• Automatic escalation of tasks unattended for a specific time frame, notifying the users' supervisor.

• Optional and additional 1-3 level Pay Period (Timesheet) approval. Applying to daily and periodic totals. Requiring approval before exporting to payroll is possible.

Leave Management

Managing leave balances, accruals, entitlement and more.

- Ability to setup any number of leave types and rules.

- Leave types can be linked with Time & Attendance data.

- Option to transition from another system by importing opening balances.

- Capture supporting leave documentation per transaction.

- Export leave balances to payroll for payslip purposes.

- Report on when leave was captured and by whom.

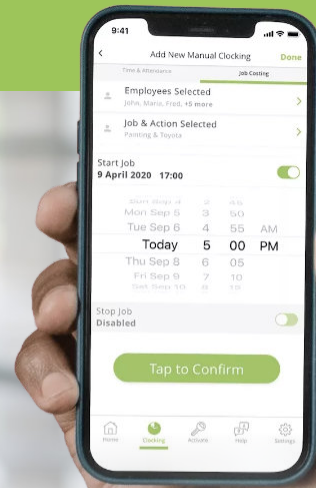- Can integrate with existing adjustments or work independently.

Comprehensive

Continued customer interaction and a good understanding of the ever changing requirements, has resulted in our comprehensive and powerful software functionality.

Job Costing

Capture and calculate job hours and costs including each job's activity.

- Assign specific rates for each activity, per job.

- Able to use Job Costing clocking transactions for T&A calculations.

- Option to calculate the cost based on the count, example how many complete crates were filled.

- Able to assign specific devices as dedicated Job Costing devices. All clockings from such devices assigned to a particular Job and Action.

Mobile Clocking with JT Clock

Clock teams or individuals on the move.

- Real-time clocking (based on network/data availability).

- Geofencing, specific areas for specific times.

- Photo and GPS info possible for each clocking.

- Offline handing of transactions until connectivity restored.

- Manage user app settings centrally from Jarrison Time.

Users

Allowing many users to work concurrently, with varying software privileges.

- Restrict users to WHO they can view and / or edit.

- Restrict users to WHAT functions they can perform in the software.

- Restrict users to which authorizations they may apply.

- Restrict users to particular reports they can view.

- Restrict users applying particular adjustments.

- Enforce the expiry of the login password after a certain time period.

- Enforce varying password complexity (Case, Digits, Special Characters and Length).

- Allow users to substitute for another user, in the case of a user being unavailable.

- Customize the Daily Summary View per user or user group (Users see only their relevant time categories and counters).

Reports

Create your own reports using Jarrison Time's built-in Report Creator.

- Design any report using any field within the software, Eg employee fields, counters, time categories, etc.

- Email any report at any time to any recipient/s for any group of employees.

- Exception reports only sent under specific conditions.

- Report to screen, printer, Excel or PDF formats.

- Daily and/or period totals displayed in time or decimal format.

Access Control

Direct integration to multiple brands/types of biometric devices.

• Unlimited concurrent employee access groups, with scheduled access to specific areas.

• Option to deny access if an employee is late (Prevents interruptions on the assembly line).

• Access can be automatically denied due to inactivity (Excessive Absence), or even over-activity.

• Automatic email or SMS notifications can be sent for any device which goes online/offline.

• Depending on hardware, possible strict or relaxed Anti-passback , ensuring employees not being able enter the same door from the same direction.

• Depending on hardware, Zone Sequencing (Employees must clock out of a time & attendance station, before they can leave site).

• Able to revoke access to site if an employee exceeds allowed overtime hours.
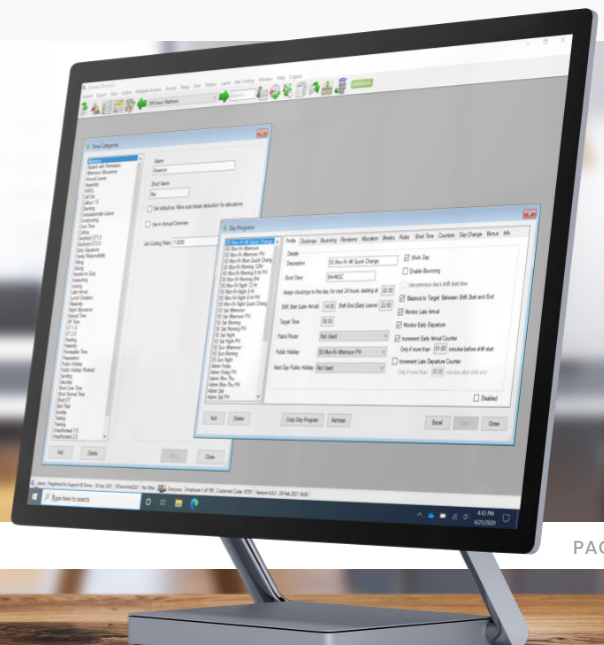
Absenteeism

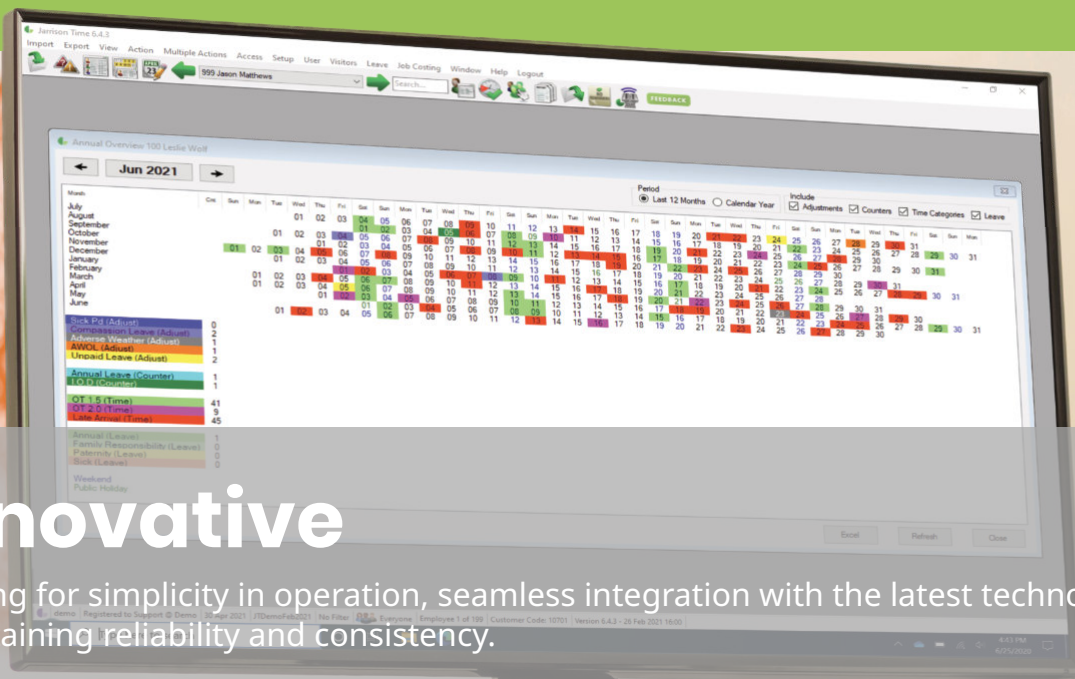**Unlimited absence reasons, for any time spent away from work.**

• Any alert, including late arrival, short time and absenteeism, can be configured to notify the manager automatically.

• Specific reports automatically sent for excessive absence.

• Absence including annual leave, can be automatically imported from 3rd party systems.

• Capture bulk manual absenteeism edits, for a specific group of employees.

Time Categories

Any number of customizable time categories, example normal time, overtime, short time, night allowance, sick leave etc.

• Transfer of overtime to make up normal time, calculated daily and/or end of the pay period.

• Optional authorizing or declining of overtime for any time category.

• Able to authorize overtime before, or after it's worked.

• Caters for any allowances (Eg afternoon and night), with custom rules applied.

• Rounding of daily and/or end of period hours.

Sage VIP Business Partner

Secure export file, or direct database integration with various Sage products.

Jarrison Time is recommended by Sage (South Africa's leading payroll and HR service provider),

sage | Business Partner

Innovative

Striving for simplicity in operation, seamless integration with the latest technologies, all whilst maintaining reliability and consistency.

Shifts & Pay Groups

Unlimited shifts and pay groups, with multiple options to assign employees to ever changing shift patterns.

- Daily and/or end of period (pay group) calculations are produced, using multiple rules and/or formulae.

- Catering for very complex shift rule environments.

- Configurable weekly, monthly, bi-weekly or any other dynamic date-varying pay groups.

- Any shift and pay group applied per employee or group of employees, for any dates.

- Rostering of shifts for employees with erratic shift patterns with an easy-to-apply interface.

- Notification of employees and supervisors of any shift changes via email or SMS.

- Able to import shift rosters from an external CSV file.

- Many break types per day (Lunch, Tea, Toilet), paid or unpaid, including limitation rules.

- Flexi time and core time available, with minimum and maximum hours to carry to next period.

- Bonus times are possible under pre-determined conditions (Public holidays, call outs etc).

- Shifts exceeding 24 hours are easily catered for, example truck drivers who spend several days off site.

- Grace times and ignoring of time clocked before shift starts, are effortlessly managed.

- Automatic shift allocation (shift sensing), basing the shift rules to apply, on the time an employee arrives and/or leaves work.

- No need for dedicated 'In' and 'Out' devices at a clocking area. Only one device required!

- Bulk shift and pay group changes for any group of employees for any date range.

- Shifts can be determined by the device the employee clocked on.

- Able to use previous period totals, to base current period results on.

- Possible to set targets for weekly and monthly totals in the same period totals.

Clocking Transactions

Automatic and scheduled import and calculation of clockings, with email alerts ensuring up to date transactions.

• Rounding of daily clockings, daily totals and/or periodic totals.

• Collection of transactions direct from devices, existing 3rd party access control systems, web servers or from files.

• Add, delete or modify any clockings, with optional forced or reasons. All audited and differentiated.

• Bulk addition of manual clockings for any group of employees, for any dates and times.

• Unlimited number of clocking transactions per day, including optional seconds.

• Able to ignore duplicate clockings occurring within a set timeframe (clocking 'In' or 'Out' multiple times or from same direction).

• Optional clocking groups (different T&A vs Access Control devices, for different groups of employees).

• Optionally use the first and last clocking of the day (Ignoring all 'In Between' clockings).

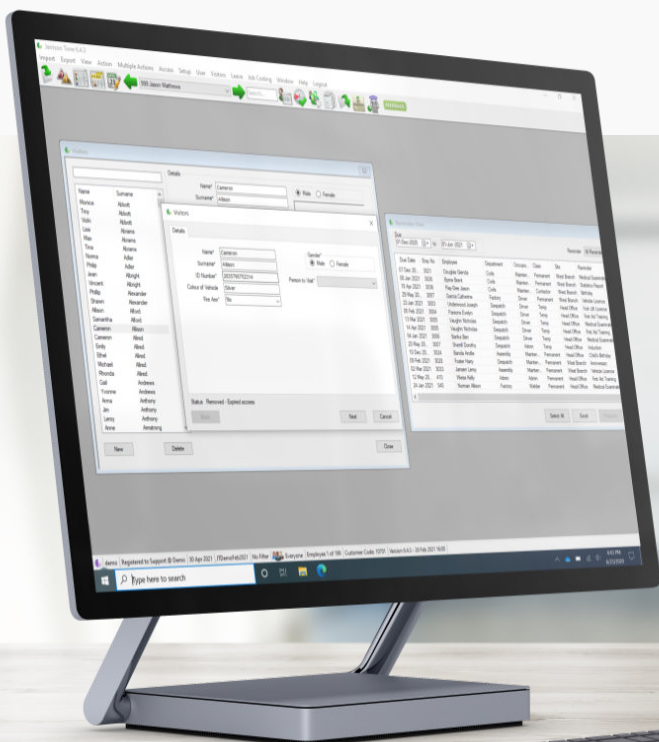• Recording temperature and mask-detection information, from compatible devices.

Reminders

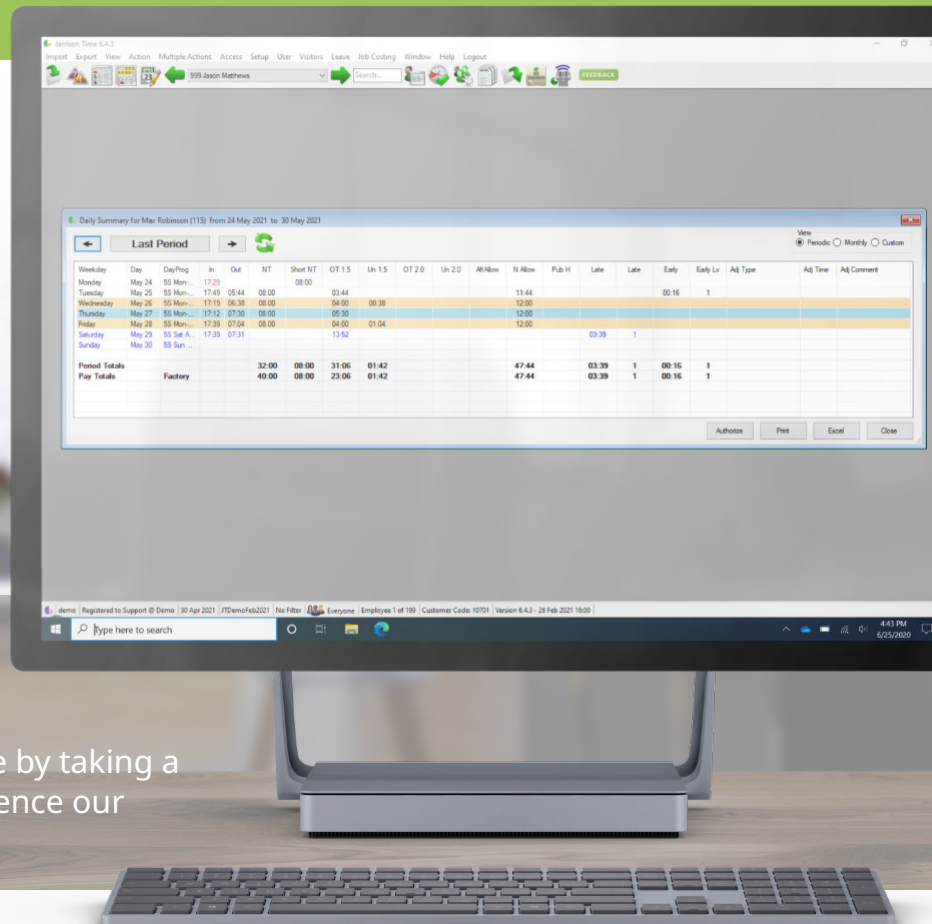**Multiple employee reminders (Medical exams, fork lift licences etc). Other features include:**

• All reminders can be acknowledged centrally.

• Able to set recurring reminders.

• Ability to remove employee access if reminder is not acknowledged.

• Email or SMS any reminder notifications to employee and/or supervisor.

Visitors Management

Monitor and Allow visitors to gain temporary access to specific device/s.

• Enroll visitors by capturing customizable details, photo, fingerprints, ID documents and more.

• Visitors can be assigned access through certain entry points at certain times.

• Visitor details saved in Jarrison Time for easy activation at next visit.

• Option to print an indemnity form with their credentials during enrolment.

• Integration with eSkan (South African driver licence, ID Document and/or vehicle licence scanner).

User Friendly

Designed for simplicity and ease of use by taking a keen interest in how customers experience our software.

General

This product has been developed in South Africa.

- Free updates and manuals available at www.jarrison.systems.

- Proven reputation with many happy customers in multiple countries.

- Summary View window to provide immediate access to daily and periodic totals.

- Flexible public holiday system (add or delete public holidays as they change, for multiple countries).

- Up-to-date on-screen 'In/Out' register.

- Daily database backup to a safe location (e.g. another PC on the network).

- Full audit trail, including which user performed what action and when.

Jarrison Time®