Jarrison Time

Workflow

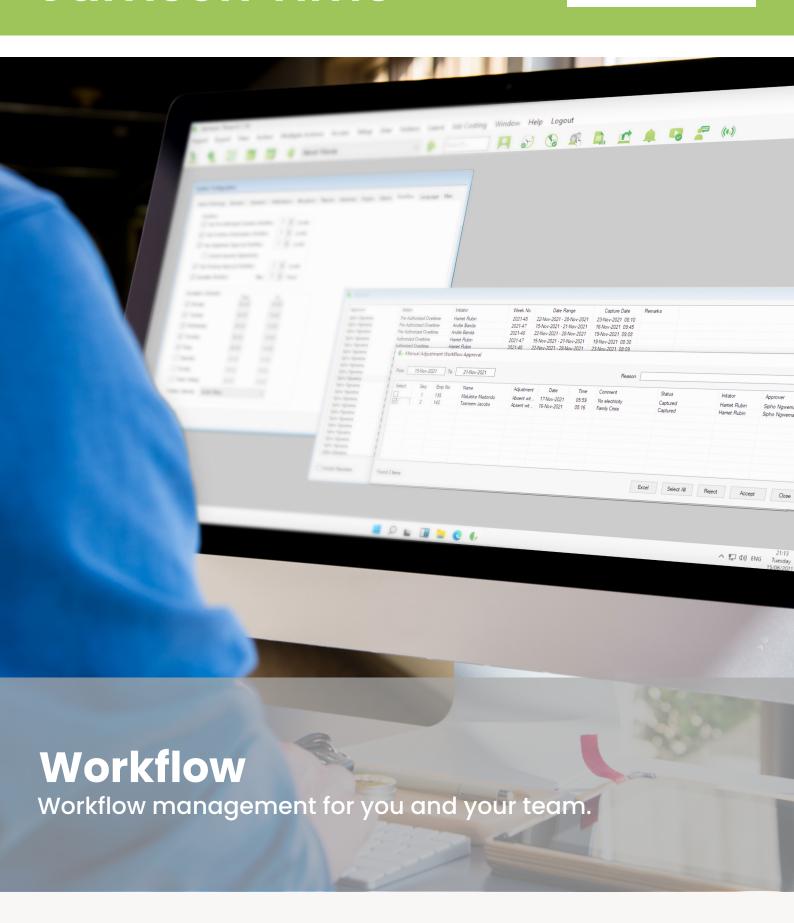Workflow management for you and your team.

Jarrison Time®

Workflow Management

Workflow can be applied to Overtime Authorization and Pre-authorization, Manual Adjustments and/or Manual clockings.

Then the first-level user (initiator) would suggest a manual entry, which is then sent to their supervisor for approval.

Once approved it can move to higher levels for further approval, or be considered as valid at that point.

A notification to the supervisor can be sent if the person has not yet actioned their work within the pre-set amount of time!

Up to 4 levels of approval are possible, with varying levels for different aspects.

How it Works

Using overtime approval as an example, when an employee works more hours than the standard shift hours, the first person (initiator), would then "authorize" this time (still not valid OT yet). Then, the next person in line, usually their manager, receives a notification. They would then log in and approve the time marked as authorized by the initiator.

If they reject it, it goes back to the initiator who also receives an email, who must then modify the task. If there is another person to approve, more than 2 levels of approval, it will go on to them for approval before becoming valid.

If tasks are not actioned in the pre-set time, then an email goes to the person's manager alerting them of their subordinates not doing their tasks, these emails can be programmed to be sent at specific times e.g. only during office hours.