Jarrison Time®

Time & Attendance
with Access Control

Innovative   Comprehensive   Support

EMPLOYEES

There is no limit to the number of employees that can be managed, other features include:

- Custom defined fields. Ability to rename existing fields. Option to have forced and/or preselected custom fields, unique ID or plain text fields
- Quick search using name, surname, employee number and/or ID number
- Bulk import and export, excellent for new installations and remote sites
- Advanced grouping according to personal details (Including custom fields)
- Capture photo or load from existing file, bulk import or export photos
- Supervisor management, employee reports to and/or is a supervisor
- Terminate or Blacklist employees while still retaining their history
- Overview per employee to identify trends (Absenteeism on Mondays etc)
- Annual Overview to identify trends such as Absenteeism before and after weekends

Control your payroll:
Reliable recording of clocking transactions and processing through to final payroll with management reports to meet your needs.

MANAGING DAILY EXCEPTIONS

A listing of missing clockings, absence, days with excessive short time and more are provided
Other features include:

- Double click on an entry to apply any manual edits quickly
- Can force the operator to insert comments when adding adjustments or clockings

TIME

Any number of time categories are possible, for example normal time, overtime, short time, night allowance, sick leave and many more. Other features include:

- Transfer of overtime to make up normal time, done daily and/or end of any pay period
- Optional authorisation or declining of overtime for any time category
- Optional time sheet approval (3 levels) before submitting for payroll
- Caters for afternoon and night allowances with custom rules applied
- Rounding of daily and/or end of period hours

SHIFTS AND PAY GROUPS

An unlimited number of shifts and pay groups are possible, other features include:

- Daily and/or end of period (pay group) calculations made, using rules and/or formulae
- Catering for very complex shift rule environments
- Configurable weekly, monthly, biweekly or any other dynamic date-varying pay groups
- Any shift and pay group applied per employee or group of employees
- Scheduling of shifts for employees with erratic shift patterns with an easy to apply interface
- Able to import shift schedules from CSV file
- Any and all break types (Lunch, Tea, Toilet), paid or unpaid
- Flexi time available with minimum and maximum hours to carry to next period
- Able to revoke access to site if an employee exceeds allowed overtime hours
- Bonus times are possible under certain conditions (Public holiday, call outs)
- Shifts exceeding 24 hours are catered for, example truck drivers who spend several days off site
- Grace times and ignoring of time clocked before shift start is easily managed
- Automatic shift allocation (Shift Sensing)
- No need for dedicated 'In' and 'Out' readers. Only one reader required!
- Bulk shift and pay group changes for any group of employees for any date range

Ease of implementation and use:
Continued customer interaction resulting
in meaningful and effective functionality

Innovative

CLOCKING TRANSACTIONS

Automatic import and calculation of clockings are both possible, other features include:

- Rounding of clockings at daily and/or periodic level
- Interfaces with existing access control systems
- Add, delete or modify clockings with reasons (Audited and easily differentiated)
- Bulk addition of clockings
- Unlimited number of clocking transactions per day
- Able to ignore duplicate clockings (clocking 'In' or 'Out' multiple times)
- Optional clocking groups (Different T&A devices for different groups of employees)
- Optionally use the first and last clocking of the day (Ignoring 'In Between' clockings)

Streamline your processes:
Use of Jarrison Time automatically streamlines your processes.

ACCESS CONTROL

Unlimited access groups, able to assign any group of entry locations to any employee/s for specific time periods, other features include:

- Direct integration to biometric devices, allows restriction of access for employees to certain areas
- Option of 4 concurrent employee access groups (Scheduled access to specific areas)
- Option to deny access to site if employee is late (Interrupting the assembly line)
- Access to site can be automatically denied after certain inactivity periods
- Automatic email or SMS notifications can be sent for any device/s which go on/offline

ABSENTEEISM

Late arrival, early departure and short time calculations can be monitored, other features include:

- Any type of manual adjustment for all time away from work
- Leave can automatically be imported from a CSV file
- Bulk adjustments for any employee/s for any given date or date range

JOB COSTING

Jarrison Time can store and track a Job Number and its Activity with the employee's biometric transactions from certain devices. Other features include:
- Different Rates for each activity per Job
- Calculation of Hours spent on a Job or from a specific site

Visitor Management

Allow visitors to gain temporary access using existing biometric device/s, other features include:

- Enrol 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 drivers licence, ID Document and/or vehicle licence scanner)

Comprehensive

Many years of understanding people's changing requirements, delivering multiple features to accommodate these needs

Jarrison Time®

USERS

An unlimited number of users are all able to work concurrently. Other features include:

- Limit users to WHO they can view
- Limit users to WHO they can edit
- Limit users to WHAT functions they can perform in the software
- Limit users to which adjustments they may apply
- Limit users to set REPORTS they can view
- Enforce the expiry of the login password after a certain time period
- Enforce varying password complexity (Case, Digits, Special Characters, Length)

REMINDERS

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

- Al reminders can be acknowledged centrally
- Ability to remove employees access if reminder is not acknowledged
- Email or SMS any reminder notifications to employee and/or supervisor

Sage VIP Business Partner: Jarrison Time is recommended by Sage VIP Payroll and integrates seamlessly with their software

REPORTS

You can create your own reports using Jarrison Time's built in Report Creator. Other features include:

- Email any report at any time to any recipient/s for any group of employees
- Export to Excel
- Print to PDF format
- Daily and/or period totals displayed in hours or decimal format
- Limit certain users to specific reports

PAYROLL

Effortless integration to payroll is enabled with the file Export Creator. Other features include:

- Ability to export payroll file automatically
- Automatically import customizable employee information and leave from Sage VIP Premier, Sage VIP People and custom import file
- Automatically import employee Information from a customizable CSV file
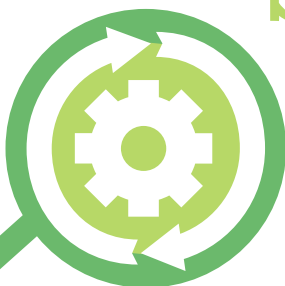- Recommended by Sage VIP (South Africa's leading payroll and HR service provider)

GENERAL

This product has been developed in South Africa. Other features include:

- Free updates and manuals available at www.jarrison.co.za
- Daily database backup to a safe location (e.g. another PC on the network)
- Full audit trail, including which user performed what action
- Up-to-date on-screen 'In/Out' register
- Flexible public holiday system (add or delete public holidays as they change, for any country)
- Summary View window to provide immediate access to clockings and totals
- Able to import and export work rules for off-site email support

Support

Proven Reputation:
Successful installations and happy customers throughout South Africa, Namibia, Botswana, Zambia, Kenya, Nigeria and more...

Jarrison Time®

Time & Attendance
with Access Control

Innovative   Comprehensive   Support