



EXCEEDING AND SURPASSING YOUR
TIME & ATTENDANCE
REQUIREMENTS AND EXPECTATIONS - TIME AND TIME AGAIN

INNOVATIVE, HIGH-QUALITY, COMPREHENSIVE TIME & ATTENDANCE WITH ACCESS CONTROL SOFTWARE

Jarrison Time[®] is the answer to all your time & attendance needs!

Years of experience and enthusiasm have resulted in our high-quality Software

Saves you time preparing your payroll

Effortless calculation and record keeping of your employees' time sheets.

The custom report creator and secure SQL database allow for **speedy and confident day-to-day operations**. With Jarrison Time's comprehensive and sophisticated daily and periodic shift rules and custom formulae, **virtually any shift condition and calculation can be catered for**.

Control access in and around your premises

Connecting directly to biometric hardware enables Jarrison Time[®] to provide **secure access control functionality**.

Limiting certain employees to different entry points at different times is done easily.

Manage visitors

Allow security guards to enrol visitors by capturing their details (Photo, fingerprints, id documents etc), then optionally printing an indemnity form with their credentials. Visitors can be assigned access through certain entry points at certain times. This information is saved in Jarrison Time[™] for easy activation at their next visit.

Reports can be emailed or sent via SMS automatically

Create and select any report to be emailed at any given time for any group of employees or directly to the employee. Ideal for a daily absentee list for each

EMPLOYEES

- **No limit to the number of employees managed**
- Custom defined fields. Ability to rename existing fields. (Option to have forced & or preselected custom fields)
- Quick search using name, surname, employee number and/or id number
- **Bulk import** (including Morpho fingerprints), excellent for new installations
- Bulk export (to remote sites, including Morpho fingerprints)
- Advanced grouping according to personal details (Including custom fields)
- Capture photo or load from existing file, bulk import or export photos.
- **Terminate** or **Blacklist** employees while still retaining their history
- **Annual Overview** per employee to identify trends (Absenteeism on Monday's etc)
- **Annual Overview** to identify trends such as Absenteeism before and after weekends.

MANAGING DAILY EXCEPTIONS

- **Listing of missing clockings, absence, days with excessive short time & more**
- Double click on an entry to apply any manual edits quickly
- Can force the operator to insert comments when adding adjustments or clockings

TIME

- **Unlimited categories** (normal time, overtime, short time, night allowance etc)
- Transfer of overtime to make up normal time (daily and/or weekly)
- Optional declining or **authorisation of overtime** for any category (Can force the operator to type in a comment for all overtime authorised)
- 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 times

SHIFTS

- **Unlimited number of shifts**
- Cater for **very complex shift rule requirements**
- Any shift applied per employee or group of employees
- **Scheduling** of shifts for employees with erratic shift patterns
- Any and all break types (lunch, tea, toilet), paid or unpaid
- **Daily and periodic calculations** using rules and/or formulae
- Bonus times are possible under certain conditions (public holiday, call outs)
- Shifts exceeding 24 hours are catered for. Eg 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 & pay group changes for any group of employees

CLOCKING TRANSACTIONS

- **Automatic import and calculation of clockings**
- Rounding of clockings, daily and/or periodic
- **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)

ACCESS CONTROL

- **Multiple access groups**, each assigning any group of entry locations to any employee during specific times
- 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 e-mail or SMS notifications** sent for any devices which go on/offline

ABSENTEEISM

- Late arrival, early departure and short time calculations
- Any type of **manual adjustment** for all time away from work
- Bulk adjustments for any employee/s for any given date or date range

USERS

- **Unlimited users** all working concurrently
- 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 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** (Medical exams, fork lift licences etc)
- Acknowledgment of all reminders window
- Ability to remove employees access if reminder is not acknowledged
- **Email or SMS** any reminder notifications to employee and/or supervisor

PAY GROUPS

- **Multiple weekly, monthly, biweekly or any date-varying** pay groups
- Custom formulae and rules applied to periodic totals with optional conditions
- Flexi-time (balance brought forward, current and time carried forward)
- Automatic calculation of periodic time needed per month

REPORTS

- **Report creator (create your own reports)**
- E-mail any report at any time to any recipient/s
- Export to Excel
- Print to PDF format
- Daily and/or period totals displayed in hours or decimal format
- Limit certain operators to certain reports

PAYROLL

- **Effortless integration to payroll** with file Export Creator
- **Recommended by VIP** (SA's leading payroll and HR service provider)

GENERAL

- **Developed in South Africa**
- **Free updates** available at www.jarrison.co.za
- **Daily database backup** to a safe location (e.g. another PC on the network)
- **Full audit trail**, including user who perform the action
- Up-to-date on screen 'In' or 'Out' register
- Caters for any public holidays (add or delete public holidays as they change)
- Summary View window to provide **immediate access to clockings and totals**
- Able to **import and export work rules** for off-site e-mail support requirements

