



Jarrison Time®



Innovative 

Comprehensive 

User Friendly 

Time & Attendance Software

## 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
- End employee service (option to not re-hire) while still retaining their history
- Overview per employee to identify trends (Absenteeism on Mondays etc)
- Employee documents can be uploaded and viewed as needed

**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 authorising or declining of overtime for any time category
- Able to authorize overtime before or after it's worked.
- 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 time 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

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## 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

## VISITORS 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 eScan (South African drivers licence, ID Document and/or vehicle licence scanner)

## 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

## LEAVE MANAGEMENT

Setup and track employee leave transactions and balances, other features include:

- Ability to setup any number of leave types and rules
- Leave types can be linked with T&A data
- Full reporting available
- Option to easily import opening balances from payroll
- Capture supporting leave documentation per transaction
- Export leave balances to payroll for payslip purposes

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

Comprehensive



## 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:

- All 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.

- Free updates and manuals available at [www.jarrison.co.za](http://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



## User Friendly



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