

User Manual 6.8

180 Church St, Johannesburg North, Randburg, 2188, South Africa www.jarrison.systems | info@jarrison.net | support@jarrison.net



Table of Contents

LOGGING IN	6
REGISTRATION	7
EMPLOYEE LIST	8
Employee Sequence	9
EMPLOYEES	9
Adding Departments, Occupations, Companies, and Sites	12
Personal	15
Reminders	17
Reminders Window	18
Misc	18
Documents	20
JT Clock	20
Access	21
FILTERS	27
Creating a Filter	28
Loading/Unloading a Filter	28
Editing a Filter	29
Advanced Filters	30
Filter Groups	32
DAILY DETAILS	32
Date Navigator	35
Results	35
Clockings	36



Standard view	36
T&A view	37
Access view	38
Manual Adjustments	40
Alternative Day Programs and Shifts	41
Miscellaneous Options	42
OVERTIME AUTHORIZATION	42
OVERTIME AUTHORIZATION PRE-AUTHORIZATION	42 45
OVERTIME AUTHORIZATION PRE-AUTHORIZATION DAILY SUMMARY	42 45 46
PRE-AUTHORIZATION PRE-AUTHORIZATION DAILY SUMMARY Periodic View	42 45 46 47
PRE-AUTHORIZATION PRE-AUTHORIZATION PAILY SUMMARY Periodic View Monthly View	42 45 46 47 47
PRE-AUTHORIZATION PRE-AUTHORIZATION PAILY SUMMARY Periodic View Monthly View Custom View	42 45 46 47 47 48
PRE-AUTHORIZATION PRE-AUTHORIZATION PAILY SUMMARY Periodic View Monthly View Custom View Right-click Menu Actions	42 45 46 47 47 48 48

Missing T&A Clockings

Flexi Time Totals

Support Request

Right-click Menu Actions

Colour Legend

DAY SCHEDULE

SITE SCHEDULER

Daily Exceptions

EXCEPTIONS

Absence

49

50

50

51

52

53

54

55

55

55



Short Time	55
'Out' as first clocking	55
Multiple Clockings	56
Unpaired Clockings	56
Route Exceptions (formerly Patrol Route breach)	56
Missing Job Clockings	56
JT Clock Out of Area	56
Non Scheduled Work	56
APPROVALS	56
Daily Summary	57
Pay Totals	58
Multiple Approval	59
Development Tetale	60
Department lotals	00
REPORTS	61
REPORTS Report Groups	61 62
REPORTS Report Groups REPORT CREATOR	61 62 63
REPORTS Report Groups REPORT CREATOR General tab	61 62 63 64
REPORTS Report Groups REPORT CREATOR General tab Details tab	61 62 63 64 66
REPORTS Report Groups REPORT CREATOR General tab Details tab Totals tab	61 62 63 64 66 68
REPORTS Report Groups REPORT CREATOR General tab Details tab Totals tab	 61 62 63 64 66 68 71
REPORTS Report Groups REPORT CREATOR General tab Details tab Totals tab FILE EXPORT ENGINE	 61 62 63 64 66 68 71 73 73
Department Totals REPORTS Report Groups REPORT CREATOR General tab Details tab Totals tab FILE EXPORT ENGINE Automatic User Notifications Device Action Monitor	 61 62 63 64 66 68 71 73 73 73
Department Totals REPORTS Report Groups REPORT CREATOR General tab Details tab Totals tab FILE EXPORT ENGINE Automatic User Notifications Device Action Monitor	 61 62 63 64 66 68 71 73 73 73
Department Totals REPORTS Report Groups REPORT CREATOR General tab Details tab Totals tab FILE EXPORT ENGINE Automatic User Notifications Device Action Monitor	 61 62 63 64 66 68 71 73 73 73 74 74



How to Recalculate	74
ANNUAL OVERVIEW	74
MULTIPLE ACTIONS	75
PUBLIC HOLIDAYS	78
OPENING DOORS USING JT	79
CLOCKING LIST	80
MANUAL IMPORT OF EMPLOYEES	81
IMPORTING EMPLOYEES FROM DEVICE	82
EXPORT OF EMPLOYEES	82
IMPORT AND EXPORT OF EMPLOYEE PHOTOS	82
IMPORT AND RE-IMPORT OF CLOCKINGS	83
Re-Import (Why a re-import may be necessary)	84
Date Range	84
Specific Log Files	85
EXPORT OF CLOCKINGS	85
IMPORT AND EXPORT OF ADJUSTMENTS Staging Table	86 88
Adjustment Export	88
UPGRADING JARRISON TIME	89
From Jarrison Time software	89
Manually from the Web	89
Manually from the downloaded file:	90
FINGERPRINT SEARCH AND MATCHING (MORPHO)	90
BACKUPS	92
CONVERT CLOCKINGS TO T&A	93



VISITORS MANAGEMENT	94
Visitors View	95
Visitors Details	95
IN/OUT REGISTER	96
RANDOM SELECTION	97
Use	97
AREAS	98
AREA SCHEDULE	99
Area Groups	100
USER SUBSTITUTION	101
PASSWORD CHANGE	101
DOCUMENT LIST	101
KEYBOARD SHORTCUTS	103



Logging In



To login to Jarrison Time, double-click the icon on the desktop, or locate the shortcut icon from the Start menu.

🗣 Login Ver 6.8.3	×
Jarrison Time®	
User Name	
Password	
OK Cancel	
Supplied and Maintained by ABC Trading	
Email: support@jarrison.net Connected to JTDemoJan2023 database on GREG_LAPTOP\JT2	014
A product of Jarrison Systems	

Insert your user name and password and click on '**OK**' or press Enter. Next login you can press the <Backspace> key to fill your user name in automatically.





Registration

The installer usually assists with the registration process. This process is automated via Internet connection. After changing any **Registration** details the '**Resubmit**' button must be clicked to send a request to the server for the change. If the change is in accordance from an administrative perspective then it will be applied. If not in accordance the change will not be applied and a resubmission will be necessary.

After a licence request has been submitted its status can be viewed by clicking the '**Check Status**' button that will appear at the bottom of the window Status Bar

There are various status bar items which offer current information to you.

Engine Status (Purple - Engine not running) (Red - All Devices Offline) (Green - All Devices Online) (Orange - Some Devices Offline)

The same colouring code is used on the Engine icon on the toolbar, found on the far right of the bar, and the system tray icon.



The **JT Monitor** icon will appear in JT where the engine is being run, or if there is no '**Computer Name**' in System Configuration. Please see the JT Monitor document for further information on this tool.



Employee List

On the toolbar there is a drop-down list of employees, as shown below:



The employee that you select will become the **Active** employee, and all actions will be applied to that particular employee E.g. Reports and Manual Adjustments. To navigate to the next employee click the forward arrow (or push F9 on the keyboard), and similarly to go back to a previous employee click the back arrow (or push F8 on the keyboard).

To select all of the employees in the list (for a report or file export etc.) you can select the first item in the list (or push F7 on the keyboard). The list will look like this:



To **Search** for a particular employee (F3), you can type any part of their Name, Surname or Employee number in the search bar.



Only employees matching the search will be included in the list. The more letters typed in the search bar, the more refined the list becomes. Double-clicking in the search field will clear it.

The total number of employees, and the position in the list at any given moment, is shown in the status bar (see section on **Status bar** for more).



Employee Sequence

The employee list can be customized.

Employee List Sequence	ce X
Sequence By	
Employee Number	~
Name Format	
 Surname. Name Name. Surname 	
Show in list Include Formerty Emplo Exclude Formerty Emplo Include Formerty Emplo	oyed loyed oyed in date range
01 Jul 2019 🔍 🗸	08 Jul 2019 🗐 🗸
Done	Close

Click on 'Setup', 'Employee List' then 'Employee Sequence' to open the window, or right-click on the employee list dropdown itself. In this window one can change how the employees are listed in the employee list, and supervisors in their dropdown list on the **Personal** tab of **Employee Details**. You can select between Name, Employee Number, Department, Code or Device ID as the list sequence. The **Name Format** option selects either name or surname as the first item to display. You can choose to include or exclude formerly-employed employees here, or specify to only include employees whose service ended within the date range. You can also include and exclude terminated employees from 'Setup', 'Émployee List'.



To modify or view employee information you will work in the **Employee Details** window. To open this window click on '**View**' then '**Employees**' from the menu bar, or the icon on the toolbar.

To add an employee click '**Add**', then enter employee number, name and surname. All other fields are optional. When adding an employee, he or she will be assigned default selections. It is recommended to enter correct information into many fields, as grouping according to multiple fields will be made easier later. Employees can also be grouped according to their hire, termination and birth dates.

Details Personal1 Personal					-×
	2 Personal3 Reminders Misc	Job Costing Leave	Documents JT Clo	ock Access	
Number	464	Change Number	Valid RSA ID		
Name	Kelly				
Surname	Conway		Location	East Branch	\sim
Department	Drilling	~	Class	Permanent	\sim
Company	01 - ABC Creations	~	Occupation	Cleaner (02-Dec-2008)	
Hire Date	02-Dec-2008		Clock Group	Factory	\sim
Years Service	14 Years / 6 Mths				
Supervisor's Name	Harriet Rubin	~	Is a Supervise	уг	
Photo	Shift Pattern		Pay Gro		
	08-Sep-2013 5 Shift Rotati 02-Dec-2008 Production	on	08-Ser 02-Dec	-2013 Factory Weekly -2008 Flexi	
Browse	Add	De	A	dd Del	ete

Employee numbers cannot be duplicated (although names may be) and they must be identical to those in the Third Party system(s) if these systems are being integrated. If the employee number needs to change, it must change in the external system and JT simultaneously.

The '**Change Number**' button appearing next to **Number** is to enable users with permission to change the employee number if required; this should be done carefully in a live system as it may result in lost data otherwise.

The shift to which an employee is assigned will determine the person's **Daily** calculations, and the Pay Group will determine the **Pay** calculations.

The employee's hire date is used to automatically set shift pattern, pay group and other date-based start dates. In the image above, the employee was assigned to the 'Production' shift from his hire date on 2 December 2008. Then later changed to '5 Shift Rotation' shift on 08 Sep 2013. You can change an employee's original shift pattern or change an existing one, by double-clicking it. (The shift pattern itself would have to have started on or before the employees hire date). To record an employee changing from one shift to another, click on '**Add**', this will present a window where you can be ability on the date that they started or will start the

🗣 Shift	×
Effective From	01-Nov-2021
3 Week Rotation	~
Days to 'Offset' in Shift Cyc	le 0 🛓
Done	Cancel

window where you can select the shift and the date that they started or will start the shift. If the Shift Pattern has '**Days to** '**Offset**' in **Shift Cycle**' enabled, you will be able to select their start point in the cycle here. In a 3 week rotation with a 21 day cycle, the offset is usually 0, 7 or 14.

Jarrison Systems



To delete an employee, ensure that the employee you want to delete is selected and then click '**Delete**'. A confirmation message will appear. It is recommended that employees have their service ended (are terminated) rather than deleted, as their records will still be available and retrievable for future use. Employees whose service has ended can be included or excluded from the employee list using the '**Employee Sequence**' option, explained later. An employee whose service has ended can be re-instated if he/she returns to the company.

Clear Rehire Date Change Rehire Date

When ending service for an employee a reason can be provided as well. These reasons are defined under '**Setup**', '**Reasons**', '**End Service Reasons**'. Reasons can be reported on or viewed on the **Misc** tab (shown later in this document)

Once service has been ended an employee can be marked for '**Do Not Rehire**' which will prevent the employee being reinstated, except by an administrator.

If an employee is re-instated a rehire date will appear- this date can be edited or cleared by rightclicking on it.

Years Service is a calculation of how long the employee has been hired.

You can assign an employee to a supervisor by selecting the **Supervisor's Name**. The employee may be marked as a supervisor by selecting the **Supervisor** check box. Then they will appear in the 'Supervisors Name' list.

If the clockings are being retrieved from an access control system, it is typical to add employees in the access control system. When importing the clockings, Jarrison Time will be able to add the employees (using the name, surname and employee number) automatically or one by one.

If **Clocking Groups** have been configured and are being utilized, then employees' clockings will only be read from certain readers on the system, according to the clocking group selected. These groups should be configured by the installer. Assign each employee to his/her relevant clocking group in this window. If employees are added to JT from an access control system using clocking groups, employees will only be automatically added from readers set as T&A in the access control system. Employees who clock at different stations will have to be added to JT manually.

If you wish to keep photos of employees you have two options: if you already have photos you can click '**Browse**' and load the image from file, or if you have a web camera setup you can click the webcam icon and capture a photo that way (launch Jarrison as Administrator for this functionality, also note this may not be available for Windows 10 Home edition users). Photos can also be uploaded in bulk, from '**Import**', '**Employee Photos from File**'. To use this feature each photo file's name should match the employee number of the employee in Jarrison. Right-clicking on a photo will allow the photo to be rotated.



If facial Hikvision or ZKTeco devices (algorithm 3, 5, 8 or 12) are in use, there will be a right-click option on the **Enrollment** tab under **Access** to copy the profile photo and use as facial template



(known as a Bioface template). There is also a **Multiple Action** option '**Copy Profile Photo to Bioface template**' to perform this for a group of people. Keep in mind that these photos should meet with the standards of facial enrollment photos (see later section on Import of Employee Photos).

Copy Profile Photo to Bioface template

If the system is set to 'Use Employee Timesheet Lockdown Date' (please refer to the configuration manual for more info on setting this), there will also be a Lockdown Date option on the Profile tab.

Occupation	Maintenance (01-Jan-2018)	
Clock Group	Default Clocking Group \checkmark	
Lockdown Date	01-Jan -2020 🔲 🔻	

This allows for individual timesheet lock dates to be set per employee. Lock dates can be also be changed in bulk via '**Multiple Actions**', '**Employee Lockdown Date**'.

Note that the **Job Costing** and **Leave** tabs will only appear if those modules have been licensed. The Job Costing and Leave tab options are discussed in the manuals for those modules.

Adding Departments, Occupations, Companies, and Sites

It is a good idea to populate the Department, Class, Occupation, Company and Site fields with information before you add your employees. Then assign each employee to his/her relevant detail. This is important as groups of employees may be established later on using these characteristics during reporting. You can change these names, explained in the Configuration manual, for example one could change 'Occupation' to 'Function'.

To add a Department, Class, Occupation, Company or Site; click '**Setup**' from the menu bar and then '**Employee Fields**'. Then select **Department**, **Class**, **Occupation**, **Company** or **Site** and click '**Add**'.

Enter the name and short name (short names are used later in reports).

These entries can be deleted and modified from the same window.



🕩 Department			×
Admin Assembly Civils Despatch Drilling Extrusion Factory Production	Name Admin Short Na Admin	ime	
			Disabled
Add	Delete	Save	Close

🗣 Company		×
ABC Creations ABC Products ABC Technologies	Name ABC Creations Company Code 01	Default
		Disabled
Add Delete		Save

These fields can be set to become date driven, from the **Labels** tab, reached from '**Setup**' on the menu and then '**Custom Fields**'. Place a check in the box under **Use Dates** next to each field (e.g. Occupation in the image below).

Custom Fields				
mployee Fields Lab	els Visitors Job Costing Trace			
Alternate Employee	e Labels	Additiona	al Employee Fields	
Use Da	tes	Enable	Description	
Department	Department		CC Code	
Occupation 🗹	Occupation		Cost Centre Name	
Class	Class		Division	
Site	Site		Section	
Company	Company		Bus Unit Code	
Marital Status	Marital Status		Bus Unit Name	
	Home Language		Emp lype	
	Address Line 1		Sector Code	
Address Line I			Sector Name	
Address Line2	Address Line 2		Disability Status	
Address Line3	Address Line 3		Qualification	
Address Line4	Address Line 4		Hire Method	
Address Line5	Address Line 5		Position ID	
Home Phone	Home Phone		Primary Skill	
Cell Phone	Mobile Phone		Boot Size Issued	
Vehicle	Vehicle Make	\checkmark	Uniform Size Issued	
		\checkmark	Union	

If date-driven options are applied, the currently assigned option will be displayed on the **Details** tab of **Employee Details**, while the option to change it will appear in the **Personal2** tab. Changing the assigned option works the same way as applying a Shift Pattern or Pay Group.

Displayed label for **Occupation**:

letails Personal	1 Personal2 Personal3	Reminders Misc	Job Costing	Leave	Documents	JT Clock	Access
Number	464	Change Number	ID Number				
Name	Kelly						
Surname	Conway		Site	East	Branch		~
Department	Drilling	~	Class	Permanent		~	
Company	01 - ABC Creations	~	Occupation	Maintenance (01-Jan-2021)			

Assignment option for **Occupation**:





Reports pulled for this employee up until 1 January 2021 would reflect the **Occupation** as being Cleaner, after that date **Occupation** would reflect as Maintenance. The display label on the **Details** tab updates similarly.

Personal

On the **Personal1** tab, there are fields available to store extra information for each employee. There are additional **Custom** fields, for any information that might pertain to your company or site. These can be created and modified in the **Employees Fields** tab of the '**Custom Fields**' window from '**Setup**' on the menu bar, explained in the Configuration Manual.

The email address can be used to send automatic email reports directly to the employees, similarly an SMS (text message) report can be sent to cell phone numbers. <u>NB</u>: The cell number must have a +27 (country code) prefix. Multiple numbers must be separated by a semi-colon (;).



You can widen the **Employee Details** window, then size each panel by placing the cursor midway in the screen and dragging sideways, shown below by blue arrows.

🕞 Employee Kelly Co	onway								X
Details Personal1	Personal2	Personal3	Reminders	Misc	Job Costing	Leave	Documents	JT Clock	Access
Email Address						1		Height	
Date of Birth		03-Mar-	1979]	Parkin	a Level	v
Marital Status		Single			~		T GININ		-
Gender		Female			~		Dietary Requi	rements	~
Home Language		English			~		Custo	m Data	
Address Line 1		1 Fun R	oad		4			m Data	
Address Line 2		Randbu	rg				0.000		
Address Line 3		Johanne	esburg				Custo	m Data	
Address Line 4		Gauteng)				Custo	m Data	
Address Line 5		2190					Custo	m Data	
Home Phone									
Mobile Phone							Custo	m Data	
Vehicle Make							Custo	m Data	
Licence Plate							Custo	m data field	Is are set in the 'Custom Fields' menu
Add Del	ete	End						C	Perferanda Causa Classa
Employee Emplo	oyee S	ervice						C	Close

Additional Personal tabs will appear if date-driven or additional custom fields are added from '**Setup**', '**Custom Fields**', **Labels** tab.



Reminders

Due Date Reminder Active Comments 25 Feb 2022 Statistics Report Yes Reminder Statistics Report Statistics Report Comments Recurrence every 12 to months Wam 2 to days before due Remove from device Acknowledge after notification Email Notification to employee Email Notification to Address/es Display Notification on Device Email Address/es SMS Notification Cell Number/s +		Personal1	Personal2	Personal3	Reminders	Misc	Job Costing	Leave	Documents	JT Clock	Access	
25 Feb 2022 Statistics Report Yes 25 Feb 2022 IV Active I Reminder Statistics Report Comments Image: Comment Statistics Report Comments Image: Recurrence every 12 IV months Wam 2 IV days before due Image: Remove from device Acknowledge after notification Image: Acknowledge after notification to employee Image: Remain Address/es Image: Image: Remove from device SMS Notification to Address/es Image: Image: Remove from device SMS Notification Image: Remove from device SMS Notification Image: Remove from device SMS Notification to Address/es Image: Image: Remove from device SMS Notification Image: Remove from device	Due [)ate	Reminder		Active	Co	mments	Due Date				
Reminder Statistics Report Comments Recurrence every 12 months Wam 2 days before due Remove from device Acknowledge after notification Email Notification to employee Email Notification on Device Email Notification on Device Email Notification on Device Email Address/es SMS Notification Cell Number/s + 	25 Fe	o 2022	Statistics Re	eport	Yes			25 Feb 20)22 🔲 🔻		Active	/
Statistics Report Comments Recurrence every 12 ÷ months Wam 2 ÷ days before due Remove from device Acknowledge after notification Email Notification to employee Email Notification on Device Email Address/es Display Notification SMS Notification Cell Number/s + 								Reminder				
Comments Recurrence every 12 the months Wam 2 the days before due Remove from device Acknowledge after notification Brail Notification to employee Brail Notification to Address/es Display Notification on Device Email Address/es SMS Notification Cell Number/s the								Statistics	Report			\sim
Image: Section of the section of th								Comments				_
Add Reminder Delete Reminder End Recurrence every 12 Mam 2 days before due Remove from device Acknowledge after notification Email Notification to employee Display Notification on Device Email Address/es SMS Notification Cell Number/s												
Image: Second								Recur	ence every	12 🌲	months	
Add Reminder Add Reminder								Wam 2	2 🖨 days	before due		
Acknowledge after notification Email Notification to employee Email Notification to Address/es Display Notification on Device Email Address/es SMS Notification Cell Number/s +									ve from device	e		
Email Notification to employee Email Notification to Address/es Display Notification on Device Email Address/es SMS Notification Add Reminder Delete Reminder Cell Number/s +								Ackno	wledge after r	notification		
Add Reminder Add Reminder Email Notification to Address/es Display Notification on Device Email Address/es SMS Notification Cell Number/s								Email I	Notification to	employee		
Add Reminder Delete Reminder Cell Number/s								Display	Notification to	Address/es	1	
Add Reminder Delete Reminder								Email Addr	ess/es	DEVICE		
Add Reminder Delete Reminder Cell Number/s												
Add Reminder Delete Reminder Cell Number/s +	_						>		latification			
Add Heminder Cell Number/s +	<					Delete D	De minulau		voulleation			_
	<	Densieden					reminder	Coll Number				
	< Add I	Reminder				Delete F	ion in force	Cell Numb	er/s T			_
	< Add I	Reminder				Delete F		Ceir Numb	er/s			
Add Delete child	< Add I	Reminder				Delete F						

A reminder can be created for an upcoming event for any employee, from the **Reminders** tab. To do this, search for the employee, open **Employee Details** and click on '**Add Reminder**' in the **Reminders** tab. Select the due date for the event and then select the reminder type from the '**Reminder**' list. If the reminder is not in the standard reminders list you can select '**Custom**' and then describe the reminder in the '**Comments**' field.

To add reminders to the standard list, go to '**Setup**' on the menu bar and click '**Reminders**' and then the '**Add**' button.

If a reminder will occur on a regular basis for the employee, you can make it re-occur automatically (JT will add the reminder again once it is acknowledged). JT will list the reminder in the **Reminders** window, up to the number of days set here. The reminder will stay listed in the **Reminders** window until it is acknowledged (either in the **Reminders** window or here by deselecting the '**Active**' box).

If a reminder is not acknowledged and '**Remove from Device**' is selected, the employee will be removed from devices (made **Inactive**) by the Device Engine on the due date. This will only work where JT communicates directly with devices.



If 'Email Notification to employee' is selected, a reminder will be sent to the employee using the address entered in the Personal1 tab. If you select 'Email Notification to Address/es' or 'SMS Notification' the Device Engine will email or SMS the reminder to the email address/s or cell phone number/s entered, every day at the set time until the reminder is acknowledged unless 'Acknowledge after notification' is selected, then it will just email or SMS the reminder once.

'**Display Notification on Device**' - compatible devices will show due reminders when employees clock. This option will automatically become available after '**Get Device Type**' has been performed on compatible devices.

Reminders Window

All reminders which are due (or overdue) are listed in this reminders window. The icon on the menu bar will indicate to the user if any reminders are due. Select any reminder/s, then click '**Acknowledge**' or '**Postpone**'. '**Acknowledge**' will set the reminder to '**Not Active**' in the employee window where the history is kept. If you '**Postpone**' the selected reminder/s it will change the due date into the future and is listed again, according to the '**Warn before**' number of days before the due date. Reminders are created in the **Employee Details** window. Commonly used (regular) reminders can be created in the '**Reminders**' window, accessed under the '**Setup**' menu item.

🕩 Re	minders View									×
Due	ude all due by	30-Nov-2020	0	7 🔹 💿 Days 🤇	Weeks 🔿	Months Rem	inder All Re	vie minders	w Cun	rent O History
x	Due Date	Emp No	Employee	Department	Occupa	Class	Site	Reminder		Details
	28 Nov 2020	3039	Amold Burke	Despatch	Manager	Permanent	West Br	Performance Review		
	20 Nov 2020 09 Nov 2020 05 Sep 2020	464 476 530	Kelly Conway Rakesh Naidoo Kristin Drake	Drilling Assembly Factory	Cleaner Admin Operator	Permanent Permanent Permanent	East Br Head O East Br	Medical Examination Medical Examination Performance Review		Acknowledge Open Reminders
									~	Postpone Display Department
									* * *	Display Class Display Occupation
<										>
					Select All	Excel	Postpor	ne Acknowledge	Refr	esh Close

Right-clicking anywhere within the window will present a context menu which allows for postponement or acknowledgement of reminders, or allows Employee Detail fields to be added as columns in the window.

Misc

There is a **Misc** tab which contains other employee information

Employee Robin Waters	Miss Jak Carling Lawy Desumate IT Clast Assess	
Holiday Calendar South Africa	Shift Change Notification Email Employee Email Supervisor Email Supervisor Email Supervisor	
Service Tracing Service Date Action Duration 18 May 2010 Start 12 Years / 2 Mths	Reason	
Notes Robin borrowed the dril on Monday the 3rd. Promised to re Also still has the hammer borrowed last week	reutn it by Friday	~ >
Add Delete End Employee Service	Refresh Save	Close

Jarrison Systems

The **Holiday Calendar** to be applied to the employee can also be selected here. By default, employees are placed on the South African holiday calendar scheme. More can be added from **'Setup'**, **'Public Holidays**'.

If **Shift Change Notifications** have been enabled, the options will appear on this tab. If checked these will send emails and/or SMSes advising the employee and/or supervisor that an alternate day program has been scheduled, provided the employee and supervisor have valid mobile phone and email addresses entered on the **Personal** tab (An SMTP and/or SMS service provider need to be configured from System Configuration).

The employee's service history will be shown on this tab as well.

There is also the **Notes** facility for adding any text notes you wish to keep stored for each employee. Simply enter text in the Notes field and click '**Save**'. These notes can be viewed at any stage from this window.

Note: This text can be edited by any user with access to Employee Details.

Also note that the keyboard shortcut <Control><s> will save as well, and is available on any screen that has a **Save** button.



Documents

Files may be uploaded and attached to employee profiles. Any type of file may be added.

Date	Туре	Name	Commen	ts	Date		02 Dec 200	0 -
02 Dec 2008 02 Dec 2008	Employee Agree ID Document	Employee Agr ID Document	Commen		Doc	e ument Type	U2 Dec 200	18
02 Nov 2018 02 Nov 2018	Warning - Verbal Medical Certificate	Verbal Warnin Medical Certifi	AWOL Allergies		Emp	ployee Agreen nments	ment	~
								^
								~
					File	Name		Replace
<				>	Emp	loyee Agreen	nent_464.pd	f
Add Docum	Delete	Document	Expo	ort to Excel			View	Document

A '**Document Type**' may be selected, to categorize the file. Document types can be added or removed by going to '**Setup**', '**Document Types**'.

To add a file click 'Add Document' and browse to the file you wish to add. Comments may be added in the **Comments** field, and a date can be applied. Then click '**Save**'.

To remove a file, select it and click 'Delete Document', then 'Save'.

An existing file can be replaced by clicking 'Replace'.

'Export to Excel' will send the listing details of uploaded documents into Excel.

Clicking '**View Document**' will attempt to open the file using the application Windows associates with the file type.

JT Clock

This tab allows for application of JT Clock Myself settings on individuals.

nployee Robin Waters		
tails Personal1 Personal2 Personal3	Reminders Misc Job Costin	ing Documents JT Clock Access
Use JT Clock Myself Replace D	vice Deactivate Device	Area
Theplace Dr.	Boddinalo Bonico	01-Dec-2022 Baines Ave, Harare
Group A	~	01-Feb-2022 Lusiwasi Rd, Lusaka
		01-Jan-2022 Gouri Rd, New Delhi
Setting	Value	OI-Dec-2021 Baines Ave, Harare O1-May-2021 Bua Kibiriti Diwane Manuto
Authentication	No Authentication	01-Feb-2021 Lusiwasi Rd, Lusaka
General	No / Calendodion	
Job Costing Only	No	
Job Costing and T&A	No	Add Delete
Use GPS Location	Yes	
Add People	No	Device Status
Edit Names	No	Activated
Enroll Templates	No	Model
Multi Select People	No	Last Connection
Allow IOS device to clock off line	No	App Version
Time & Attendance		Refreeh Statue
Photo on Clock IN	Yes	Heiresh Status
Photo on Clock OUT	Yes	Activation Code
Manual Clockings	No	10701-132-1
Job Costing		10/01-132-1
Photo on Start Job	Yes	Email Copy to
Photo on Stop Job	Yes	

Jarrison Systems

If the employee is to be clocking using **JT Clock Myself**, the upper left checkbox must be ticked. Then a **Device Setting** must be applied and a clocking **Area** should be assigned (setup of these options is covered in this manual and the Configuration manual). The employee must also be marked as **Active** from the **Access** tab.

Clicking the '**Email**' button will generate an email with the activation code and instructions how to apply. '**Copy to Clipboard**' can be used to copy the activation code and instructions to the clipboard to paste somewhere else.

Once the mobile device is registered and connected, its status will be retrievable by clicking '**Refresh Status**'.

Note the **Registration Code** in green, which will need to be entered on the device (including dashes).

'**Deactivate Device**' should be clicked if the currently-registered device should no longer be active in the system.

'Replace Device' will become available once a device is registered, and the purpose is to allow a currently-registered device to be replaced by another device. The original device will be deactivated.

Access

The Access tab has two further sub-tabs, Enrollment and Access Group.



The **Enrollment** tab is where fingerprint capturing takes place, the Access Group assigns device access to individuals and determines zone sequencing and anti-passback if these options are enabled in the system. The Device Engine will remove and/or add the employee's templates from/to the readers per settings on this tab. The Access tab will not appear if no devices have been licensed for the user.

The best way to enroll an employee's fingerprints is to ensure that their fingers are clean and dry, and then ask the employee to add some facial oil onto their finger. This can be done by wiping their finger anywhere on their face (the forehead also works well). This makes the print bolder for the enrollment process. Now click on the circle above the desired finger to scan. Depending on enrollment configuration, the employee may have to present his or her finger several times.

With Morpho readers the enrollment must be done on two fingers. It is recommend to use the index, middle or ring finger as the small finger has less surface area for the system to read, but if need be it can still work. Select at least two of the enrolled fingers to be the "clocking" fingers by clicking in the small check box. These will be the two fingerprint templates that are sent to the device/s. Either of the two enrolled fingers can be used on the fingerprint readers to clock.

The fingerprint symbol will be **dark grey** for an enrolled finger, light grey for no enrollment and **green** for the active clocking fingers.

Fingerprints can be re-captured if need be, without affecting the existing details. Hover over the circles to see the enrolled date and quality (note that imported fingerprints and certain manufacturer models may not display enrolled date and quality. If you have Mifare card readers on Morpho (Sagem) devices, you may select '**Use Mifare Card**' and JT will use a card as opposed to fingerprints for that particular employee.

The '**Device Message**' field allows a custom message to be displayed on devices for this individual. (Only for Sigma devices.)

~
~
~

Jarrison Systems

The **Device Brand** dropdown list will allow you to select the brand you wish to enroll for if more than one manufacturer of biometric clocking device is in the system.

Some biometric devices can cater for a tag and/or pin with a '**Type**' of enrollment too. If such options are available on the device/s Jarrison Time will allow you to allocate a PIN and/or tag to the employee.

Depending on the device it may also be possible (and indeed advisable) to set users as device administrators.

In the next image the '**Show enrollment reader**' option has been enabled from **System Configuration**, and the 'ZK4000' has been selected as the enrollment device.

Also present are **Tag No** and **Pin** fields, and the drop-down box that allows administrator privilege to be set.

The manufacturer is set to ZK where above it is set to Morpho/Sigma.

	1 613	onal1	Personal2	Personal3	Reminders	Misc	Job Costing	Leave	Documents	JT Clock	Access
Enrollm	ent	Access	Group								
									Device Bra	nd	
									ZK Algorith	m 10	~
									Select Enro	Ilment Read	er
đ	, Ó						. Ô	ŵ	ZK 4000		\sim
	()	0					8	Ö.			
		_							_		
		\sim									
			-23.			10			Tag No		
			9			8			Pin		
			3			6			Pin Us	er	~
			3			00			Pin Type Us	er	~
						8			Pin Type Us	er	~
									Pin	er	~
									Pin Type Us	er	~
			Hove	er the cursor	over the fing	er tips			Pin Type Us	ver	~
Status	8		Hove	er the cursor	over the fing	er tips			Pin Type Us	ver	~

Jarrison Systems

For some models that allow for it e.g. ZKTeco Speedface the screen will appear slightly differently, and display any imported photo ("Bioimage") taken by a compatible device.

	Personal1	Reminders	Misc Do	cuments J	T Clock	Access	
Enrollme	ent Acces	ss Group					
							Device Brand
							ZK Algorithm 10 V
			S Face Not En	rolled			Tag No Pin Type User ~
		Hove	er the cursor o	over the finge	er tips		
Status Details		Active There are 0	items waiting	in the devic	e commur	nications queue	for this person. (0 Template Transfer Errors)



etails	Pers	onal1	Reminders	Misc	Documents	JT Clock	Access				
Enrollme	ent	Access	Group								
					5		Prin National		Device ZK Alg Tag No Pin Type	e Brand porthm 10	~
Chattan	Ð		Hover	the curs	or over the fing	jer tips					
Details			There are () items w	aiting in the de	vice comm	unications que	ue for this persor	n.(0 Templ	ate Transfer Errors)	Active 🖂
		Dela			1						

Then go to **Access Group** to apply the **Access Groups** that the person will belong to for the specified durations.

	Personal1	Personal2	Personal3	Reminders	Misc	Job Costing	Leave	Documents	JT Clock	Access
Enrollm	ent Acces	s Group								
#	Access Gr	pup		V	alid From	Va	alid To	Extend		
1	Reception			13-	Sep-2012	31-D	ec-9998	+		
A	dd Group	De	lete Group			Use Sł	hift Contro	bl		
Anti-	Passback	Not I	Used		\sim					
Zone	Sequence	Not U	Used		\sim					
	ess Site	Head	d Office		\sim					
Acce										
Acce		Active								
Acce	3			an in the daw	ce commu	nications que	eue for thi	s person.(0 Te	emplate Tra	nsfer Errors)
Acce Status Detail	s	There are	0 items waitir	ig in the devi	ee comma					Active 🖂



Click 'Add Group' to choose from the list of access groups that have been configured.

Clicking the Plus button next to the **Valid to** date field will set the **Valid to** date forward according to the value set for the **Configuration**, **System**, **Misc**, **Access Group Change** setting (see Configuration manual for more info). Right-clicking a Plus button will produce a menu of date setting options, per image to the right.

	Add 1 week
	Add 2 weeks
	Add 1 Month
	Add 2 Months
	Add 3 Months
	Add 6 Months
	Add 1 Year
	End of the month
_	End of next Month
lose	End of the year
	End of next year
_	

Unnecessary access groups can be removed by selecting and clicking 'Delete Group'.

Ensure that the tick box for '**Active**' is selected for the person to be added to the designated readers. If unchecked the person will not be added to any readers and all access will be denied.

Use Shift Control - will be available if the Shift Control module is enabled in Registration. Please see the Shift Control manual for further information on use. If Shift Control is in use, **Access Times** will override **Access Group** settings.

If any fingerprints are not successfully sent to a device, an entry will be present in the **Template Transfer Errors** window, found under the '**Access**' menu option, and also indicated by an exclamation icon in the status bar. Double-click an entry to go directly to the employee, and then reenroll the employee. The same information will also show on the **Enrollment** tab, next to **Details** (green text in above image). If there was an error the text will change colour. Clicking on the text will present menu shortcuts.

Status	Active
Details	There are Organization in the Justice Structure for thi Open Device Queue Open Template Transfer Errors

Right-clicking on the line (or any of the labels) presents an option to remove and then resend the employee's templates to devices.

Status Details	Active There are 0 items w	Remove then resend templates	person. (0
			-

The **Status** line above advises on whether the employee is still in the queue or has been transferred to devices.



If cards are enabled an employee may use a card on the fingerprint reader (if it has Mifare functionality and has been configured). Place the card on the USB encoder and select '**Write Card**'. To read a card select '**Read Card**'.



Filters







Filters are used to create and make use of specific groups of employees, based on fields in the **Employee Details** window.

Creating a Filter

1. Click on 'View' then 'Filters' from the menu bar, or click the filter icon on the toolbar.

2. Click 'Create' to open the Create Filter window.

3. Select the characteristic you would like to group employees by, in the Field list. (E.g. Department)

4. This will now list all of the existing types of that field, in the middle block.

5. Click on the desired items from the middle block, a tick will appear in the checkbox and the employees matching the selection will be listed in the **Employees** list on the right. Right-click to select or deselect all items at once.

6. To filter according to further fields, simply repeat from step 3.

7. To save the filter for future use, type a name for your new filter in the '**Name**' field at the bottom of the window, then click '**Save**'. Otherwise you can click '**Use**', to use the filter temporarily without saving. It is also possible to shift or control select employees for temporary filter use.

8. Before saving, choose '**Private**' or '**Public**'. Private filters will only be available to the current user; public filters will be available to all users.

Loading/Unloading a Filter

1. Click on 'View' then 'Filters' from the menu bar.

2. Double-click the desired filter or select and click '**Load**'. This will insert all employees matching the filter conditions into the employee list. The employee list will now only allow all employees in the filter to be selected, as opposed to all employees in list.



No Filter Admin Department Employee 0 of 31

3. To unload a filter, click on '**Unload**', this will put ALL employees back into the list.

4. The filter currently loaded is in the status bar next to the filter icon.



🖡 Filters	×
5 Shift Rotation ^ ABC Creations Company	Load Unload
Assembly Staff Cleaners Construction Cost Centre Contractors Employees Not Enrolled Employees over 40 y/o Employees w/ +10 Years Service Employees with All Access Employees with Invalid ID Employees with Invalid ID	
Factory Shift Factory Shift Factory Shift	Create
☐ Head Office Staff ✓ Managers	Edit
Married Employees Production Workers Staff with Food Allergies	Delete
Standard Leave Scheme Emps	Close

5. More than one filter can be loaded at a time. To do this, as in the image below, simply place a tick in the box next to each filter you want to load and click '**Load**'. The status bar will indicate more than one filter has been applied, as below.

		1
No Filter	Multiple Filters	Employee 0 of 132
110 11101	 Thereipie Theore	2.1.0.000000000000

By selecting a filter and right-clicking it can be copied to User Filters.

Editing a Filter

- 1. Click on 'View' then 'Filters' from the menu bar.
- 2. Click 'Edit', the Edit Filter window will open.
- 3. Modify the filter in the same manner as creating a filter.
- 4. The 'Reset' button will clear all conditions set and allow you to start over.



Advanced Filters

🕼 Create Filter	×
♦ Create Filter Advanced Selection Selection 1 Selection 2 Selection 3 Selection 4 Access Emp Search Join Condition ● And From To ● And ● I4-Nov-2020 ▼ ▲pplied Day Program Factory M-F ✓	Employees Interface Employees Interface Interface
And Time Category Earned Not Used And Counter Earned Not Used And Containing Adjustment Not Used And Cockings from device Any Device And Clockings between And Clockings between Contains any alternate day program	3079 Lia Billy 3085 Lynne Mangum 3092 Dawn Star 3095 Kathy Pollard 3098 Cassim Petersen 54e 3w 45 435ger 568 Sipho Ngwema 569 Robson Masinga 570 John Johnson 571 Mandy Harris 572 Sipho Sithole 573 Rose Legodi 574 Edward Chiwamba 575 Muduzi Soko 777 B Truut
Search View Standard Reset	25 Employees

Further filtering can be implemented on the current employee list using the **Advanced** section of filters, by clicking the '**Show Advanced**' button on the normal **Create Filter** window. This additional filtering is useful for selecting all staff who worked on a specific shift e.g., during the selected date range, or to further that, who achieved a specific time category.

These advanced selections will be combined with the selections made in the **Standard** section.

The Join Condition on Selection 1 specifies the relationship between the Standard and all Advanced selections. The Join Conditions on tabs 2, 3 and 4 identify the relationship between each of the other tabs.

Within each selection tab there are five categories available for further filtering; Day Programs, Time Categories, Counters, Manual Adjustments and Clockings. These options, within each individual selection are always joined using the **And** condition.

You can click on '**Search**' at any stage of the selections to monitor which employees match the selections, displayed in the list on the right-hand side. Results can then be further selected via <Ctrl> or <Shift> clicking.



Applied Day Program - This will list all employees who have been allocated to the selected day program for the date range.

Time Category Earned - Lists all employees who have been allocated any time for the particular category for the date range.

Counter Earned - Lists all employees who have been allocated the particular counter for the date range.

Containing Adjustment - Lists all employees who have had the particular adjustment added any time during the date range.

Clockings from device - Lists only employees who have clockings from a particular device.

Clockings between - Lists all employees who have clockings between (including) the entered times, for all of the dates specified.

Contains any alternate day program - Lists all employees who have had an alternate day program assigned to them.

The Access tab allows for filtering based on Access Group validity.



The final tab, **Emp Search**, allows for searching and selecting of specific employees.

By entering some characters in the left-side field, employees whose name or employee number matches the typed entry will be presented. From this resulting list, anyone marked with a tick will appear in the filter. After selections have been made further searches can be initiated and their results appended to the selections.



Filter Groups

Filter groups enable selected filters to be grouped together and assigned to users, limiting specific users to only use specific filters. Click '**Add**' to add a new group, and then select the filters which that group will be able to use.

When setting up the user account (see the **User Profiles** section of the Configuration manual for more) the appropriate filter group for each user can be assigned.

Filter Groups Admin Contractors	Details Name Admin Filter 5 Shift Rotation ABC Creations Company ABC Creations Company ABC Technologies Company Admin Shift Cleaners Construction Cost Centre Contractors Employees Not Enrolled Employees over 40 y/o Disabled
Add Delete	Save Close

Users will need to log out and back in to see changes.

Daily Details



Click on 'View' then 'Daily Details' from the menu bar, or click on the icon on the toolbar. The Daily **Details** window applies to the person selected in the employee list, and it's broken into four sections. The upper-right quadrant deals with the clockings for the selected person on the selected day. The upper-left quadrant presents the assigned time or adjustment categories. The lower left section of the window is where adjustments are applied, and the lower right section allows date or day navigation, and contains the '**Recalculate**' button.

The name of the Shift Pattern that has been assigned to the employee is displayed in the bottom left corner of the **Daily Details** window, with the particular Day Program being applied for the day also shown (shift start and end times will be in parenthesis whether they are part of the Day Program name or not). Double-clicking on either of these will open the respective configuration window. The input field for '**Daily Comment**' allows for up to 2000 characters of text to be entered. Note that reports will not wrap this text, so if printing is desired it is advisable to send the report to Excel and format from there. Text is auto-saved as soon as **Recalculate** is clicked, or another date is selected (or window closed).

Attendance Job C	Costing						
e Category				Clockings (Standard View)		Dai
ours & Counters	Tìn	ne	Comment	Calculated	Active	Add	He
ormal Time	07	30	1 1	09:00 In	09:00:00*	Delete	AV
ort Normal Time	01	00		17:20 Out	17:20:00*		UNC
te Anrival	01	00					any
nauthorised 1.5	00	20					inte
							oto
te Anrival	1						sta
esent	1						em
Manual Clockings							clo
Clockings	2						41
			>			Access	tha
			-			T&A	hou
Authorize	Decline					Std View	for
mon Adjustments				Date Navigator			(ae
inter r lajabaner la				Mond	av 14 September 20	20	sho
Sick Paid	Annual Leave		Patemity				loto
Siel: Upp aid	IOD		llow Late	+ Previous Day	Recalculate 😂	Next Day 🔶	late
Sick Oripaid	100		NOW Late				cat
AWP	AWOL		Maternity	Daily Comment			WO
						^	mir
Strike	Manual NT	Co	mp Leave				ofs
							two
A	dd a Custom Adjustr	nent					LAAF

ils E.g. 1 n before ective ion, using view. The e's s show /as an arriving nift ing the ne and al es), and wenty past end generating ninutes of rized).

Note the asterisk next to each clocking in the **Active** column, signifying manual entries.

Late Arrival, Present, Manual Clockings and All Clockings are counters which have been incremented.

ime Category			Clockings (Standard View	ı)	
Hours & Counters	Time	Comment	Calculated	Active	Add
Normal Time	08:30		09:00 In	09:00:00*	Delete
Unauthorised 1.5	00:20		17:20 Out	17:20:00*	
Manual Adjustments	1				
Present	1				
Manual Clockings	2				
All Clockings	2				
					Access
¢		>			
lanual Adjustments	Type		Date Navigator		Sid View
Manual NT	Manual NT	~	Mond	lay 14 September 202	20
	Time to Allocate Allow Late Anival	~	+ Previous Day	Recalculate 💲	Next Day 🔶
	Comment	oplied Time 01:00	Daily Comment		
	Transport problem	~			<u>^</u>
Common Adjustments Add Delete	Override any Clo Override any Clo Subtract this time Include Early Dep	ockings e & Counter parture			~

Daily Details E.g. 2 Ne now see the esult of applying a manual adjustment to allow the late arrival (**'Allow** _ate' was clicked). The adjustment added wenty minutes to normal time to complete the expected hours or the day, and short time and ate arrival time categories and counters no onger reflect. If it was desired to still show the late arrival having occurred,

'Include Late Arrival' would be ticked.

Jarrison Systems



The counter for **Manual Adjustments** has been incremented (because an adjustment was performed).

Note that adjustment comments can be predefined, and users can be prevented from entering reasons of their choosing.

			Clockings	List Vie	w) —			
Hours & Counters	Time	Comment	Time	1/0	Туре	User Reason	C	Add
Normal Time	08:30		09:00:00	(In)	Man	Bus broke down		Delete
DT 1.5	00:20		17:20:00	(Out)	Man	Running late - no time to clock		
Nanual Adjustments	1							
Present	1							
lanual Clockings	2							
VI Clockings	2						_	
								Access
		>						T&A
		Un-Authorize	<				>	Std View
anual Adjustments			Date Navig	ator				
laoual NT	Туре		Monday 14 September 2020					
	Manual NT	~	mendaly 11 coptomic 12020					
	Time to Allocate		🔶 Previous Day Recalculate 🤤					t Day 🛛 🔶
		~						
	Allow Late Alliva	01.00						
	Ap	oplied Time 01:00	Daily Comme	ent				
	Comment	oplied Time 01:00	Daily Comme	ent				· · · · · · · · · · · · · · · · · · ·
Common Adjustments	Comment	ckings	Daily Comme	ent				· · · · · · · · · · · · · · · · · · ·
Common Adjustments	Comment Ap	ckings	Daily Comme	ent				· · · · ·
Common Adjustments	Ap Comment	ckings A Counter Sarture	Daily Comme	ent				,

unauthorized OT1.5 has been authorized (now highlighted in blue), and the T&A view has been applied to show reasons. The 'Authorize' and 'Decline' buttons have been replaced by the 'Un-Authorize' button. If the overtime is unauthorized by clicking this button, the 'Authorize' and 'Decline' buttons seen previously will re-appear.

Daily Details E.g. 3

The



ime Category			Clockin	gs (Lis	st View)			
Hours & Counters	Time	Comment	Time	1/0	Туре	User Reason	Device Reason	Add
Normal Time	08:30		07:57	In	Orig			Delete
			08:52	In	Orig		Smoke Break In	
Present	1		08:58	Out	Orig		Smoke Break Out	
All Clockings	14		10:01	In	Orig		Tea Break In	
			10:13	Out	Orig		Tea Break Out	
			10:55	In	Orig		Smoke Break In	
			11:03	Out	Orig		Smoke Break Out	
			12:59	In	Orig		Lunch Break In	
			13:27	Out	Orig		Lunch Break Out	
			14:04	In	Orig		Meeting In	
			14:56	Out	Orig		Meeting Out	
			15:34	In	Orig		Smoke Break In	Acces
			15:42	Out	Orig		Smoke Break Out	T&A
			17:02	Out	Orig			1001
<		>						Std Vier
Common Adjustments			Date N	avigat	or			
Sick Paid	Annual Leave	Paternity			M	onday 14 S	eptember 2020)
Sick Unpaid	IOD	Allow Late	← P	reviou	is Day	Rec	alculate 🤤	Next Day
AWP	AWOL	Matemity	Daily Co	nment	t			
Strike	Manual NT	Comp Leave						
	Add a Custom Adjustm	ent						

If Morpho devices with screens are in use it is also possible to setup **Clocking Reasons** (see Configuration manual for more). If **Clocking Reasons** are being used, they can be seen from the **T&A** view under **Device Reason**.

Date Navigator

The date containing the clockings, totals and adjustments for the day is displayed in the bottom righthand quarter of the window.

Non-working days will show as blue text, public holidays will show green text.

To view the previous day, click the left arrow or press F4 on the keyboard. To view the next day, click the right arrow or press F5 on the keyboard.

To view a specific date, click the date or day and then select the date from the calendar that appears.

Results

This block displays the Time Categories and Counters allocated to the specific day. It will also display the reason, if entered, for any authorized overtime

These allocated times and counters are calculated by applying the daily shift rules to the clockings for each day.

If overtime authorization is being implemented, one can authorize all unauthorized overtime for that day, by clicking the '**Authorize**' button. If an employee has achieved more than one type of unauthorized overtime in a single day, you can authorize separately by double-clicking on the time. To unauthorize all incorrectly authorized overtime, click the '**Un-Authorize**' button, or double-click the incorrect authorized overtime categories separately.


OT reasons, if applied via **Overtime Authorization**, can be viewed by dragging out the columns as needed.

Clockings

The clockings window displays **Original**, **Active** or **Calculated** clockings. To display **Calculated** clockings, click somewhere in the column for **Original**, and again to toggle back.

Original clockings are those collected directly from the hardware or external access control database and cannot be permanently deleted. When an original clocking is deleted, it is marked with an asterisk (*), and will not be used in any calculations. Original clockings may be shown as 'In' or 'Out', directly from the hardware or external access control database, but these directions are NOT used in the calculations, unless 'Enforce paired clockings' (explained in the Configuration manual) is being implemented.

Jarrison Time identifies the first clocking for the day as 'In' and the next as 'Out' and the next as 'In' etc., for all clockings allocated to the day.

Standard view

Active clockings are the combination of original and manual clockings, which are used for calculations.

Calculated clockings are the clockings used for the day's calculation, after applying any revisions and roundings.

To add a manual clocking, click on the '**Add**' button and enter the clocking time, then click '**Save**' or press the Enter key on the keyboard. To add a manual 'Out' clocking for a night shift, which occurs past midnight, navigate to the next day and add the clocking in that day. If you go back to the previous day the clocking will be marked with '*' and '>'. A reason can be added for the manual clocking, or reasons can be predefined and the user will need to select one.

To delete a clocking click on the clocking in the active list, then click the '**Delete**' button (or press <F6> on the keyboard).

(**Dup**) indicates that a clocking has been identified as a duplicate, configured in the shift setup, and will be ignored in the calculation.

Identifiers:

- * In the Original list indicates a deleted clocking.
- * In the Active list indicates a manual clocking.



> This is a clocking which was clocked in the next day but allocated to this day for calculations (night shift out clocking).

>* This is a manual clocking which was clocked in the next day but allocated to this day for calculations (night shift out clocking).

>> This is a clocking which has occurred at least two days in the future but allocated to this day for calculations (only with Dynamic Days).

This is a clocking which was clocked in the previous day but allocated to this day for calculations (shift starting late at night for today).

* This is a manual clocking which was clocked in the previous day but allocated to this day for calculations.

^ This is a system-generated "phantom" clocking (extended day frame has been applied).

In Standard or T&A view there is a right-click context menu as well, with extra options if a clocking is right-clicked on.



T&A view

This view mode will list all of the Original, Manual and Deleted clockings using four columns.

Column one shows the 'Time', column two shows the 'Direction' (in or out), column three shows the 'Type' (manual or original), column four shows the **Reason** if entered by the user, and column 5 will display reasons selected on the device by the employee. You can right-click to add or delete clockings with or without reasons.

To add a manual clocking, click on the '**Add**' button then enter the clocking time and a reason if need be, then click '**Insert**' or press the Enter key on the keyboard. To add a manual 'Out' clocking for a night shift, which occurs past midnight, navigate to the next day and add the clocking in that day. If you go back to the previous day the clocking will be marked with an '*' and an '>'



To delete a clocking, click on the clocking in the active list, then click the '**Delete**' button (or on the keyboard).

Recalculate should be done here by clicking the '**Recalculate**' button or <F10> or <*> on the keyboard. See the **Recalculate** section for further information on recalculating.

Identifiers

A purple clocking indicates a deleted clocking.

A highlighted clocking indicates a manual clocking.

A > indicates a clocking which was clocked in the next day but allocated to this day for calculations (night shift out clocking).

A >> indicates a clocking which has occurred in the future but allocated to this day for calculations (only with Dynamic Days).

"Dup" indicates a clocking that is not contributing towards T&A results, per Day Program settings.

"A.Dup" indicates a duplicated clocking that occurred on a device with the duplicate override option enabled.

Access view

This view mode will list all of the clockings from hardware using four columns; time, direction, type (access or T&A), and the device name the clocking was generated on.

If the JT Clock module is activated clicking on '**Access**' will present two further buttons, '**Map**' and '**Photo**'. Additional columns will present related information; Location, Photo, and Distance. If the location and distance values do not display properly, please check Windows Regional settings (per Installation manual).

ly Details for Ricky Hu													
& Attendance Job Costing													
sults				All Tran	sactions	s							
ours & Counters	Time	Comment		Time	1/0	Туре	Device	Device Reason	Area	Photo	Distance (m)	Co-ord	Add
hort Normal Time	08:30			08:03	In	T&A	JT Clock		Cardiff St. Cape Town			-33.912822:18.41	
				19:20	Out	Access	JT Clock		Cardiff St, Cape Town		144	-33.913824:18.41	-
lissing Clocking	1												
resent	1												
&A Clockings	1												Map
ut of Area	1												Photo
													-
													Acces
													T&A
													Std Vie
mmon Adjustments				Date Na	avigator								
Sick Paid	Annual Le	ave	Patemity						Monday 22 M	ay 202	23		
				+	Previou	us Day			Recalculat	e		∫∫ Nei	xt Day 🔹
Study Leave	IOD		Allow Late										
AWP	AWOL		Matemity	Daily Con	nment								
Training	Manual M	т	Comp Leave	i I									

Note the **orange** highlighted clockings are exceptions (clocked out of defined area). By right-clicking on one of these clockings the user can choose to change the clocking from Access Control to T&A by **'Accepting the out of area'** exception. Note that if a transaction has been converted and a clocking reimport is done, the clocking will be reset (i.e. not accepted if out of area) and the comments will be removed.

After selecting an out of area (Access) clocking and clicking the '**Map**' button, that clocking's location will be shown (only available for out of area clockings):

			All Trans	actions	-			1				_
	M	akers Landing	Time	I/O	Туре	Device	Device Reason	Area	Photo	Distance (m)	Co-ord	Add
His			08:03	In	T&A	JT Clock		Cardiff St, Cape Town			-33.912822:18.41	
"gh Lever	M6	ALFRED	19:20	Out A	Access	JT Clock		Cardiff St, Cape Town		144	-33.913824:18.41	_
Ocean La Di	WA	TERFRONT										_
n Ref	allette Pres Port	Hotel										Man
	d St and											map
	La M61 9	CTICC (Cape										Photo
Dorp	NIB SP	Town International.										_
												Acces
🛛 🖓 в	o-Kaap Kombuis	Netcare Ch										T&A
		Barnard Me										100
ard shortcuts Map	data @2023 AtriGIS (Pty) Ltd, Google	Terms of Use Report a map error	Date Na	vicator								Std Vi
Adjustments		-		ingutor				Monday 22 Ma	ay 202	23		
Sick Paid	Annual Leave	Patemity			-				<u></u>		C •	
Study Leave	IOD	Allow Late	-	Previou	s Day			Recalculat	e			d Day
			Daily Com	ment								
AWP	AWOL	Matemity		incra.								
Fraining	Manual NT	Comp Leave										
	Add a Custom Adjustment											
			1.1									

Jarrison Systems



After clicking the '**Photo**' button and selecting a clocking that clocking's associated image will be displayed

	THE REAL PROPERTY OF	2 IPR	Include Ac	cess	Transactio	ons					
		in the second	Time	1/0	Туре	Device	Device Reason	Location	Photo	Distance(m)	Add
			09:54:49	In	Access	Development Team	1	C8	Yes	51 212	
			09:57:17	Out	Access	Development Team	6	C8	Yes	51 214	
	1000	0 ()	11:06:20	h	T&A	Support Team		CB	Yes	83	
	200	-	12:48:15	Out	TAA	Support Team	-	CB	Yes	79	
			13.54.00		Access	Development ream		60	ies	51216	
THE OWNER WATER											Мар
1.7.12	_										Photo
19 a d											Access T&A
			<							>	Std View
Common Adjustments			Date Navi	gator							
Sick Paid	Annual Leave	Comp Leave				Mor	iday 20 July 2	2020			
Sick Uppaid	IOD	Allow Late	+ Prev	ious C)ay		Recalculate			S Ne	ext Day 🚽
stort of para.	AWOL	Maternity	Daily Comm	ent							
AWP											
AWP Unpaid Leave	Manual NT	Training									

Requiring a photo and/or location for clockings are optional settings in JT Clock.

If the system hardware configuration is suitable this view can also present Temperature reading and Face Mask information.

Manual Adjustments

A manual adjustment can be added if an employee is not present or has some time missing. This will record the reason for absence and allocate the necessary time. If an adjustment is not entered the system will keep the employee as absent, and he or she will have short time on the timesheet.



To add a common (regular) adjustment, click on one from the selection on the bottom left-hand side of screen. This will apply the saved parameters for that particular adjustment to the day. These common adjustments can be defined in the '**System Preferences**' window found in the '**Setup**' menu from the menu bar. The creation of these common adjustments is explained in the Configuration manual. If the adjustment is not amongst the common adjustments, one can click the '**Add a Custom Adjustment**' button and select from the complete list of adjustments. (You can type the first letter of the adjustment to navigate to it instantly.)

If the adjustment required is not in this list or not allocating the correct time categories when applied, please contact your supplier to add to or revise the complete adjustment list. Once the custom adjustment is added you will need to select the '**Time to allocate**' from the list.

'Balance to Target Time' will allocate the difference of time needed to make up their target time for that particular day.

'Custom Time' is used to allocate a fixed specific amount of time. To do this, enter the desired time into the box below. You can also allocate a custom counter, to add or remove a shift count for example.

A '**Comment**' may also be inserted for future reference (sick note number, reason for extra hours etc.). If preset comments have been setup (see Configuration manual for detail on how to do this), preset comments will be available from a drop-down menu.

'Override any Clockings', if selected, will ignore all clockings for the day, and only apply the adjustment created.

To remove time for the day, select 'Subtract this Time'.

If Late Arrival and Early Departure times are still required, ensure that '**Include Early Times**' and '**Include Late Times**' are selected.

To delete a manual adjustment, navigate to the date of the adjustment for the employee and then on the bottom left-hand side select the adjustment and click '**Delete**'. To add a second adjustment for the same day, click '**Add**' on the bottom left-hand side, or plus <+> on the keyboard and select the type of adjustment from the list and apply the parameters as per normal. To calculate the results, click '**Recalculate**'.

Alternative Day Programs and Shifts

To change the day program or shift pattern assigned to this person, and to change it for this day only, right-click on the '**Day Program**' name and from the context menu which appears, select either

Alternate Day Program' which of all possible Day Programs, or **Alternate Shift for This Day**' a list of all possible Shift selecting an alternate day appear in maroon instead of



Alternate Day Program

Alternate Shift for This Day

Manage Day Program

Manage Shifts

presents a list select which presents Patterns. After program it will regular black.



This can be useful in cases where, for example, an employee is off sick so another employee has to fill in the sick individual's shift, for just one day. Another method would be to use the **Day Schedule**, see later section in this manual for further information.

Miscellaneous Options

Right-clicking on the **Close** button produces a small context menu with options of how to place the cursor after particular actions.

Right-clicking in an open area of the adjustment shortcuts also has a context menu option to allow editing of various options.







Right-clicking in an open area of the **Results** section allows easy toggling between time and decimal format for results to be presented in.

Overtime Authorization

This feature of Jarrison Time will only be relevant if overtime authorization is necessary and has been configured in the software.

The basic concept behind overtime authorization is to automatically assign all extra time worked by employees to an 'unauthorized' time category. When this extra worked time is approved, the operator can authorize it by converting it to a legitimate overtime time category. In the '**Authorize Overtime**' window, from the '**Action**' menu, all of the unauthorized times are listed for any week. You can easily select which times to authorize or decline, by selecting the box on the left for authorization and then clicking '**Authorize**'. If you want to only authorize a specific amount of time, simply enter the amount in the '**Authorize Category**' to change it. If an unauthorized time category has an alternate '**Authorize Category**' it will appear in **blue**, and then change to **red** once clicked. All standard



overtime authorizations will remain in a **black** font. Any variance from the worked time to the time authorized will show in **red**. Only certain users will have varying levels of permissions to '**Authorize**'.

If granted permission you may '**Select All**', this allows for bulk authorizing (not recommended) or more commonly, for bulk declining of overtime. Declining overtime will convert the unauthorized overtime to the 'Declined overtime' time category. This is done to indicate that the unauthorized time has been processed.

If any Rounding Group is selected then JT will round the OT as you select it, according to the rounding rules. Otherwise JT will suggest the exact amount of unauthorized overtime worked for authorization in the '**Auth Time**' column.

The date ranges work similarly to the **Exceptions** window.

It is possible to authorize multiple employees with the same amount of time by using the **Common Time** option. By selecting '**This Time**' you can assign the time specified in the input field, by selecting '**Up to Time**' you can assign however much overtime the employee has earned, up to the maximum specified in the input field.

If you wish to apply the same authorization reason to many records, fill in the '**Common Reason**' field before selecting records.

A column to display adjustment comments can be shown by right-clicking anywhere in the window and selecting '**Show Adjustment Comments**' from the context menu. The same can be done to display first and last clockings, and departments.

ste rian	ge - weekiy Pen	od			Common Time		Common Reason		Apply Rounding C	aroup
t all from	n 01-Dec-2020	□ ▼ To	07-Dec-2020	Change Date Range	 This Time Up to Time 	03:00	Machine Breakdown	~	Not Used	
lect	Date	Emp No	Name	Time Category	Time	Auth Time	Authorize Category	Reason		
(03-Dec-2020	513	Audrey Forrest	Unauthorised 1.5	2:36	1:00	OT 1.5	Project Deadline		
	04-Dec-2020	513	Audrey Forrest	Unauthorised 1.5	0:45		OT 1.5			
	01-Dec-2020	510	Harold Burnett	Unauthorised 1.5	1:47		OT 1.5			
	02-Dec-2020	510	Harold Burnett	Unauthorised 1.5	1:35		OT 1.5			
	03-Dec-2020	510	Harold Burnett	Unauthorised 1.5	1:36	1:00	OT 1.5	Project Deadline		
	07-Dec-2020	510	Harold Burnett	Unauthorised 1.5	1:57		OT 1.5			
	01-Dec-2020	430	Joyce Jennings	Unauthorised 1.5	0:17		OT 1.5			
	02-Dec-2020	430	Joyce Jennings	Unauthorised 1.5	1:45		OT 1.5			
	03-Dec-2020	430	Joyce Jennings	Unauthorised 1.5	1:17	1:00	OT 1.5	Project Deadline		
	05-Dec-2020	488	Thomas Fuller	Unauthorised 1.5	13:36	3:00	OT 1.5	Machine Breakdown	1	
	07-Dec-2020	488	Thomas Fuller	Unauthorised 1.5	1:16		OT 1.5			
	01-Dec-2020	503	Virginia Tumer	Unauthorised 1.5	0:51		OT 1.5			
	02-Dec-2020	503	Virginia Tumer	Unauthorised 1.5	0:01		OT 1.5			
	03-Dec-2020	503	Virginia Tumer	Unauthorised 1.5	1:39	1:00	OT 1.5	Project Deadline		
	04-Dec-2020	503	Virginia Tumer	Unauthorised 1.5	1:00		OT 1.5			



Unauthorized time can also be approved from the **Daily Details** window, however the whole amount for the day will be authorized or declined – to allocate only a portion of accumulated unauthorized time, the **Overtime Authorization** window must be utilized. From the **Daily Details** window authorized or declined time can be reset ("unauthorized") no matter where it was initially set. Note that if Workflow approval of Overtime is enabled, the authorize options in **Daily Details** will not be shown – it has to be done from the **OT Authorization** screen.

Double-clicking on a row in the **Overtime** window will open up **Daily Details**, although you will not be able to modify anything while the **Overtime Authorization** window is open.

By clicking the '**Show Authorized**' button in the lower left corner, one can view all processed OT as shown below. To reverse any processing that has been done, select the employees and click the '**Un-Authorize**' button. Right-clicking in the working area will present a context menu with additional column display options.

		Common Time		Common Reason	Apply R	ounding Group
03-Sep-2020 □▼ C	nange Date Range	Up to Time	00:00	Machine Breakdown	∼ Not Us	sed ~
Name	Time Category	Time	Auth Time	Authorize Category	Reason	^
Dan Quinn	Unauthorised 1.5	1:02	1:02	OT 1.5	Machine Breakdown	
Deborah French	Unauthorised 1.5	0:51	0:51	OT 1.5	Project Deadline	
Deborah French	Unauthorised 1.5	0:22	0:22	OT 1.5	Project Deadline	
Dorothy Shemill	Unauthorised 1.5	1:15	1:15	OT 1.5	Project Deadline	
Dorothy Shemill	Unauthorised 1.5	1:28	1:28	OT 1.5	Project Deadline	
Edwin Curtis	Unauthorised 1.5	0:34	0:34	OT 1.5	Project Deadline	
Edwin Curtis	Unauthorised 1.5	0:56	0:56	OT 1.5	Short Staffed	
Evelyn Lyons	Unauthorised 1.5	0:20	0:20	OT 1.5	Project Deadline	
Evelyn Parsons	Unauthorised 1.5	0:28	0:28	OT 1.5	Project Deadline	
Evelyn Parsons	Unauthorised 1.5	0:24	0:24	OT 1.5	Project Deadline	
Floyd Schroeder	Unauthorised 1.5	1:09	1:09	OT 1.5	Machine Breakdown	
George Kelley	Unauthorised 1.5	0:51	0:51	OT 1.5	Project Deadline	
Geraldine Jensen	Unauthorised 1.5	0:35	0:35	OT 1.5	Project Deadline	
Geraldine Jensen	Unauthorised 1.5	1:07	1:07	OT 1.5	Project Deadline	
Geraldine Jensen	Unauthorised 1.5	1:26	1:26	OT 1.5	Project Deadline	
Gretchen Francis	Unauthorised 1.5	1:08	1:08	OT 1.5	Project Deadline	
Harriet Rubin	Unauthorised 1.5	0:45	0:45	OT 1.5	Project Deadline	
Hilda Dickerson	Unauthorised 1.5	1:01	1:01	OT 1.5	Project Deadline	
Itumeleng Karabo	Unauthorised 1.5	0:52	0:52	OT 1.5	Project Deadline	
Itumeleng Karabo	Unauthorised 1.5	1:12	1:12	OT 1.5	Project Deadline	
Jabulani Buthelezi	Unauthorised 1.5	0:27	0:27	OT 1.5	Project Deadline	
Jason Rav-Dee	Unauthorised 1.5	1.03	1.03	OT 15	Project Deadline	~
m	Hilda Dickerson Itumeleng Karabo Itumeleng Karabo Jabulani Buthelezi Jason Rav-Dee es found	Hilda Dickerson Unauthorised 1.5 Itumeleng Karabo Unauthorised 1.5 Itumeleng Karabo Unauthorised 1.5 Jabulari Buthelezi Unauthorised 1.5 Jabon Rav-Dee Unauthorised 1.5 es found	Hilda Dickerson Unauthorised 1.5 1:01 Itumeleng Karabo Unauthorised 1.5 0:52 Itumeleng Karabo Unauthorised 1.5 1:12 Jabulari Buthelezi Unauthorised 1.5 0:27 Jason Rau-Dee Unauthorised 1.5 1:03 es found	Hilda Dickerson Unauthorised 1.5 1:01 1:01 Itumeleng Karabo Unauthorised 1.5 0:52 0:52 Itumeleng Karabo Unauthorised 1.5 1:12 1:12 Jabulani Buthelezi Unauthorised 1.5 0:27 0:27 Jabulani Buthelezi Unauthorised 1.5 1:03 1:03 es found 1:03 1:03	Hilds Dickerson Unauthorised 1.5 1:01 1:01 OT 1.5 Itumeleng Karabo Unauthorised 1.5 0:52 0:52 0:15 tumeleng Karabo Unauthorised 1.5 1:12 1:12 0:T1.5 Jabulari Büthelezi Unauthorised 1.5 0:27 0:27 0:T1.5 Jabulari Büthelezi Unauthorised 1.5 1:03 1:03 0:T1.5 Jason RaviDee Unauthorised 1.5 1:03 1:03 0:T1.5 Jason RaviDee Unauthorised 1.5 1:03 1:03 0:T1.5	Hilds Dickerson Unauthorised 1.5 1:01 1:01 OT 1.5 Project Deadline Itumeleng Karabo Unauthorised 1.5 0:52 0:52 0:71.5 Project Deadline Itumeleng Karabo Unauthorised 1.5 1:12 1:12 OT 1.5 Project Deadline Jabulari Büthelezi Unauthorised 1.5 0:27 0:27 0:15 Project Deadline Jabulari Büthelezi Unauthorised 1.5 0:27 0:27 0:15 Project Deadline Jabulari Büthelezi Unauthorised 1.5 1:03 1:03 0:01.5 Project Deadline Jabulari Büthelezi Unauthorised 1.5 1:02.7 0:27 0:15 Project Deadline Jaburn Rev:Dee Unauthorised 1.5 1:03 1:03 0:01.5 Project Deadline es found Excel Select All Declne Un Auth

By right clicking a menu option can be enabled to show Department and Occupation columns as well as Totals of times at the bottom of the listing.

(, o	vertir	me Authorizati	on				
Date List	e Rang all fron	ge n 01-Jul -2023	▼ To	31- Jul -2023		Change Date Range	Common Time This Time Up to Time
Sele	ct	Date	Emp No	Name		Time Category	Time
\square		Decimal For	mat			Unauthorized 1.5	1:23
	~	Time Format			<u> </u>	Unauthorized 1.5	6:52
	~	Show Adjust	ment Comm	nents		Total	8:15
		Show Depart	tment				
		Show Occup	ation		-		
		Show 1st & I	Last Clocking	js			
		Show Daily D	Details (doub	le click)			
	~	Show Summ	ary Totals				



Pre-Authorization



This facility allows for overtime to be authorized ahead of time. The feature must be enabled from **'Setup**', **'System Configuration**' (please see Configuration manual for more) and **User Groups** should be adjusted accordingly (to restrict pre-authorizing before current date, or too far ahead).

Action	Multiple Actions	Access	Setur
Re	calculate allocate Areas		
Ba	ckup Database		>
0	vertime Pre-Authori	zation	
0	vertime Authorization	'n	

Once enabled, the Pre-authorization window is accessed from the '**Action**' menu.

The window is similar to the **Day Schedule**, presenting all employees selected in the list. To apply pre-authorized overtime, select the amount of OT to be applied from the bottom drop-down list (shortcuts can be created in the same manner as in the **Day Schedule** – see next section of this manual), and then click on the day the employee should be allowed to earn OT. When working with a selected authorization, right-clicking on a person will allow copying of their schedule.

In the below screenshot an employee has been pre-authorized for two hours of OT on Monday and Tuesday (already saved and so shaded green), three hours on Thursday and Friday (not yet saved and so shaded cyan). The employee will still need to clock for Thursday and Friday hours before earning them. Also note that this is not pre-approved OT, it's pre-authorized OT – the day program the employee is on must be one that issues unauthorized OT.

Different authorization categories can be selected from the drop-down menu showing '**Unauthorized 1.5**' below. The '**Show All Pre-Authorizations**' toggle button will show all categories. If a reason needs to be applied to each pre-authorization, the reason should be selected or added prior to the preauthorizing actions. To view applied reasons, place a check in '**Show Reasons**'. Reasons here work similarly to the **Overtime Authorization** screen.

Overtin	ne Pre-Auth	orization					-								
+	Wee	k After Ne	xt	+ Unauthoris	sed 1.5	✓ Show L	lay Program Reasons	Reason Project	t Deac 🗸				 Weekly 	O Monthly	O Custom
Emplid 130	Name Wanda	Time Categ Unauthoris	Mon 28	Reason	Tue 29 2:00	Reason Project Deadline	Wed 30	Reason	Thu 01	Reason	Fri 02 Oct	Reason	Sat 03	Reason	
<															>
2:00		3:00	8:00	12:00	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select
Overtime I	Hours 2:	00 ~	Show All Pre	-Authorizations								Excel	Refresh	Save	Close

Above the employee has been pre-authorized for two hours on Tue 29.



	Daily Details for Glenda D	ouglas					
	Time & Attendance Job Cost	ing					
	Time Category			Clockings (Standard View)			
	Hours & Counters	Time	Comment	Calculated	Active		Add
	OT 1.5	10:00	Pre-Authorized	07:00 In	07:02		Delete
	Declined OT2.0	00:15	Fre-Autriorized	10.15 Out	10.13		
In the screenshot to the							
right, we see the Daily	Present	1					
Detaile view of the	All Clockings	2					
Details view of the							
employee having							
earned pre-authorized							
overtime. Any fully pre-	4		>				Access
authorized amounts will							T&A
be in blue, partially			Un-Authorize				Std View
approved will be in	Common Adjustments			Date Navigator			
approved will be in	Sick Paid	Annual Leave	Paternity		Sunday 23 October 202	2	
red	Study Leave	IOD	Allow Late	Previous Day	Recalculate	•••	Next Day 🔶
ieu.	0.000 20070		, ton Lato	Daily Comment			
	AWP	AWOL	Matemity	Daily Comment			~
	Training	Manual NT	Comp Leave				
		Add a Custom Adjustment					~
	Day Program: Factory Weeke	nd (07:00 - 17:00)					Close

If this earned Pre-authorized time is Unauthorized (cancelled), it reverts to unauthorized OT and disappears from the **Overtime Pre-Authorization** screen.

Note the employee is only pre-authorized for actual time worked. If no comment was applied during the pre-authorization process, the default comment is "Pre-Authorized".





Click on 'View' then 'Daily Summary' from the menu bar, or click the icon on the toolbar. This displays a summary of hours and totals periodically, monthly or for any custom date range. You can



print the current info displayed to the default printer, or export it to Excel by clicking on the buttons along the bottom right-hand corner.

Periodic View

The '**Periodic View**' selected in the top right-hand corner, will display the summary using the current **Pay Group** date range with Periodic and Pay totals. In the example below this particular employee is paid on a weekly basis.

+ Cur	rent Per	iod 🔸	5											 Periodic 		O Monthly		O Custom	
/eekday	Day	DayProg	Clock In	Clock	NT	OT 1.5	Un 1.5	OT 2.0	Un 2.0	Short NT	Saturday	Sunday	AftAllow	N Allow	PPHW	Late	Late	Early	Early
londav	Jul 11	Factory M-F	06:44	18:10	09.00		02.43												
uesdav	Jul 12	Factory M-F	07:25	18:14	09.00		01.22									00.42	1		
/ednesday	Jul 13	Factory M-F	06:52	19:19	09.00		03.00		00.32										
hursdav	Jul 14	Factory M-F	06:01	18:21	09.00		03.00		00.33										
idav	Jul 15	Factory M-F	06:16	16:51	09.00		01.73												
aturdav	Jul 16	Factory Weekend	06:03	16:46		10.95													
unday	Jul 17	Factory Weekend	06:13	13:40		07.45													
eriod Totals					45.00	18.40	11.38		00.65							00.42	1		
ay Totals		Factory			40.00	23.40	11.38		00.65							00.42	1		
eave Transactions																			
nauthorized Overtim	e																		
temative Day Progr.																			
lanual Clockings																			
lanual Adjustment																			
lissing Clocking/Ne.																			
on Work Day																			
ublic Holiday																			
/ork Day																			
Vorkflow in Progress																			

Periodic Totals are calculated by simply summing up the daily totals (time categories and counters earned). **Pay Totals** are calculated by applying the **Pay Group** rules to the Periodic Totals.

To navigate back a period, click the back arrow (or press F4 on the keyboard).

To navigate forward a period, click the forward arrow (or press F5 on the keyboard).

To navigate to a specific date, click the button between the two arrows displaying the current period, then select the date.

The green arrows button will recalculate for the dates that are currently displayed, for the selected employee.

Monthly View

The Monthly view will display from the first to the end of the month, for any month.



The concept is identical to the Periodic view, except for the fixed date range and the exclusion of the Pay Totals.

Custom View

Custom dates may be selected if need be. Select '**Custom**' and then select the dates necessary. When a Custom view is selected, as with Monthly, only the Periodic totals will be displayed.

Right-click Menu Actions

By right-clicking anywhere within the **Daily Summary** window you can bring up a context menu. The options are as follows:

Go to Today – This will show the summary for the current date.

Calculate all Dates in View – Will calculate all the dates without stopping at the current date automatically.

Use Time Format – Will show time in time format (e.g. 5:30 for five and half hours).

Use Decimal Format – Will show time in decimal format (e.g. 5.50 for five and half hours).

Use Decimal – to 5 places – Will show time in decimal format with five decimal places for increased accuracy (e.g. 5.50000 for five and half hours).

Show/Hide Gridlines when printing – If printed directly to the printer, will or will not print the grid lines.

Show Dynamic Totals – Will show the totals calculated dynamically.

Go to Current Period Calculate all Dates in View Use Time Format Use Decimal Format Use Decimal – to 5 places Show Grid Lines when Printing Show Dynamic Totals Show Custom Sub Totals Show Custom Grand Totals Show Monthly Totals with Weekly Rules \checkmark Show Colour Legend Show Day Program Full Name Show Public Holiday Name Manage Common Columns Use Custom User Columns Daily Details Day Program Pay Group Shift Pattern Create Support Request

Show Custom Sub Totals – Display dynamically calculated sub totals when using a custom date range.

Show Custom Grand Totals – Display dynamically calculated grand totals when using a custom date range.

Show Monthly Totals with Weekly Rules – Will display weekly rules applied to a monthly period.

Show Colour Legend – A complete colour key can be displayed underneath Pay Totals. See next page for more.



Show Day Program Full Name – Will show the Day Program's full description instead of short description.

Show Public Holiday Name – Will show the name of public holidays in the Weekday column.

Manage Common Columns –Will open the configuration window for adding, removing and sorting columns.

Use Custom User Columns – If the particular user's columns have been set via '**Configuration**', '**Custom**', this option will apply those settings.

Daily Details, Day Program, Pay Group, Shift – Will open the respective configuration window.

Create Support Request – Explained in the Create Support Request section.

Daily Summary Additional Functions

You can double-click on any date (row) to open it in the **Daily Details** window.

To change how the views are displayed, click on '**Configuration**' then '**Custom**' from the menu bar. You will be able to include or exclude clockings, day program names, or any time category and counters created in the software. The same can be done via '**User Groups**', '**Daily Summary**' tab.

To **authorize** overtime for the specific employee for the show dates, simply click '**Authorize**' and it will open the authorization window with the employee's unauthorized overtime. You can also print directly to the default printer and export the summary to Excel from this screen.

Flexi Time Totals

These totals are displayed at the bottom of the summary view if the employee is on a flexitime paygroup and **Periodic** view has been selected.

In the image below, the totals for the period are listed.

Flexitime			
Brought Fwd			-20:00
Worked Hours			142:48
Closing Bal			122:48
Lost Time			0:00
Carried Fwd			-40:00



Brought Fwd - The amount of time that has been transferred from the previous period's '**Carried** forward' amount (initial balance of flexitime).

Worked Hours - The actual amount of time worked in the period before applying any flexitime rules.

Closing Balance - The amount of time calculated after adding the 'Worked Hours' to the balance brought forward amount.

Lost Time - The amount of time worked which exceeds the allowed limit, for carrying over to the next period.

Carried Fwd - The amount of time which will be transferred to the next period, calculated from the difference between the closing balance and the 'Required Time'.

Support Request

To send a Support Request to your supplier, you can right click on the specific day for the specific

Support Request

person in question in the **Daily Summary** view and select '**Support request**'. The support request contains all of the daily and pay totals earned with a '**Desired**' column for each for you to change and then email to your support team. You can enter your desired time, which differs from the results of existing shift or pay group calculation.

'Include Database' option on the top righthand side will back up, then zip and attach the database to the email. If further changes need to be requested you need not send the database again, just the support request. If you select the 'Show Clocking' option, the clockings will be included in the support request and can also be commented on in the support request.

3021 Glenda Douglas		Tuesday 1	5 September 2020		Include Datab Show Clocking	ase J
Description	Daily Totals	Pay Totals	Desired Time	Desired Total	Comments	
Normal Time		31:40		31:40		
OT 1.5		01:00		01:00		
Unauthorised 1.5		01:41		01:41		
OT 2.0		31:40		31:40		
Unauthorised 2.0						
Short Normal Time		03:20		03:20		
Saturday						
Sunday						
Afternoon Allowance						
Night Allowance						
Public Holiday Worked						
Late Amival		00:54		00:54		
Late Arrival		2		2		
Early Departure		05:14		05:14		
Early Departure		3		3		
Adj Type						
Adj Time						
Adi Comment						
<						>
o create a support reques	t, double click on the	e cells in the white	area			
hen type your request into	'Desired' columns					Close

Colour Legend

Various conditions occurring on days are noted via coloured or highlighted text, per below: This can be added to the Daily Summary by right-clicking and selecting '**Show Colour Legend**'.



Leave Transactions
Unauthorized Overtime
Alternative Day Program
Manual Clockings
Manual Adjustment
Missing Clocking/Negative
Weekend
Public Holiday

Day Schedule

🕼 Day Schedule	2															×
•	Current We	ek 🔸	Adjustme	ents/Leave											View Weekly O Mo	nthly 🔿 Custom
EmpNo	Name	Department	Occupation	Target Time	Mon 14 Sep	Tue 15 Sep	Wed 16 Sep	Thu 17 S	ep Fri18	Sep	Sat 19 Sep	Sun 20 Sep				^
▶ 100	Leslie	Factory	Maintenance	63:00	F M-F	F M-F	F M-F	F M	F F	M-F	F WE	F WE				
101	Marian	Production	Operator	60:30				Pr M		M-F	Pr WE	Pr WE				
102	Sbusiso	Production	Maintenance	60:30				Pr M		M-F	Pr WE	Pr WE				
104	Sheryl	Factory	Maintenance	72:00	12Hr N	Comp	12Hr N	12Hr	N 12	Hr N	5SSat Mom	5SSun Mo	n			
105	Ryan	Production	Welder	60:30				Pr M		M-F	Pr WE	Pr WE				
108	Vivian	Factory	Driver	56:00	8Hr Nigh	8Hr Nigh	8Hr Nigh	8Hr N	igh 8Hr	Nigh	5SSat Mom	5SSun Mo	n			
110	Anesh	Production	Manager	60:30				Pr M	-F Pr	M-F	Pr WE	Pr WE				
111	Malcolm	Factory	Driver	60:00	8Hr Nigh	8Hr Nigh	8Hr Nigh	8Hr M	om 12H	r Day	5SSat Mom	5SSun Mo	n			
1111	Tom	Production	Welder	63:00	F M-F	F M-F	F M-F	F M	F F	M-F	F WE	F WE				
112	Kay	Factory	Driver	56:00	8Hr Mom	8Hr Mom	8Hr Mom	8Hr M	om 8H	r Aft	5SSat Mom	5SSun Mo	n			
115	Max	Factory	Operator	56:00	8Hr Aft	8Hr Aft	8Hr Aft	8Hr /	Aft Ma	n 1.5	5SSat Mom	5SSun Mo	n			
117	Vicki	Factory	Welder	56:00	8Hr Nigh	8Hr Nigh	8Hr Nigh	8Hr N	igh 8Hr	Nigh	5SSat Mom	5SSun Af				
119	Leon	Factory	Manager	56:00	8Hr Aft	8Hr Aft	8Hr Aft	8Hr /	¥nt 8⊢	r Aft	5SSat Mom	5SSun Mo	n			
120	Alvin	Factory	Manager	56:00	8Hr Aft	8Hr Aft	8Hr Aft	8Hr /	¥nt 8⊢	r Aft	5SSat Mom	5SSun Mo	n			
121	Jacob	Production	Manager	60:30	Pr M-F	Pr M-F	Pr M-F	Pr M	-F Pr	M-F	Pr WE	Pr WE				~
8Hr Aft	12Hr Day	8Hr Mom	8Hr Nig	h 8HrAftQ	C 5SSat M	om 5SSat I	Nigh 🛛	OFF	On Duty		R Aft	R Day	R Night	Morn QC	8Hr N QC	5SSat Aft
5SSun Aft	5SSun Morr	Admin F	Admin M	-T Admin Su	in Not set	t Nots	et N	ot set	Not set	1	Not set	Not set	Not set	Not set	Not set	Not set
F M-F	F WE	Pr M-F	Pr WE	Not set	Not set	t Nots	et N	ot set	Not set	N	Vot set	Not set	Not set	Not set	Not set	Not set
Day Program	Production Weel	end v	Pr WE											Excel Re	fresh Save	Close

The **Day Schedule** is used to assign shifts to any employee or group of employees for specific dates. When automatic shift allocation (bouncing) or a fixed Shift Pattern cannot cater for the unpredictable or ad hoc sequence of shifts an employee needs to work, it is best to use the **Day Schedule**.

Click on 'View' then 'Day Schedule' from the menu bar, this window will list all of the currently assigned day programs for all of the employees in the list for the given date range. The colours shown for each Day Program (shift) can be configured from 'Setup', 'System Preferences' window, 'Day Schedule' tab.

The Department, Number, Name and/or Surname columns are shown on the left, the rest of the window is filled up with the Day Program assigned for the selected date range. The date ranges shown can either be '**Weekly**', '**Monthly**' or '**Custom**' (any date range).

To set the Day Program that an employee must work or has already worked, select the Day Program from the list of all available Day Programs at the bottom of the screen, and then click the date on the main window for the day the employee must work this newly assigned Day Program. This process allocates an 'Alternate Day Program' for each change and the system will use the newly-assigned Day Program's rules etc. for that day.

To make assigning day programs quicker and easier you can assign your own custom 'favourite' buttons (saved differently for each user) to the Day Programs that you apply most often. To set your



most commonly-used buttons, select a day program you use regularly from the drop-down list at the bottom, then either drag it onto a custom button, or right-click on the button and select '**Assign the** '**Day Program' to this button**'. Now you can use your custom button. To do this, click your custom button from the list of buttons at the bottom which will select the assigned day program to use for your scheduling. To add more buttons, right-click on the window and select the number of rows to display. Each row has 15 buttons, allowing 45 buttons if all three rows are selected. Each button also has a keyboard 'Hot Key' assigned (1-45) respectively for even quicker selection of day programs.

To copy a selected employee's schedule and apply it to another employee or group of employees, highlight the day by right-clicking on the Department, Number, Name and/or Surname and then selecting '**Copy schedule**'. The employee's highlight colour will now change from blue to green. Now select one or more employees by either holding down the control <Ctrl> key (for selected individual employees) and/or the shift key (to select a range of employees) on the keyboard, right-click on their names and select '**Paste schedule**'. This will copy all of the single employees' day schedules to the other selected employee/s for all of the dates shown at the time '**Weekly**', '**Monthly**' or '**Custom**'. Now click '**Save**'.

If another system is used to create the day schedule, you can import it by clicking on '**Import**' on the menu bar then '**Day Schedule**'. The file will need to be in the correct format, per template found in the **C:\Program Files (x86)\Jarrison Systems\Jarrison Time** folder.

You can also export the day schedules to Excel for printing to a notice board if desired, via the button at the bottom right of the screen.

Ticking the **Adjustments/Leave** checkbox in the upper left of the window will display any adjustments which have been applied or imported in grey, or if the Leave module is enabled any applied leave will be shown in grey.

Right-click Menu Actions

By right-clicking in the work space, a menu with additional options can be produced, shown to the right.

You can determine whether to include colours and gridlines when exporting the schedule.

If Employee Custom Fields need to be displayed as columns, they can be added from '**Display Employee Fields**'.

If additional rows of shortcuts are required, they can be toggled on from here.

Selecting '**Freeze Columns**' will lock the selected column and all columns to the left of it, in order to keep information on the screen while scrolling to the right. '**Freeze Rows**' works similarly but on a vertical basis.

Export with Colours Export with Gridlines Display Employee Fields Display 1st row of shortcut items Display 2nd row of shortcut items Display 3rd row of shortcut items Freeze Columns Freeze Rows Use Custom User Columns Use Public Holiday Shift Change Use Day Change Rules Show Day Program Full Name



Use Custom User Columns - If the particular user's columns have been set via '**User**', '**User Preferences**' this option will apply those settings. (Note this setting requires '**User Custom**' enabled in **User Groups**)

Use **Public Holiday Shift Change** - Will allow the Public Holiday set on any applied day program s to take effect in the case of a scheduled day being a public holiday. (Note this setting can only be applied by the Administrator account). Note this option is only available to the Administrator account.

Use **Day Change Rules** - Will allow Day Change options set on any applied day programs to take effect as they normally would. Note this option is only available to the Administrator account.

Show Day Program Full Name - Will show Day Program full descriptions instead of short descriptions.

Right-clicking on the employee name or number will bring the same menu, but with a few additional options to Copy the employee's schedule, and once copied to then Paste it on other employees, or to reset any changes and revert the selected employee to their usual shift pattern.

There will also be an option under Use Custom User Columns to Copy Schedule to next...

This option will copy the selected schedule for the time period being viewed, in other words if viewing **Weekly** the schedule will copy to the next seven days; if viewing **Monthly** the schedule will copy for the next month. The option will appear once a change to a person's schedule has been made and saved.

Site Scheduler

Jarrison Systems also offers a standalone mini-app for the purposes of scheduling shifts. The program is just the **Day Schedule** part of Jarrison Time, but does not require a user license – it can be installed anywhere and used immediately e.g. by a supervisor at a remote site where Jarrison Time is not installed. The program creates an export file which can then be imported into Jarrison Time via '**Import**' on the menu bar then '**Day Schedule (Alternate Day Programs)**.

The software can be downloaded from the Jarrison website. It does not require licensing.

Copy schedule Reset to standard shift pattern Export with Colours Export with Gridlines Display Employee Fields Display 1st row of shortcut items Display 2nd row of shortcut items Display 3rd row of shortcut items Freeze Columns Freeze Rows Use Custom User Columns Copy Schedule to next 31 days Use Public Holiday Shift Change Use Day Change Rules Show Day Program Full Name



C 1

Janns	ion site schedu	lier												
File	Help													
From)1- Apr -2021		25- Apr -2022	2 🔍										
	Department	EmpN	0	Name		Sumame	01 Ap	or 2021	02 Apr 20	21	03 Apr 2021	04 Ap	or 2021	05 Apr 2
•	Admin		123	Joe	•	Soap	- N	VH7-17	WH	7-17	WH9-19		WH8-18	WH
4														,
WU7 1	17 WLI0 10	WU0 10	Net est	Net est	Not Cot	Net ect	Net est	Not oct	Net est	Net ect	Net ect	Net est	Net est	Net est
Not se	t Not set	Not set	Not set	Not set	Not set	Not set	Not set	Not set	Not set	Not set	Not set	Not set	Not set	Not set
Not se	t Not set	Not set	Not set	Not set	Not set	Not set	Not set	Not set	Not set	Not set	Not set	Not set	Not set	Not set
Day Pro	gram WH7-17		~	WH7-1	17					Email	Export CS	V Expor	t Excel	Close

Exceptions



Daily Exceptions	~	Date Range for the 'Monthly' Pa	ygroup (Monthly)					
Limit to first 5	0	From 01-Sep -2020	30-Sep-2020 → Date Range	•				
Date	Emp No	Name	Department	Site	Time	Details	Туре	
25-Sep-2020	3072	Ayanda Tshabalala	Production	West Branch	10:30:05	13:39:24	Missing	
21-Sep-2020	3006	Ben Banks	Despatch	Head Office			Absent	
29-Sep-2020	3006	Ben Banks	Despatch	Head Office			Absent	
)7-Sep-2020	3012	Bradley Beatty	Civils	West Branch	08:30	Short NT	Short	
17-Sep-2020	3012	Bradley Beatty	Civils	West Branch	08:30	Short NT	Short	
29-Sep-2020	3012	Bradley Beatty	Civils	West Branch	06:05:54	17:07:32	Missing	
9-Sep-2020	473	Brenda Barbour	Drilling	Head Office			Absent	
3-Sep-2020	3026	Brent Byrne	Civils	West Branch	08:30	Short NT	Short	
4-Sep-2020	3026	Brent Byrne	Civils	West Branch	18:37:46		Missing	
4-Sep-2020	3026	Brent Byrne	Civils	West Branch	06:44:25	12:10:34	Missing	
2-Sep-2020	3026	Brent Byrne	Civils	West Branch	06:50:46	17:44:47	Missing	
28-Sep-2020	3026	Brent Byrne	Civils	West Branch	08:30	Short NT	Short	
2-Sep-2020	3098	Cassim Petersen	Production	West Branch	09:29:33	16:23:30	Missing	
5-Sep-2020	3098	Cassim Petersen	Production	West Branch	07:25:05	15:54:47	Missing	
2-Sep-2020	3098	Cassim Petersen	Production	West Branch	10:14:46	15:56:53	Missing	
0-Sep-2020	3098	Cassim Petersen	Production	West Branch	10:10:20	14:02:30	Missing	
3-Sep-2020	3097	Catherine Garcia	Factory	West Branch	06:03:29	19:00:49	Missing	
4-Sep-2020	3097	Catherine Garcia	Factory	West Branch			Absent	
4-Sep-2020	3097	Catherine Garcia	Factory	West Branch	08:30	Short NT	Short	
1-Sep-2020	3097	Catherine Garcia	Factory	West Branch	03:56	Short NT	Short	
4-Sep-2020	539	Cecil Jiang	Factory	West Branch			Absent	
8-Sep-2020	542	Christina Craig	Factory	Head Office			Absent	
5-Sep-2020	453	Christina Morris	Drilling	East Branch			Absent	
4-Sep-2020	179	Clyde Hendricks	Civils	West Branch	06:24:40	18:55:16	Missing	
7-Sep-2020	179	Clyde Hendricks	Civils	West Branch	10:54:58	17:12:30	Missing	
)9-Sep-2020	179	Clyde Hendricks	Civils	West Branch	07:43	Short NT	Short	



Using this window will display all employee actions which require manual intervention (no need to print any reports first). It applies to all employees in the list. Click on '**View**' then '**Exceptions**' from the menu bar and select the date range required. It defaults to the current period excluding the current day. To switch between the existing pay group date ranges set, click on '**Change Date Range**'. Double-click on any entry to go to the **Daily Details** window, for that employee on the exception date to resolve the exception. For a list of individual exceptions you can select them from the list on top. You can also sort the results by clicking on the appropriate column header. Exceptions can be customized from '**Setup**', '**System Preferences**' (see Configuration manual for more info).

Daily Exceptions

The Daily Exceptions are displayed when opening the **Exceptions** window. JT will search for all exceptions which have been set on the **Preferences** window, explained in the Configuration Manual. Each different type of exception is listed in a different colour to assist with identifying them: **Missing Clockings**, **Absence**, **Short time**, **Unpaired Clockings**, **Multiple Clockings**, **'Out' as first clocking**, **Route Exceptions**, **Missing Job Clockings**, **Non Scheduled Work**, and **JT Clock Out of area**. To view all exceptions only of a particular type, you can select it from the list found at the top of the **Exceptions** window.

Missing T&A Clockings

A missing clocking will be listed if the employee has either not clocked In or Out for T&A during his/her workday. As with all exceptions you can double-click on the entry and make the necessary adjustment in the **Daily Details** window.

Absence

An employee who has no clockings on a day specified as a work day will be listed as absent for the day. Double-click on the entry and make the necessary adjustment in the Daily Details window. If an employee is absent for a number of consecutive days, for example annual leave, you can use the **Multiple Adjustment** feature explained in the **Multiple Actions** section of this manual.

Short Time

This will show all employees who have more than the specified amount of short time. There is an option to '**Only show short time for days when the employee is not absent**' as absence generally results in short time too. This can be activated when the '**Short Time**' option is selected. This becomes useful as an employee who leaves site half way through the day (with permission and without the supervisor notifying payroll immediately) will not have a missing clocking or be absent but will still appear on the exceptions list as having 'Short Time'. Now the short time can be sorted out before the employee is short paid.

'Out' as first clocking

This option should/can only be used if the 'Original Direction' of the clockings is being recorded (using In and Out readers). When an 'Out' clocking exists as the first clocking of the day there is normally something wrong. Either the employee didn't clock 'In' first, or the transactions from the 'In' reader have not yet been collected, or the shift setup has incorrectly allocated the clockings to the day.



Whatever the case, the **Exceptions** list will find them, allowing you or your supplier to take the necessary action.

Multiple Clockings

This option is used to list all employees that clocked more than once within the selected time frame. This is useful for identifying employees who do not pursue the correct usage of the access control system. For example, someone clocking 'In' twice through a turnstile might be granting access to an unauthorized person. Such transactions could be the cause of Missing Clockings. If '**Only if from same direction**' is selected, the **Exceptions** window will only list transactions which happened more than once from the same direction within the specified time frame. This can be useful for employees that may go 'In' then 'Out' of a turnstile which is acceptable.

Unpaired Clockings

This will list all of the days where the clockings are not paired. A paired set of clockings is an 'In' direction, followed by an 'Out' direction. As soon as they mismatch i.e. 'In' then 'In' or 'Out' then 'Out' etc. anytime during the day, JT will not calculate any totals. The option will force the operator to investigate the cause of mismatches and take necessary action. As soon as any manual edit has been made on the day, JT will begin the calculation of times again.

Route Exceptions (formerly Patrol Route breach)

This option will list all employees who either did not clock in the time set between clockings, or the correct sequence of devices for the route.

Missing Job Clockings

When Job Costing is in use this option lists employees who have incomplete job clockings.

JT Clock Out of Area

This option will list all employees who are clocking via JT Clock, but clocked somewhere out of their assigned **Area**.

Non Scheduled Work

This option will list all employees who have clocked on day that was not meant to be a working day according to what has been assigned.

Approvals

The approval process at the **Daily Summary** approves periods per employee, then if activated (from **'Setup**', **'System Configuration**') one can approve a group of employees' totals in the **Pay Totals**



window (explained in the **Pay Totals** section) and even further by approving the department totals (explained in the **Departmental Totals** section). Approval is used to ensure that the operator does indeed view and process the timesheet correctly.

Approved and unapproved periods can be included in the same mass Recalculation although approved periods will not be recalculated.

Daily Summary

+	2020 -	Week 31		>	5												Periodi	c 🔿 Monthly	Custo
Weekday	Day	DayProg	In	Out	NT	OT 1.5	Un 1.5	OT 2.0	Un 2.0	Short NT	Saturday	Sunday	AftAllow	N Allow	PPHW	Late	Late	Early	Early Lv
Monday	Jul 27	Admin M-T	08:15	17:01	07:09					01:21									
Fuesday	Jul 28	Admin M-T	07:37	18:17	08:30	01:17													
Wednesday	Jul 29	Admin M-T	08:24	12:23	03:59					04:31						00:24	1	04:37	1
Thursday	Jul 30	Admin M-T	07:28	17:16	08:00					00:30									
Friday	Jul 31	Admin F	08:08	15:45	07:00	00:06													
Saturday	Aug 1	AdminSat	08:02	19:25		10:27													
Sunday	Aug 2	AdminSun																	
Period Totals					34:38	11:50				06:22						00:24	1	04:37	1
Pay Totals		Factory			40:00	06:28				06:22						00:24	1	04:37	1
c																			

To approve a complete period you can click on the '**Approve**' button, however certain conditions must be met first.

- Timesheet approval must be activated by the administrator. This only needs to be done once.
- All overtime needs to be processed (Authorized or Declined).
- There may not be any missing clockings.
- If configured, absence needs to be processed (Annual Leave, Sick Pd , AWOL etc.).
- The previous period(s) must be approved.
- Approval cannot be done in the current or future periods.

The above must be in order before the 'Approve' button will become available.

Once the timesheet has been approved, no manual edits can be made to the period.

At the end of the period the '**Approve**' button must be clicked, thus 'signing off' the timesheet.



Pay Totals

the Factory Weekly	Paygroup (Weekly) Departme	nt									 Both 	 Approve 	Hipproval ed 🔘 Unap	pprove
Current Peric	od 🔸	+		Despatch	→							View - Pa Both	y Totals App O Approve	roval ed () Unap	prove
Emplid	Name	Sumame	Occupa	Class	Site	Company	Approved	NT	OT 1.5	Un 1.5	OT 2.0	Un 2.0	Short NT	Saturday	S
123	Narisha	Singh	Manager	Contactor	West Branch	ABC Creations	No	170:04		28:44			17:03		
137	Katie	Katz	Manager	Permanent	West Branch	ABC Technologies	No	28:15	10:26				12:45		
140	Monica	Brantley	Cleaner	Temp	West Branch	ABC Products	No	40:41	04:35				00:19		
3001	Tebogo	Moloja	Manager	Temp	Head Office	ABC Technologies	No	39:42		03:34	13:02		00:18		
3003	Joseph	Underwood	Driver	Temp	Head Office	ABC Technologies	No	40:00	19:43	03:28					
3004	Evelyn	Parsons	Driver	Temp	Head Office	ABC Technologies	No	32:07		07:44			11:58		
3005	Nicholas	Vaughn	Driver	Temp	Head Office	ABC Technologies	No	179:15	01:48					33:37	
3006	Ben	Banks	Driver	Temp	Head Office	ABC Products	No	35:45		10:30	09:37		04:15		
3007	Dorothy	Shemil	Admin	Temp	Head Office	ABC Products	No	21:49		00:51			18:11		
3009	Theresa	Oakley	Driver	Permanent	Head Office	ABC Products	No	183:40	02:34					31:30	
3010	Harriet	Rubin	Welder	Permanent	Head Office	ABC Products	No	25:13					16:00		
3011	Mpho	Masondo	Mainten	Permanent	Head Office	ABC Products	No	36:01						05:13	
3013	Itumeleng	Karabo	Cleaner	Permanent	Head Office	ABC Products	No	38:22		08:00			05:08		
3014	Jason	Webb	Cleaner	Permanent	Head Office	ABC Products	No	29:02					11:45		
3023	Noman	Lam	Cleaner	Permanent	Head Office	ABC Creations	No	40:00	08:00	11:50			08:00		
3025	Ellen	Creech	Mainten	Permanent	Head Office	ABC Creations	No	29:13		04:44		00:01	14:17		
3027	Dianne	Dillon	Mainten	Permanent	Head Office	ABC Creations	No	149:01	02:46					33:46	
3028	Hany	Foster	Mainten	Permanent	West Branch	ABC Creations	No	32:47							
3029	Thabo	Kunene	Mainten	Permanent	West Branch	ABC Creations	No	199:41	00:11					09:20	
2020	A 11	D 1		n .	147 - D 1	ADOT 1 1 1	**	00.00		00.50			00.00		
	Emplid 123 123 137 140 3001 3003 3004 3005 3006 3006 3006 3005 3006 3007 3009 3010 3011 3013 3011 3013 3014 3023 3025 3025 3029	Emplid Name 123 Naritha 123 Naritha 124 Naritha 125 Naritha 126 Morica 3001 Tebogo 3004 Evelyn 3005 Ben 3006 Ben 3007 Dorothy 3010 Harriet 3011 Morica 3012 Jacan 3013 tumeleng 3023 Norman 3027 Danne 3028 Harry 3029 Thabo	Emplid Name Sumame 123 Narinha Singh 137 Karinha Singh 1300 Joseph Molica 3001 Tebogo Moliga 3005 Bern Sarike 3006 Bern Barke Sougo 3007 Theresa Oakley 3010 Hamet Rubo 3011 Maneleng Karabo 3013 tumeleng Karabo 3023 Norman Lenech 3027 Diarne Dilon 3028 Thabo Kurere	Emplid Name Sumame Occupa 123 Nariha Singh Manager 137 Katie Katz Manager 140 Monica Brarlley Cleaner 3001 Tebogo Moligia Manager 3003 Joseph Underwood Driver 3004 Evelyn Parons Driver 3005 Benty Sarks Driver 3006 Benty Sarks Driver 3006 Benty Sarks Driver 3007 Theresa Oakley Driver 3010 Hamet Rubm Marten 3011 tuneleng Webb Cleaner 3012 Lameleng Webb Cleaner 3023 Norman Lam Cleaner 3027 Diarne Dilon Marten 3027 Diarne Dilon Marten 3028 Hamy Foster Marten 3029 Thabo Kurnene Marten	Emplid Name Sumame Occupa Class 123 Natirba Singh Manager Permanent 137 Katie Katie Manager Permanent 140 Monica Brantley Cleaner Temp 3001 Tebogo Moliga Manager Temp 3001 Tebogo Moliga Manager Temp 3004 Evelyn Paronon Driver Temp 3005 Ben Barks Driver Temp 3006 Ben Barks Driver Temp 3006 Bensks Driver Temp 3006 Bensks Driver Temp 3006 Bensks Driver Temp 3007 Drottly Sherill Marinet 3010 Hamet Rubon Welder Permanent 3013 tumelerg Warabo Cleaner Permanent 3023 Norman Lam Cleaner Permanent 3023 Norman Creaner Permanent 3023 Norman Creaner Permanent 3023 Norman Creaner Permanent 3023 Norma	Current Period ← Despatch Emplid Name Sumare Occupa Class Site 123 Nateria Singh Manager Contactor West Branch 137 Katle Katz Manager Cenarert West Branch 140 Morica Bratley Cleaner Temp Head Office 3001 Telogop Molaja Manager Temp Head Office 3004 Evelyn Parsona Driver Temp Head Office 3005 Bern Barks Driver Temp Head Office 3006 Bern Barks Driver Temp Head Office 3007 Dordry Shemil Admin Temp Head Office 3010 Hamte Rubon Welder Permanert Head Office 3011 Morie Mariet Demanert Head Office 30123 Norman Lam Clearer	Current Period → Despatch Empld Name Surjame Occupa Cass Sie Company 123 Nariha Singh Manager Contactor Wet Branch ABC Technologies 137 Katz Manager Temp Head Office ABC Technologies 140 Morica Burkley Center Temp Head Office ABC Technologies 3001 Tebogo Moligia Manager Temp Head Office ABC Technologies 3003 Joseph Partons Driver Temp Head Office ABC Technologies 3004 Evelyn Partons Driver Temp Head Office ABC Technologies 3005 Ben Barks Driver Temp Head Office ABC Products 3007 Dorothy Sherill Oriver Temp Head Office ABC Products 3006 Ben Barks Driver Temp Head Office ABC Products 3007 Dorothy Sherill Narine Pemanert Head Office	Current Period Image: Contraction of the second of the	Current Poriod Image: Contraction of the period of the	Current Period Image: Contractor Despatch Emplid Name Sumane Occupa Cass Site Company Approved NT OT 1.5 123 Narriha Sirgh Manager Contactor Wet Branch ABC Technologies No 170.04 137 Kraita Barager Tempo Wet Branch ABC Technologies No 28.15 10.26 140 Marica Baralley Ceaner Tempo Head Office ABC Technologies No 39.42 3001 Tetopo Moligia Manager Tempo Head Office ABC Technologies No 39.42 3003 Joseph Inderword Tempo Head Office ABC Technologies No 32.07 3004 Evelyn Parsons Driver Tempo Head Office ABC Technologies No 32.07 3005 Ben Barkell Ahim Tempo Head Office ABC Technologies No 32.16 3006 Ben Barkell Otiver Tempo Head Office	Current Period	Current Period Image: Contraction of the second of the	Output Despatch ● Despatch ● Bah Uter NP Period →	Emploid Name Coursent Period Image: Constraint of the period of the	Employ Despath Image: Contract Period Image: Contract Period <thimage: contract="" period<="" th=""> Image: Contract</thimage:>

Click on 'View' then 'Pay Totals' from the menu bar. This window displays a list of the totals achieved for each employee in the list for a period. Columns will display according to how they are set for the **Daily Summary**, though fields from **Employee Details** may be added by right-clicking anywhere in the window. You can double-click on any total to open the **Daily Summary** for that particular employee for the period. There is a date navigator which allows you to select the period. The two arrows will select the previous and next periods for the date range. The date range is based on the dates chosen in the pay groups. To change the date range you can click on the '**Date Range**' button which will select the next pay group's date range. The default display dates will be based on the **Pay Group** of the first employee in the Employee List.

To view or approve the totals for one particular department, you can select it from the '**Department**' list. The two arrows next to the list will scroll between all of the departments. This list will show all departments which all of the employees (in the employee list) belong to.

You can view employees in this list based on their current **Daily Summary** approval. Click on either **'Both'**, **'Approved'** or **'Unapproved'** for **'Periodic Summary'** and **'Periodic Totals**'. You can click on the column header to sort the list on that column (ascending or descending).

The second level of the approval process is done here, in the **Pay Totals**. To approve all of the totals in the list click on the '**Approve**' button, however certain conditions must be met in order to approve.

- Firstly **Daily Summary** approval must be activated by the administrator. This only needs to be done once.
- Each Daily Summary needs to be approved for the same period

There are also options to print the current info displayed to the default printer, or to export it to Excel.



Multiple Approval

ate Range for the	e 'Factory Wee	ekly' Paygroup	(Weekly)					View - Daily Summary Approval	
+	Last Per	iod	→ Fro	m 07-Sep-2020 <u></u> ▼	To 13-Sep-2020			Both	ot Approve
epartment	Emplid	Name	Sumame	Occupation	Class	Site	Company	Status	NT
Production	3065	Xolani	Skosana	Maintenance	Permanent	West Branch	ABC Technologies	Prev Not Approved	40:00
Production	3066	Phil	Cele	Manager	Permanent	West Branch	ABC Technologies	Approved	39:05
Production	3072	Avanda	Tshabalala	Driver	Permanent	West Branch	ABC Technologies	Prev Not Approved	40:00
Production	3073	Steven	Ballard	Manager	Contactor	West Branch	ABC Technologies	Prev Not Approved	40:00
Production	3079	Lia	Billy	Driver	Contactor	West Branch	ABC Products	Prev Not Approved	40:00
Production	3085	Lynne	Mangum	Manager	Contactor	East Branch	ABC Products	Prev Not Approved	40:00
Production	3092	Dawn	Star	Operator	Permanent	East Branch	ABC Products	Current	178:4
Production	3095	Kathy	Pollard	Operator	Permanent	West Branch	ABC Creations	Current	176:3
Production	3098	Cassim	Petersen	Operator	Permanent	West Branch	ABC Creations	Current	176:5
Production	568	Sipho	Ngwema	Welder	Permanent	West Branch	ABC Creations	Current	188:5
Production	569	Robson	Masinga	Driver	Permanent	Head Office	ABC Products	Prev Not Approved	40:0
Production	570	John	Johnson	Operator	Temp	East Branch	ABC Technologies	Prev Not Approved	40:0
Production	571	Mandy	Harris	Manager	Contactor	Head Office	ABC Products	Prev Not Approved	39:3
Production	572	Sipho	Sithole	Driver	Permanent	Head Office	ABC Products	Prev Not Approved	40:0
Production	573	Rose	Legodi	Admin	Temp	East Branch	ABC Creations	Prev Not Approved	40:00
Production	574	Edward	Chiwamba	Manager	Permanent	Head Office	ABC Creations	Prev Not Approved	40:00
Production	575	Mduduzi	Soko	Maintenance	Contactor	Head Office	ABC Technologies	Prev Not Approved	40:0
Admin	128	Ricky	Hu	Admin	Contactor	West Branch	ABC Creations	Missing Clocking	40:0
Admin	129	Rick	Waller	Admin	Contactor	West Branch	ABC Creations	Missing Clocking	35:4
Admin	130	Wanda	Abbott	Admin	Contactor	West Branch	ABC Creations	Missing Clocking	21:3
Admin	101	Nasisha	Dubo	Admin	Contactor	Most Propoh	APC Creations	Prov Not Approved	22.2
									2

Click on 'View' then 'Multiple Approval' from the menu bar.

This window displays a list of all of the pay totals found within the date range, for each employee in the list. Columns will display according to how they are set for the **Daily Summary**, though fields from **Employee Details** may be added by right-clicking anywhere in the window. This window will allow you to select multiple periods to approve at once. A green background indicates pay periods that have already been approved, a yellow background indicates periods containing unprocessed (not yet authorized or declined) overtime. The blue background indicates periods that may be approved, including all previous periods which are also eligible for approval.

You can double-click on any total to open the **Daily Summary** for that particular employee for the period. There is a date navigator which allows you to select the period. The two arrows will select the previous and next periods for the date range. The date range is based on the dates chosen in the pay groups. To change the date range you can click on the '**Date Range**' button which will select the next pay group's date range.



Department Totals

sate mange for th	ne 'Factory BWeekly' Pay	group (Bi-Weekly)						Departme	ent				
+	2020 - Bi-Wee	ek →						+	All Depa	rtments		~	*
/iew - Daily Summ All O Appr	nary Approval roved () Unapproved	View - Pay To	otals Approval Approved 🤇) Unapprov	ed					View - De	partment App Approved	roval O Unap	proved
)epartment	Dept Approved	Period Approved	NT	OT 1.5	Un 1.5	OT 2.0	Un 2.0	Short NT	Saturday	Sunday	AftAllow	N Allow	PPHV
roduction	No	No	3113:40	112:12	18:30	87:31		223:23					87:3
dmin	No	No	958:10					1658:18					
actory	No	No	2635:24	93:49	195:09	08:56	01:04	3824:35			635:05	1035:28	
espatch	No	No	3657:51	32:44	41:33	19:46	07:54	951:53	302:27	85:05	62:32	214:14	
livils	No	No	595:25		88:25		12:42	845:06			84:08	213:39	
Drilling	No	No	1829:01	50:04	214:04	09:00	09:04	2338:27			76:01	412:20	
xtrusion	No	No	1112:35	32:07	120:41		01:22	1672:51			151:06	406:55	
ssembly	No	No	1641:04	40:51		49:54		139:30					49:

Click on 'View' then 'Department Totals' from the menu bar. This displays a list of totals achieved for each department for all employees in the list for a period. Columns will display according to how they are set for the Daily Summary. You can double-click on any total to open the Periodic Totals for that particular department for the period. There is a date navigator which allows you to select the period. The two arrows will select the previous and next periods for the date range. The date range is based on the dates chosen in the pay groups. To change the date range you can click on the 'Date Range' button which will select the next pay group's date range.

To view or approve the totals for one particular department, you can select it from the 'Department' list. The two arrows next to the list will scroll between all of the departments. This 'Department' list will show all departments which all of the employees (in the employee list) belong to.

You can view totals in this list based on their current Daily Summary and Pay Totals approval. Click on either '**Both**', '**Approved**' or '**Unapproved**' for Daily Summary, Pay Totals and Departmental approval. You can click on the column header to sort the list on that column (ascending or descending).

The third level of the approval process is done here on the **Departmental Totals**, and to approve all of the totals in the list you can click on the '**Approve**' button, however certain conditions must be met in order to approve.

- Firstly **Daily Summary**, **Pay Totals** and **Departmental Totals** approvals must be activated by the administrator. This only needs to be done once.
- All Pay Totals need to be approved for the same period.



The **Department Totals** screen also has options to print the current info displayed to the default printer, or to export it to Excel.

Should certain employees not require approval, they can be excluded from the process. See the Configuration manual on how to enable **Approval Bypass**. Once enabled, a checkbox will become available on the **Employee Details Misc** tab, per screenshot on the right. Checking the box will result in the employee's **Daily Summary** not requiring approval at the end of each period.

Details	Personal1	Personal2	Personal3	Reminders	Misc	Job Costing	Leave	Documents	Biometrics	
Holida	Calendar	South Africa		×						
, noned	Calcinga	South Anou								
Note	s					2	Allow b	ypass Daily S	ummary Appr	val
										~
										~
	_									





🕞 Reports		×
Employee Details (Excel)	Date Range	
Employee List	O Today	Weekly Period
Exceptions Exceptions (Specific)	Yesterday	Report from Saturday 01 Jul 2023 to Monday 31 Jul 2023
Job Costing Summary	Current Period	
Job Costing Transactions Late Arrivals	 Last Period 	Exclude employees previous service in selected date range
Late Departures	O 2nd Last Period	Evolude employees hired in selected date range
Leave Balance Leave Transaction	O 3rd Last Period	
Manual Adjustments	O Period Containing	17 May 2023
Manual Clockings Missing Clockings	Ocustom Dates	01 Jul 2023 🗐 🔻 to 31 Jul 2023 🗐 🖛 🗌 Apply PayGroup Rules
Overtime (Daily)		
Overtime (Detailed) Overtime (Excessive 10hrs+)		
Overtime (Excessive 4hrs+)	Time Sheet (Standard)
Periodic Summary (Decimal)	All Employees in List	
Periodic Summary (Time)		
Short or Overtime Short Time (All)		
Short Time (Excessive 20hrs+)		
Short Time (Excessive 5hrs+) Time Sheet (Flexi)		
Time Sheet (Horizontal)		
Time Sheet (Job Costing) Time Sheet (On-Off Duty Split)		
Time Sheet (Single Line)		
Time Sheet (Standard)	Destination	
Unauthorised Overtime Details	O Printer O Em	ail
Unauthorised Overtime Totals	C Excel PD	F PDF Preview Page Select Close
VISITOR MOVEMENT	•	Setup

To print a report, first select the person or load the filter as required, then select the report from the list on the left. Select the date range, then click '**Preview**' to view the report on screen before printing, otherwise click '**Print**' to print immediately.

You can print to PDF or Excel from here (the '**Print**' button label will change name accordingly). You can also attach the report to an email by selecting '**Email**'. If the report type is set as '**Day Tota**l', there will also be an option to print the report in .CSV file format.



If you do not wish to print to the default printer and others are available, then click '**Select Printer**' and choose the printer you wish to print to.

More on date ranges:

Current Period: This will print the period, which includes today's date (incomplete period).

Last Period: This prints the full period just before the current period.

Period Containing: Prints the full period, which includes the date selected from the calendar. If you select '**Period Containing**' it will print all the full periods between and including the dates selected.

Custom dates: This will print the exact 'from' and 'to' dates selected, but will not apply the pay group's periodic rules! (Example, first 40 Hrs NT then only allocate OT1.5). Instead JT will only print the sum of all time categories for the dates selected.

If '**Apply Paygroup Rules**' is selected, JT will apply the Pay Group rules to any full periods contained within the custom date selection, all other daily totals, before and after the full periods will be summed up without applying the rules, resulting in one total for the selected period.

Employees whose service has been ended will be included in reporting periods where they were still active. To exclude previous service history in the cases of rehires, select '**Exclude employees previous service in selected date range**'.

Employees hired in the reporting date range can be excluded by selecting '**Exclude employees hired** in date range'.

Note that any employees excluded from a report will be added to the log file at C:\JT-Data\Reports\Exceptions.txt

Report Groups

Report groups allow selected reports to be grouped together and assigned to users limiting specific users to only use specific reports. Click '**Add**' to add a new report group, and then select the reports which that group will be able to use.

When setting up the user account (see the **User Profiles** section of the Configuration manual) the appropriate adjustment group for each user can be assigned.

Report Groups are enabled from 'Setup', 'System Configuration', 'Import Clockings' tab.



🖡 Report Groups		×
Al Reports Daily Activities Exceptions Job Costing Leave Management Timesheets	Details Name All Reports Report Absent Days (Departmental) Absent Days (Detail) Absent Days (Detail) Absent Days (Summary) Absent Hours (Departmental) Absent Hours (Departmental) Absent Hours (Detail) Absent Hours (Detail) Absent Hours (Detail) Absent Hours (Summary) Access Control Attendance List Breaks Duration Early Arrivals Early Approve Details (Excel) Employee List Free free free	Default
Add Delete	Save	Close

Report Creator

Attendance List Breaks Duration Information Bar Breaks Duration Name Time Sheet (Standard) Information Bar Early Anivals Early Anivals Information Bar Early Departure Employee Details (Excel) Title Time Sheet (Standard) Enceptions (All) Exceptions (Specific) Access Point at Landscape Job Costing Summary O Period Totals Access Print Border Page Number Page Number Late Anivals Horizontal Daily Visitor Page Per Person Page Per Person Page Number Report Message Manual Adjustments Job Costing Leave Date Format Default Page Standard Overtime (Excessive 4nive) Orseide Costing Leave Date Format Default Page Strutt Overtime (Summary) Job Costing Leave Date Format Default Pay Group Name Sumame Department Pay Group Nat Handard Pay Group Name Sumame Department Pay Group Nat Handard							eral Details Totals	nt Hours (Detail) A General A Hours (Summary)
Breaks Duration Early Departure Early Departure Title Employee Lats Exceptions (All) Exceptions (All) Report Type Exceptions (All) Pay Totals Do Costing Transactions Date Late Departures Period Totals Leave Transaction Monthly (Week Rules) Manual Adjustments Monthly (Week Rules) Manual Adjustments Obstrain Manual Cockings Obstraing Overtime (Excessive 10hrs+ Obstraing Vertime (Excessive 10hrs+ Periodic Summary (Time) Short Time (All) Name		tion Bar	Information Bar				eport Classification	dance List
Early Anivals Title Time Sheet (Standard) Early Departure Prophysee Details (Excel) Report Type Scoeptions (Specific) Pay Totals Date Range lob Costing Summary Pay Totals Date Range lob Costing Transactions Period Totals Access late Hardstrues Horizontal Daily Vistor late Eventures Horizontal Daily Vistor late Format Default Page Number Report Message Job Costing Lave Divertime (Detailed) Job Costing Leave Dete Format Default Page Per Person Dete Format Default Pay Group Short Time (All) Name Sumame Department Name Sumame Department Pay Group	Bottom of Page	Top of Page E	Top of			ndard)	Name Time Sheet (Stan	s Duration Name
arty Departure Title Line Sheet (Standard) mployee Details (Excel) mployee Details (Excel) Report Type Layout Pay Totals Pay Totals Pay Totals © Pay Totals Pay Totals Pay Totals Page Number © Costing Transactions ate Anvals ate Anvals ate Anvals ate Anvals ate Anvals ate Anvals Print Border Page Number Page Number Ianual Adjutments Horizontal Daily Visitor Visitor Page Per Person Report Message Issing Clockings Job Costing Leave Date Format Default Report Message Employee Header Info Ionics Nummary (Decimal) endots Nummary (Decimal) endots Summary (Decimal) for Overtime (Summary (Decimal) endots Summary (Decim								Amivals
Imployee Details (Excel) Imployee Details (Excel) Imployee List Imploye		Range 🗸	Date Range			ndard)	Time Sheet (Stan	Departure Title
pubyec Dat. Depoints (A) ceptions (A) Pay Totals ● Daily © Costing Transactions Period Totals Access b Costing Transactions Period Totals Access Print Border Page Number Page Number Page Totals ● Portrait Landscape Space between employees 1 ◆ Page Number Page Number Page Number Page Number Page Number Page Number Page Number Page Number Operator Page Number Page Number Page Number Page Numary Page Format Page Numary Page Format <td></td> <td>Namo</td> <td>Eitor Nomo</td> <td></td> <td>avout</td> <td></td> <td>Report Type</td> <td>byee Details (Excel)</td>		Namo	Eitor Nomo		avout		Report Type	byee Details (Excel)
Corporations (V) Pay Totals Image: Daily Point Control Character Pay Totals Image: Daily Coperator Page Number Pa		Name 🗸	Filler Marile	<u></u>			пероп туре	ntions (All)
Costing Summary Costing Transactions e Arivals Costing Transactions e Arivals Period Totals Access Space between employees I → Page Number Report Message Page Number Page Number Report Message Page Number Report Message Page Number Page Number Report Message Page Number Report Message Page Number <td>\checkmark</td> <td>rator</td> <td>Operator</td> <td> Landscape </td> <td>Portrait</td> <td>Daily</td> <td>Pay Totale</td> <td>ptions (Specific)</td>	\checkmark	rator	Operator	 Landscape 	Portrait	Daily	Pay Totale	ptions (Specific)
2 Costing Transactions te Anivals te Anival		Number 🗌	Page Number			C Daily		Costing Summary
te Artivals te Departures ave Balance Bage Per Person Departments and Bage Per Person Default ave Balance	\checkmark		r age Number	en employees 1 ≑	Space betv	Access	Period Totals	Costing Transactions
e Departures sve Balance sve Balance sve Balance sve Balance sve Balance Monthly (Week Rules) JT Trace Job Costing Leave Job Costing Leave Job Costing Leave Date Format Default Employee Header Info Todic Summary (Time) ot of Overtime Time (All Net		ort Message	Report Message	Print Pardar 2				Amivals
We balance Page Per Person nual Adjustments Monthly (Week Rules) JT Trace nual Adjustments Use Employee Header Use Employee Header otic Summary (Detailed) Date Format Default etime (Excessive 10hrs+ Employee Header Info Date Format otic Summary (Time) Name Sumame Department ot Time (All) Employee Number Pay Group						Visitor	Horizontal Daily	Departures O H
We frainsducking ual Adjustments Use Employee Header Date Format Default Employee Header Info Name Sumany torio C Surmary (Time) Name Sumame Department Pay Group Nat Used				Page Per Person			_	e Balance
Use Employee Header Info Sold: Summary (Decimal) of Covertine Tor Overtine Tor Covertine Tor Time (All)				-		 JT Trace 	Monthly (Week Rules)	al Adjustments
sing Clockings etime (Detailed) etime (Excessive 10ns+ etime (Excessive 10ns+ etime (Summary) toid: Summary (Time) otid: Summary (Time) Summary (Time)				Use Employee Header 🔽		<u></u>		ial Clockings
etime (Excessive 10hrs+ etime (Excessive 10hrs+ etime (Summary) iodic Summary (Decimal) iodic Summary (Time) ht or Overtime th Time (All)					_	O Leave) Job Costing	ng Clockings
ertime (Excessive 10hrs+ ertime (Excessive 4hrs+) ertime (Summary) iodic Summary (Decimal) iodic Summary (Time) ort or Overtime Name Sumame Department Pay Group Net Used				ılt 🗸 🗸	te Format Def	[ime (Detailed)
ertime (Summary) ofoid: Summary (Decimal) ofoid: Summary (Decimal) ofoid: Summary (Time) of or Overtime Department Pay Group Pay Group								ime (Excessive 10hrs+
								time (Excessive 4hrs+)
Name Summary (Time) Name Sumame Department Pay Group Nat Used Name Sumame Name							mployee Header Info	dic Summany (Decimal) Emplo
ort or Overtime Department Pay Group Pay Group								dic Summary (Time)
ont Time (All)	~		Pay Group	~	Departmen		lame Sumame	or Overtime Name
	~		Not Llead	~	Shift Patter		molovee Number	Time (AI)
on Time (Excessive 20hr.			Not Osed	*	Shint I diter		inployee Number	Time (Excessive 20hrs
nt Time (Excessive 5hrs+		Change Fort	Chan			C	landar lafa Fant annia	Time (Excessive 5hrs+
e sneet (next) neduei into ront comic sans ws [o] Change ront		Change ront	Chan			Sans MS [8]	leader into Pont Comic	Sheet (Do Off Duty So
e Sheet (Single Ina)								Sheet (Single Line)
e Sheet (Single Line)								Sheet (Standard)

The **Report Creator** is used to create or edit reports as per requirements. Click on '**Setup**' then '**Report Creator**' from the menu bar, then click '**Add**' or select a report to edit, from the list on the left. You will be presented with three tabs. If you are unfamiliar with the Report Creator, it is advisable to click '**Copy**' which creates an exact duplicate of the selected report, and then alterations can be made without affecting the original. Once the new report is producing the desired results, one can delete the original. To test the results, run the report while the Report Creator is still open.



General tab

The '**Name**' of the report, will appear in the list on the left, while the '**Title**' will appear at the top of the report. There are several types of report:

A '**Pay Totals**' report will only print the pay totals (applying the Pay Group rules), unless custom dates are selected, then JT will only print the periodic totals for the custom dates.

A '**Periodic Totals**' report will only print the periodic totals and will not apply the Pay Group rules.

A '**Day Totals**' report will allow a '**Where Condition**' when '**Only If**' is selected for an item, to allow printing of daily totals per a field selection. This report type also allows a CSV report format to be printed.

A '**Daily**' report will print the daily totals and a choice of totals ('Pay and Periodic', 'Pay only', 'Periodic Only' or 'No totals').

A '**Monthly (Week Rules)**' report would be used in conjunction with a similarly configured Pay Group, and display weekly totals for a monthly period. If this option is checked, on the **Totals** tab an additional option will appear, as pictured on the right. This option allows the weekly detail to be suppressed.

A '**Horizontal**' report is similar to a Daily report except that it prints from left to right as opposed from top to bottom. It will only print to Excel and no daily dates will be printed as they are shown automatically in the column headers.

An '**Access**' report will print the clocking and access times from the selected readers (access control and time and attendance).

A '**Visitors**' report will print the clocking times and details from the visitors. Note: To print a '**Visitor's List**' report you need to eliminate clockings and devices etc. (transactional info) from the details. I.e. only include names, surname and ID number etc.

The **JT Trace** option will only become available if the Trace module is enabled, and will provide reporting related to this module.

The **Job Costing** option will only become available if the Job Costing module is enabled, and will provide reporting options related to this module.

The layout of the report can either be 'Landscape' (horizontal on the page) or 'Portrait' (vertical on the page). When a report is required to show many different details, it might be necessary to print landscape to fit them on the page (some Timesheet reports should be landscape).

Suppress Weekly Totals



'Page Per Person' will only print one person's details on a page if selected. However if the details exceed the space on one page, JT will split the report onto multiple pages, but not combine two people's details onto the same page. This option is usually selected when employees receive a printout of their timesheet. However to save paper, it is recommended to leave this unselected (JT will not split a person's details over two pages unless the details exceed the space on the page).

The '**Print Border**' option, if selected, will print a rectangular border around the entire page of the report.

The 'Use Employee Header' option is only available with daily reports. If it is selected JT will allow for six possible options to be selected as the header information per employee. One can change the options selected from the list, as well as their position on the report. This option also enables **Signature Options** on the **Totals** tab.

JT also shows an example of the font selected for the header information, in the '**Font**' example line. To change the font, click '**Change Font**' and select the desired font, size and style.

The '**Space between employees**' can be set to distance the vertical space between each employee's information if more than one person is being printed on a page.

The **Information Bar** is printed at the top of the report just beneath the fixed information right at the top (Company Name, Report Title and the Date and Time that the report was run). The **Date Range** selected for the report, **Filter** used on employees, **Operator** name and **Page number** can be printed (or not), at the top or bottom of the page. Selecting the appropriate boxes in the Information bar can construct this information.

Information Bar								
Тор	of Page	Bottom of Page						
Date Range	\checkmark							
Filter Name	\checkmark							
Operator		\checkmark						
Page Number								
Report Message		\checkmark						
test								



Selecting **Report Message** will enable a text field just underneath where a message may be entered. With this option enabled there will also be an input field available on the **Reports** window above the report format buttons. Anything entered in this field will override what was entered in the default field.

Absent Hours (Summary)	Date Range
Access Control	O Today Weekly Period
Attendance List	
Breaks Duration	O Yesterday Report from Monday 31 Aug 2020 to Tuesday 01 Dec 2020
Early Arrivals	Current Period
Early Departure	
mployee Details (Excel)	C Last Penod
mployee List	O 2nd Last Period Exclude employees hired in selected date range
xceptions (All)	
xceptions (Specific)	
op Losting Summary	Period Containing 14 Sep 2020 To Period Containing 14 Sep 2020
ob Costing Transactions	Outrom Dates 21 Aug 2020 - to 01 Dag 2020 - Apply ParGroup Bulk
ate Anivais ste Densitures	Catchin Dates 31 Aug 2020 ar to 01 Dec 2020 ar Appy revolution han
eave Balance	
eave Transaction	
lanual Adiustments	Time Sheet (Standard)
lanual Clockings	
lissing Clockings	All Employees in List
vertime (Detailed)	
vertime (Excessive 10hrs+)	
vertime (Excessive 4hrs+)	Report Message:
vertime (Summary)	Filing Copy
eriodic Summary (Decimal)	
enodic Summary (Time)	
hort or Overtime	
hort Time (All)	
hort Time (Excessive Sure+)	
ime Sheet (Flexi)	Destination
ime Sheet (On-Off Duty Split)	
me Sheet (Single Line)	O Printer O Email Page Select ar
ime Sheet (Standard)	V Excel PDF PDF Preview Seture Close

Details tab

Control	Dotaile Er	ant Comio Sanc MS [7]							C	ange Font			
ance List	Details Fo	one come ours mo [7]						_	G	angeron		1	
mivals	Seq	Field	Format	Align	Length	Caption	V.Line	Trigger	B.Zero	H.Empty	ff		^
eparture	1	Date	ddd(Mon)	Left	2	Day		Yes	Yes				
ee Details (Excel)	2	Date	dd/mm/yy	Left	3	Date	Yes		Yes				
ee List	3	All In Clockings	hh:mm(Time)	Center	2	In			Yes				
ons (Specific)	4	All Out Clockings	hh:mm(Time)	Center	2	Out	Yes		Yes				
ting Summary	5	Normal Time - Hrs	hh:mm(Time)	Center	3	NT	Yes		Yes				
ting Transactions	6	OT 1.5 - Hrs	hh:mm(Time)	Center	3	1.5	Yes		Yes				
partures	7	OT 2.0 - Hrs	hh:mm(Time)	Center	3	2.0	Yes		Yes				
Adjustments	8	Annual Leave - Hrs	hh:mm(Time)	Center	3	Annual	Yes		Yes				
Clockings	9	Sick Paid - Hrs	hh:mm(Time)	Center	3	Sick	Yes		Yes				
Clockings (Daily)	10	Short Normal Time -	hh:mm(Time)	Center	3	Short	Yes		Yes				
(Detailed)	11	All Adjustments Time	hh:mm(Time)	Left	3	A-Time	Yes		Yes				- 1
e (Excessive 10hrs+)	12	All Adjustments Name	Text	Left	6	Adjustments	Yes		Yes				~
e (Excessive 4hrs+)		/ W/ Agastinerite Hame	1 GAL	Lon		rajaatiineriko	100		100				
: Summary (Decimal)	Item De	etails							Marka	-I Drive	Disale	Dista /	O-L.
Summary (Time)	Field		Format	A	lianment	Length Caption			Line	al Print Trigger	Zero	Empty	Jhiy
Overtime	Data		and an an an a		- 	2 Data						Linpty	- H.
me (All) me (Excessive 20bm+)	Date		aa/mm/yy	~ Le	aπ ∨	5 Date					\simeq		
ime (Excessive 5hrs+)													
neet (Flexi)													
heet (Horizontal)	Add	Delete	Сору										
heet (On-Off Duty Split)	Item	Item	Item/s		S								
heet (Single Line)													

The details of the report are listed from top to bottom in this **Details** screen and represent columns in the report from left to right. Each item (column) added to the report has its own settings associated with it, and are independent from the other items. To show or edit an item's settings, click on the item and the settings will show in the '**Item Details**' frame.

To add an item to the report, click the 'Add Item' button and then complete the details:



In the Item Details area, the '**Field**' is the kind of information required from JT, and can be selected from the drop-down list. This list is broken down into General information (dates, clockings etc.), Time Categories, Counters and Employee attributes (names, departments, pay groups, etc.).

Each item must have a '**Format**', e.g. dates may have different formats, while names would have a text format. The **Decimal(2)** and **Decimal(4)** options are intended for use with Job Costing.

The '**Alignment**' selected will print the values accordingly (Left, Right or Centre) in the report column. The '**Length**' of the column is measured as horizontal size and not as characters. The '**Caption**' entered here will be printed on the top of each column and this should describe the kind of information in the column.

A 'Vertical Line' will be printed on the right-hand side of the column, if selected.

The '**Print Trigger**' item/s will prompt JT to print the information to the report. Each report needs at least one trigger. JT will print all of the columns, as listed in the details above, if one of the trigger items has an existent value (not empty or zero).

Example 1: For a Late Arrival report one would only mark the Late Arrival time category as a trigger. Then only in the event of late arrival will JT print all of the row details on the report, for all employees with late arrival time E.g. Name, Date, Employee Number and of course Late Arrival time.

Example 2: For a Time Sheet report one would mark the Date as a trigger, to make JT print each date in the date range on the report (each day always has a date, therefore will always print, regardless of any other values in other columns).

The '**Blank Zero**' option will leave a blank space on the report when there is no value or time, as opposed to printing "00:00" on the report.

The '**Only If**' option, if selected, will allow for further conditions to be set e.g. only if Late Out is greater than zero. This will only print OT 1.5 if the Late Out counter has some value. These conditions can only be applied to items which are print triggers, and only one per report. It is possible to trigger time category fields based on counters and counters based on time categories, whether or not they are being reported on.

Item Details Field	Format A	Alignment	Length Caption	Vertical Line	Print Trigger	Blank Zero	Hide Empty	Only if
OT 1.5 - Hrs 🗸 🗸	hh:mm(Time) V C	Centre 🗸 🗸	3 1.5		\checkmark	\checkmark		\checkmark
			Only if Condition					
Add Item Delete Item			Late Out - Cnt V Greater V	0				
					_			

Hide Empty - Selecting this option will hide the column completely if there are no values e.g. if you only want to show the OT1.5 column when employees actually have OT1.5, use this option. Note that if the report has employee headers, columns will be hidden based on values per employee. If the report does not use employee headers, columns will be hidden according to values of all employees in the report.



Columns can be moved left or right on the report using the up and down arrows on the **Details** tab. Click on the item, and then click an arrow button on the right-hand side of the screen. The double arrows will move a selected item 10 places instead of one at a time.

The **'Copy Item/s**' button can be used to copy selected rows to memory. Copied items can be added to reports by clicking **'Paste Item/s**'

Totals tab

Absent Hours (Detail) Absent Hours (Surmary) Access Control Attendance List Breaks Duration Early Arivals Early Departure Employee Details (Excel) Employee Details (Excel) Employee Details (Excel) Employee Details (Excel) Employee Details (Excel) Enceptions Exceptions (Specific) Job Costing Transactions Late Amvais Late Departures Manual Adjustments Manual Adjustmen	General Details Totals Total Options Periodic Totals Pay Totals Grand Total Period Grand Total Period Grand Total Pay	Clocking Options Underline Manual Clockings Show Duplicate Clockings Match Original Direction in Columns Match Clocking Date	Flexitime Options Brought Forward Hours Worked Closing Balance Carried Forward	Signature Options Authorized Signature Employee Signature Bottom of Page Title 1 Authorized(1)			
	General Options Underline Alternative Day Programs Sub Totals use short descriptions Suppress Details Suppress Copying of Dates in Excel	Exclude Job Costing Clockings Rag Job Costing Clockings Use TA Type from Device Show Percentage	Lost Time Patrol Route Options Underline all Breaches Only Show Breaches	Title 2 Authorized(2) Title 3 Authorized(3) Title 4 Authorized(4) Title 5 Authorized(5)			
	Sort Order and Sub Totals 1. Name 2. Not Used 3. Not Used	Sub Total New Page after S Sub Total Sub Total	ub Total				

The '**Total Options**' are used to configure which totals are to be printed on the reports. Depending on the report type (identified on the **General** tab), only certain totals will be available for selection.

If selected, 'Periodic Totals' and/or 'Pay Totals' will print at the bottom of each person's daily totals.

'**Grand Total Period**' and/or '**Grand Total Pay**' will print the sum of all totals, at the very end of the report for all employees in the list. It is not recommended to include grand totals for timesheet reports, as employees and/or supervisors who may receive a print of the timesheets will see the grand total on the last person's report, this may create confusion.

If the report type is '**Monthly (Week Rules)**' the **Totals** section will have an additional option that controls printing or suppressing of Weekly Totals.

General	Details	Totals								
Total	Options -									
	eriodic To	tals								
	ay Totals									
🗌 G	Grand Total Period									
🗌 G	Grand Total Pay									
S S	uppress V	Veekly To	otals							

JT will sort the employees on the report according to the '**Sort Sequence and Sub Totals**' configuration, default order is according to employee list. There are three different sort levels and optional sub totals for each sort level. As in the example above, JT will print each department, with all employees assigned to that department, in alphabetical order. Then all employees within each department will be sorted alphabetically according to their name. At the end of each department



printed, JT will print the total, and then begin the next department's information on a new page. This is useful when each different supervisor requires his or her own separate printouts. If '**Sub Tota**' or '**New Page after**' is not selected then JT will simply ignore any sub totals, and not print the next department onto a new page.

General Options

'Underline Alternate Day Programs' will mark any alternate day programs that have been applied by underlining them.

'Sub-totals show short descriptions' will allow space to be saved by only showing short descriptions of sub-totals.

If selected the '**Sub Totals use short descriptions**' will use the short description assigned to the "sort sequence" item selected. (This would be Name in the image above). This option may be considered if the department names are long, and will not fit onto the report. The subtotal descriptions are printed on the left-hand side of the report under the first column. If the column is smaller than the department name then JT will print the department name straight through the barrier of the first column. To solve this, one can swap a short employee number column with a longer name column, or use a longer date format.

'Suppress Details' will not print any daily or periodic details per person, only the totals per sort sequence e.g. Department. Mainly used for management reports.

'Suppress Copying of Dates in Excel' - will prevent the date from being duplicated on every additional row required for entries of the same day

Clocking Options

JT will '**Underline Manual Clockings**' on the report if the option is selected, used to easily identify any manual clocking.

'Show Duplicate Clockings' will print duplicate clockings which have been combined into a single clocking from the shift rules.

'Match Original Direction in Columns' will force 'In' clockings to only show in the 'In' column, and 'Out' Clockings in the 'Out' column.

'**Match Clocking Date**' - will show clockings with the date they occurred on, not necessarily the day their shift started on e.g. on a night shift, to show the out clocking occurring in the following day



'Exclude Job Costing Clockings' - used with Job Costing, to exclude Job Costing Clockings from the report

'Flag Job Costing Clockings' - used with Job Costing, to indicate Job Costing Clockings on report with #

'Use TA Type from Devices' - this option would be used in conjunction with Clocking Groups, in order to calculate on/off duty times according to devices marked as 'Used for Time and Attendance' in Devices.

'Show Percentage' will calculate a percentage ratio of the number of employees in the report.

Flexitime Options would only be of use in the case that a pay group using Flexi is in place; the options allow for presenting various Flexi values.

The **Patrol Route Options** will only be enabled if patrol routes are activated and the report type is **Access Control**. **'Underline Patrol Breaches**' will only underline any patrol route breaches in the selected date range. The '**Show Patrol Breaches Only**' option will exclude all standard access control transactions except for any breaches.

Signature Options allow for the printing of lines for signatures of employee and authorized personnel. An '**Employee Signature**' line can be added, and the '**Authorized Signature**' option can be used to increase the number of authorized signature lines to a maximum of 5. Custom titles may be added for each line.

Customer Name							Time Sheet							4-Sep-2008 13:5
10-Apr-2008 to 16-Apr-2008														Filter: Non
John	Maluleb	e Nolw	azi					1	Naintenan	ice				Week
734								R						
Day	Date	In	Out	?	х	NT	1.5	2.0	PPH	Sick	Short	A-Time	Adjustments	Comments
Thu	10/04/08	7:07 9:22	9:17 12:22 17:01			9:00								
Fri	11/04/08	7:06 10:02 13:10	9:43 12:12 14:53			8:30					0:30			
Sat	12/04/08	7:57	11:37			8:19								
Sun Mon	13/04/08 14/04/08	17:25 22:17 0:57 7:28	22:07 22:18 2:09			9:00	2:41							
Tue	15/04/08	17:32 22:18 2:00	22:03 1:04 7:06			9:00	2:23							
Wed	16/04/08	17:21 22:09 2:01	22:03 0:58 7:14			9:00	2:44							
Perio Pay T	d Totals otals					52:49 45:00	7:48 15:37				0:30 0:30			

A timesheet example report.







The file export will export the calculated totals to an ASCII file, for the Third-Party system to import. The export format is created in the **File Creator**, which is beyond the scope of this manual.

🗣 File Export	
Abacus Accsys CRS CSV Educos Intercode Mirror Pastel Pay Day PaySpace Sage 300 Sage VIP Classic Sage VIP Premier	Date Range Current Period Last Period 2nd Last Period 3rd Last Period 9 Period End Date Friday 01-Jan-2021 14 Sep 2020 To Period Containing 14 Sep 2020 Exclude employees hired in selected date range
SAP	Export Location (output) Path c: Email Export File Filename Export.txt Export To Export Close

To export the totals, first select the person or load the filter as required, then select the export format from the list on the left. Select the date range, and then click '**Export**', this will export the file to the saved export location. The '**Export To...**' button will display a browse window in order to select a specific location to export the file to. If '**Email Export File**' is selected the output file will be attached to an email, ready to be sent. If you do not wish to include employees hired in the date range to be exported, tick the box for '**Exclude employees hired in selected date range**'.

More on date ranges (equivalent to reports):

Current Period: This will export the period, which includes today's date (incomplete period).

Last Period: This will export the full period just before the current period.

Period Containing: Exports the full period, which includes the date selected from the calendar. If you select '**To Period Containing**' it will export all the full periods between, and including the dates selected.

Custom dates: This will print using the exact 'from' and 'to' dates that you select from the calendar. However it will not use the pay group's periodic rules! (Example: First 40 hours NT then only pays OT1.5)


It simply produces the sums and counts for all time categories and counters, unless you select '**Apply Paygroup Rules**'. This will only apply the rules to all full periods contained within the custom date selection, and includes *those* totals for the sum of all time categories and counters.



Engine 🚺

The Engine is a service application which runs independently to Jarrison Time, and runs in the background on **one** designated computer. It is used to manage and monitor all communications to all of the devices linked to Jarrison Time and to perform background tasks like automatic emails, backups and all other planned events.

The Engine icon will have **green** waves if all devices are online, **red** waves if all devices are **offline** and **orange** waves if at least one device is offline while others remain online. The icon will have **purple** waves if the Engine is not running. If any unit is offline, please contact the network administrator or your supplier, as no clockings or employee updates will be possible with offline devices.

Right-clicking on the icon will allow starting or stopping of the service, or checking status if it has become unsynchronized (colours).

AUTOMATIC USER NOTIFICATIONS

From '**User**', '**User Groups**', **Access** tab it's possible to configure notifications if no clocking import has occurred after the specified items, or if the number of queued items becomes excessive.

When triggered the notification will be shown on screen for any user assigned to the User Group.

Engine Status Notification
 Import Clockings
 120
 Import Clockings
 Queued Items
 100
 Minutes

Device Action Monitor

Since the Engine runs as a service it has no direct interface, however its activities can be seen from 'Access', 'Device Action Monitor'. This provides snapshots of what the engine is busy with at any given time. Note that the user machine's time needs to be synchronized with the server time in order for the Monitor to reflect accurately.

All devices, which are in correct working order (powered on and accessible through the network), are displayed in **blue** and have '**Online**' as their description. Any device which is not connected to the network or has no power, will be displayed in **red** and show '**Offline**' as the current status.

You can set the display to only show devices from a specific area by selecting the **Area**. To enable the **Area** selection box, right-click on the icon in the system tray and select '**Show Areas**'.

Device Action Monitor		
Head Office	✓ Search	



Note that if a ZK device has become unresponsive after successive communication attempts, the engine will suspend further attempts until the device is manually reset by right-clicking on it.

mport Clockings 04-Jun 08-10
mport Reset Unresponsive Device
mport Clockings 04-Jun 08-10





The system calculates all daily totals by applying the rules to clockings and adjustments, and stores the results accordingly.

When to Recalculate

If any adjustments or shift configurations have changed then a recalculation is necessary. In the case of an employee having been assigned to an incorrect shift and then corrected, a recalculation is also necessary.

How to Recalculate

There is more than one way to recalculate, depending on where you are in the system.

Daily Details: You can click '**Recalculate**', or press <*> or <F10> on the keyboard (recalculates that day only).

Daily Summary: You can click the '**Recalculate**' button. This will recalculate all days listed in the summary view (excluding future dates).

Bulk Recalculation: Click on '**Action**' then '**Recalculate**' from the menu bar. Enter the recalculation dates, and then click '**Recalculate**'. This will recalculate for the selection in the list or filter. The selection would typically be set to '**All employees in list**' or '**All employees in filter**' when performing a bulk recalculation. This method can be used to calculate ahead of the current period, as well as to reset any applied Alternate Day Programs.

Recalculations can also be setup through **Planned Events** to run at a particular time or day.

Annual Overview

The **Annual Overview** is used to identify patterns or monitor overall performance for an employee. To view this annual overview click on '**View**' then '**Annual Overview**' from the menu bar. You may need to set the **Adjustments**, **Time Categories** and **Counters** that are displayed on this overview in their respective setup windows. The last 12 months or full calendar year may be viewed, while including any combination of **Adjustments**, **Time Categories** or **Counters** although only one can be displayed on any specific day at a time. If the Leave module is enabled, Leave types can also be shown.



🗣 Annual Overview 3006 Ben Banks																																						x
← 2020 →																			P	eriod) Las	t 12 M	lonths	۲	Caler	ıdar Ye	ear	Inclu /	ude Adjust	ments		Count	ers [∠ Tim	ie Cate	gories		Leav	e
Month	Cnt Su	n Man	Tue	Wed	Thu	Fri	Sat	Sun	Man	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Man	Tue	Wed	Thu	Fri	Sat	Sun	Man	^
January March Aorl May June June June June June June June June	0	1 02 01 1 02	03 02 01 03 01	01 04 01 03 01 02 04 02	02 05 02 04 02 03 01 03 01 03 03	03 06 03 01 05 03 04 02 04 04 04	04 01 07 04 02 06 04 01 05 03 07 05	05 02 08 05 03 07 05 02 05 02 04 04 08 06	06 03 09 06 04 08 06 03 07 05 09 07	07 04 10 07 05 09 07 04 06 10 08	08 05 11 08 06 10 08 05 09 07 11 09	09 06 12 09 07 11 09 06 10 08 12 10	10 07 13 10 08 12 10 07 11 09 13 11	11 08 14 11 09 13 11 08 12 10 14 12	12 09 15 12 10 14 12 09 13 11 15 13	13 10 16 13 15 13 10 14 12 16 14	14 11 17 14 12 16 14 11 15 13 17 15	15 12 18 15 13 17 15 12 16 14 18 16	16 13 19 16 14 18 16 13 17 15 19 17	17 14 20 17 15 19 17 14 18 16 20 18	18 21 18 16 20 18 15 19 17 21 19	19 16 22 19 17 21 19 16 20 18 22 20	20 17 23 20 18 22 20 17 21 19 23 21	21 18 24 21 19 23 21 18 22 20 24 22	22 19 25 22 20 24 22 19 23 21 25 23	23 20 26 23 21 25 23 20 24 22 26 24 22	24 21 27 24 22 26 24 21 25 23 27 25	25 22 28 25 23 27 25 22 26 24 28 26	26 23 29 26 24 28 26 23 27 25 29 27	27 24 30 27 25 29 27 24 28 26 30 28	28 25 31 28 26 30 28 25 29 27 29	29 26 29 27 29 26 30 28 30	30 27 30 28 30 27 29 31	31 28 29 31 28 30	29 30 29 31	31 30	31	
Sick Pd (Adjust) Compassion Leave (Adjust) Adverse Weather (Adjust) AWOL (Adjust) Unpaid Leave (Adjust) Annual Leave (Counter) I.O.D (Counter)	0 0 1 0 1																																					
())) () () () () () () () ()	00																																				>	~
																													Exce			R	efresh			Clo	se	

Multiple Actions

Multiple actions are available to apply bulk changes to a selection of employees. To apply any multiple action, group the employees using a filter, as described in the **Filters** section, then click on '**Multiple Actions**' from the menu bar, then select the desired Multiple Action.

Multiple manual clockings can be used to add clockings for of a group of employees, who were not able to clock for whatever reason.

To do this, enter the date, clocking time and an optional reason. To enter the shift start as the clocking time place a tick in the '**Use Current Shift Start/End Time**' checkbox. The same can be done for shift end times This will apply whatever shift times employees are on, so for example if a filter of employees on various shifts is loaded each employee will have a clocking time related to the shift they're assigned on.

The clocking can also be applied across a range of time by selecting appropriate From and To dates. If using a date range there is also a checkbox option for applying the clocking on non-working days.

	Manual Clocking							
	Apply to all employees in filter							
Then click on the 'Add Clocking' button.	Date From 14-Sep-2021 ■▼ To 14-Sep-2021 ■▼							
	Time 00:00 Include non work days	3						
	Use Current Shift Start/End Time Start End							
	Reason							
Deleting clockings work the same way.								
	Add Delete Clocking Clocking Clock							

Access oroups	
Adjustments	
Custom Fields	
Day Programs	
Employee Activate / Deactivate	
Employee Service Status	
Fingerprint Database	
Holiday Calendar	
Manual Clockings	
Pay Groups	
Reminders	
Shifts	
Supervisors	
Job Action Change	
Grade Change	
Job Group Change	
Action Group Change	
Job Adjustments	
Leave Scheme Change	
Leave Bookings	
Anti-Passback Group	
Zone Sequence	
Lone sequence	

Multiple Actions Access Setup User Vis

Employee Fields



A multiple adjustment is very similar to a daily adjustment, explained in the **Daily Details** section. The difference is the date range option, and the ability to use one adjustment for all employees in a filter.

For example, one would apply an adjustment to many employees in the event of a manual public holiday, or a group bonus. Another use would be an adjustment spanning multiple days, e.g. Annual leave or Maternity leave.

- 1. Click on 'Action' then 'Multiple Adjustment' from the menu bar.
- 2. Select Adjustment Type and Time to Allocate.
- 3. Select the amount of time to allocate.

4. Select 'Override Clockings' if necessary and 'Include Early Times' and 'Include Late Times' if necessary.

- 5. Add a '**Comment**' if necessary (recommended).
- 6. Select the '**From**' and '**to**' dates (the system will include the dates selected).
- 7. 'Skip non-working days' will only add the adjustment to Work Days.
- 8. Click 'Add Adjustment' on the bottom.
- Notes:

The '**Replace Existing Adjustments**' option will replace all existing adjustments having the same **Date** and **Adjustment Type**, with the new details entered. If the adjustment does not exist, it will be added as normal.



	Multiple Adjustment Adjustment Adjustment Type Training Time to Allocate Balance to Target Time	Conte Range From (Including) 01-Oct -2021 ✓ To (Including) 14-Oct -2021 ✓ ✓ Skip non working days
ge	Subtract this time Override Clockings Include Early Times Include Late Times Comment V	Replace Existing Adjustments
	This Adjustment Applies to 3006 Ben Banks	
	Add Delete Adjustment Adjustment	Close

If you have erroneously added an incorrect adjustment, you can delete the adjustment(s) by selecting the same date range and adjustment type, and then click '**Delete Adjustment**'.

You can also 'Activate' or 'Deactivate' all employees in the list, change the Shift, Pay Group, Clocking Group, Access Group, Custom Employee fields, as well as several others from the Multiple Actions menu. Note that Employee Details screen options appear in the 'Employee Fields' sub-menu under 'Setup'.

Multiple Access Group Change ×	Multiple Custom Change	×
Update all employees in the list with	Update All Employees in Filter Update Height	~
Add New Access Group O Update Existing Access Group	Parking Level Distance Requirements	~
Existing Access Group	Custom Data	
New Access Group	Custom Data	~
Update 'From' Date 14-Jun -2021 ■▼ Update 'To' Date 14-Jul -2021 ■▼	Custom Data	~
	Custom Data	
	Custom Data	×
Process	Update	e



Public Holidays

Public Holidays		
Holiday Calendar	Country South Africa	
South Africa Namibia Botswana	Select the year 2020 🔹	Add Standard for South Africa ~
	01-Jan-2020 - New Year's Day	Holiday Details
	21-Mar-2020 - Human Rights Day 10-Apr-2020 - Good Friday 13-Apr-2020 - Family Day	Description
	27-Apr-2020 - Freedom Day 01-May-2020 - Workers' Day	New Year's Day
	16-Jun-2020 - Youth Day 09-Aug-2020 - National Womens Day 10-Aug-2020 - Public Holiday 24-Sep-2020 - Heritage Day 16-Dec-2020 - Day of Reconciliation 25-Dec-2020 - Christmas Day 26-Dec-2020 - Day of Goodwill	Date 01-Jan -2020
	Add Delete	
Add Delete		Save Close

Jarrison Time can recognize public holidays and apply different rules accordingly.

To manage public holidays click on '**Setup**' then '**Public Holidays**'. If there are no public holidays in the list you can add the RSA Standard statutory holidays by clicking the '**Add Standard**' button, or simply add your own manually. If you are outside of SA you can add your own country's holidays by clicking '**Add**' under **Holiday Calendar**. At the beginning of each year Jarrison will prompt you to add the standard SA holidays, this button will be greyed out the rest of the time.

The holiday calendar can also be used to provide a solution to cases where, for example, employees would receive normal pay on a public holiday occurring on a Sunday (getting the actual public holiday on the Monday) where other employees would receive public holiday pay on the Sunday. In such a situation, one holiday calendar would be created with all public holidays left in, and another created where the Sunday public holidays have been removed, leaving only the Mondays.

An alternative solution to the Sunday/Monday public holiday would be to create differently functioning public holiday Day Programs. See Configuration manual for more info on Day Programs.



Opening Doors Using JT

🗣 Open Doors	X
Factory T&A Reception Door Server Room Door Tumstile East Tumstile West	Door to Open Selected Device Factory TA Current Status Unchanged
NB. the "Unlock" option, requires correct will only work with certain devices.	Close working communication to the devices, and

(This can only be done if you have Jarrison Time connected directly to biometric readers.)

To open a door for the amount of time as setup for that door, click on '**Access**' then '**Open Doors**', select the door to open and click on '**Open**'.

In an emergency one can click on '**Unlock all Doors**'. To lock them again you can click on '**Close All Doors**'.

Note that Morpho devices provide '**Open**' and '**Unlock**' options, where other devices only allow '**Open**'. Opening a door triggers the relay in the same way as a clocking would, unlocking a door holds the relay open.



Clocking List

Clockings List Date Range From 01-Nov-2020) To 01-Nov	-2020 🗐 🔻 23:59	Show last	clocking only 🗌 Show Area	Select Devices (All items	selected)
Date	Direction	Device	Emp No	Name	Sumame	Department	/
01-Nov-2020 22:19:10	Out - TA	Turnstile West	3063	Kimberly	Gross	Factory	
01-Nov-2020 19:11:04	Out - TA	Factory T&A	477	Vincent	Woodward	Drilling	
01-Nov-2020 18:59:32	Out - TA	Factory T&A	100	Leelie	Wolf	Eactory	
01-Nov-2020 10:33:32	Out TA	Factory T&A	196	Elisabeth	Lowe	Extrusion	
01 New 2020 10:42.13		Factory T&A	2000	Claude	Berger	Exclusion	
01-Nov-2020 18:30:07		Factory T&A	3065	Laude	Derger Chandl	Pattory	
01-1007-2020 18:26:46	Out - TA	Factory T&A	4/5	Josnua	Snemi	Dniling	
01-Nov-2020 18:18:38	Out - TA	Factory 1&A	427	Regina	Ellington	Dnlling	
01-Nov-2020 18:07:58	In - TA	Turnstile East	425	Jeremiah	Nkomo	Drilling	
01-Nov-2020 17:43:58	Out - TA	Turnstile West	466	Agnes	Mokoena	Drilling	
01-Nov-2020 17:23:18	Out - TA	Factory T&A	484	Vikesh	Chetty	Extrusion	
01-Nov-2020 16:49:35	Out - TA	Factory T&A	3026	Brent	Byme	Civils	
01-Nov-2020 16:35:21	Out - TA	Turnstile West	3004	Evelyn	Parsons	Despatch	
01-Nov-2020 13:35:58	Out - TA	Turnstile West	3037	Sue	Reilly	Civils	
01 11 0000 10 04 00	1 74		2004	F 1	n -	D + 1	· · · ·
<							>
49 Items displayed					Print Excel	Refresh	llose

The **Clocking List** is used to show all clockings from the selected devices for all the employees in the list. Enter the dates and times required in the **Date Range**. The clockings with their details can be sorted by clicking the top of the column (column header) and exported to Excel or printed directly to the default printer.

To view only the last clockings of the selected employee(s), check the box next to '**Show last clocking only**'.

'Show Area' will appear if JT Clock is enabled, and display the Area.

If the system hardware configuration is suitable this window can also present Temperature reading and Face Mask Detection information.



Manual Import of Employees

To import an employee which has been exported from another site, click on '**Import**' then '**Employees** from file' from the menu bar, then browse for the .jte files or .zip file.

If you are importing from the **GreenBox**, **GreenForm** import format, you will need to browse for the entire folder created for the exported employee. When importing from GreenForm a photo is displayed before importing. Once imported you can select the correct department etc., then click '**Save**' and the employee details will be included as usual in your system.

To have the GreenForm's banking details imported into JT, you will need to have the custom fields labelled exactly

'Bank Name', 'Branch Code', 'Bank Acc Nr' and 'Acc Holder'. Then JT will import from the 'BANK_NAME', 'BRANCH_CODE', 'BANK_ACC_NR' and 'ACC_HOLDER' fields from the XML file in the GreenForm folder.

Import Employe	e		×					
File Details								
File Location C:\Users\Supportmain\Desktop\100.jte Browse								
□ Ignore Dept , Class , Company & Occupations from file □ Automatically add new Departments, Classes etc □ Green Box								
Employee Details								
Employee Number	100	Identity Number						
Name	Leslie							
Surname	Wolf							
Department	Factory ~	Site	West Branch \sim					
Company	01 - ABC Creations \sim	Class	Permanent ~					
Access Group	All Access \sim	Occupation	Maintenance \lor					
Shift	Factory ~	Pay Group	Factory Weekly \checkmark					
Grade	01-Grade A 🗸 🗸 🗸	Hire Date	01-Aug-2008					
	Fingerprints Active							
			Import (F2) Close					



Importing Employees from Device

It is possible to import employee information from devices controlled directly by Jarrison Time. This can be done from '**Import**' '**Import Employees from Device**'.

Import Employees from Device							
Import from Device Reception Door							
Update existing employees only Send updated templates to all devices in access group							
	Import	Close					

Select the device to import from. There is an option to '**Update existing employees only**' - this is suitable for only updating employees in the Jarrison database, and not bring in any arbitrary profiles that might be enrolled on the device.

There is also an option to '**Send updated templates to all devices in access group**' to automatically distribute newly imported templates from the selected device to all others in an employee's Access Group.

Export of Employees

Employees can be imported and exported, from both Jarrison Time and JT Lite software. To export the employee shown in the employee list, click on '**Export**' then '**Employees**' from the menu bar, then select '**To Email**' or '**To File**' option. If you intend to export to file you will need to browse to the desired export location first (this location is stored for the next export). If you select the '**To Email**' option, you have the option of typing in the email recipient's address in the same window (this too will be stored for next export). If you wish to export all employees in the list you will need to select the '**Zip file**' option as adding too many attachments to an email can become problematic.

Import and Export of Employee Photos

Employee photos can also be imported and exported. Click on '**Import**' then '**Employee Photos from File**' or '**Export**', '**Employee Photos**'. The name of the file must be the employee number and the extension must be .jpg. During the import JT will match the employee number on the file and import it into the employee in JT with the same employee number. Similarly, the export will name the file using the employee's employee number as well.



Once imported, these photos can be converted for use with compatible Hikvision or ZK Teco devices as Bioface templates via right-click option of **Employee Details**, **Access**, **Enrollment** tab, or from the **Multiple Action** option '**Copy Profile Photo to Bioface Template**'. These photos should conform with standard requirements for facial enrollment:

- Position face 50 to 80cm from device
- Use a clear white background
- Face the device directly with a neutral expression
- Head should not be tilted
- Do not wear any facial accessories or coverings such as glasses, mask etc.
- Hair should be away from eyes and eyebrows
- Eyes open with irises easily seen
- No more than one face in the capture area
- No other objects in the capture area
- Light should be evenly-distributed on the face (no shadows)

Import	Export	View	Action	Multiple Actic				
Clo	ockings							
Adjustments								
Da	Day Schedule							
Em	Employees from File							
Em	nployees f	rom De	vice					
Em	ployees f	rom Th	ird-Party					
Em	iployee L	eave fro	m Third-I	Party				
Em	Employee Photos from File							
Em	iployee P	hotos fi	rom Datal	base				

If Jarrison Time is linked to an external database an import option for importing photos from the external database to use as profile pictures will be available under **Import**.

Import and Re-Import of Clockings

Import Clockings	×	¢
Re-Import	Import Close	

To import clockings manually (import immediately, not waiting for the device engine to import on its schedule), you can click on '**Action**' then '**Import Clockings**' from the menu bar, then click on '**Import**'. The system will collect the clockings and then calculate the daily totals according to each employee's shift rules.



After the import, a summary is displayed showing the number of clockings and date range imported. In some cases the Device Engine will collect the transactions automatically and this step need not be conducted.

Re-Import (Why a re-import may be necessary)

If there was some form of interruption during the standard import (for example PC losing power, network failure etc.).

The database was restored from a previous backup.

Employee was allocated to the wrong Clocking Group.

Date Range

Select the dates for transactions to re-import, then click on '**Search**', this will find any transaction log files from the C:\JT-Data\Transactions\ folder on the Engine PC. Now click on '**Import**', Jarrison Time will import and then recalculate for the affected employees and not import duplicates.

Import Clockings	×
Select clockings by	Date Range (Including)
Date Range O Specific Log Files	11-Oct -2022 V To 12-Oct -2022 V
Re-Import	Search Import Close



Specific Log Files

🖡 Import (Clockings		×
Import Source	e		
Path	C:\JT-Data\Transaction Logs		
Filename	JT_date_time		Browse
Select cloc	kings by		
◯ Date R	ange		
Re-Impor	t	Import	Close

To import from one file only or selected files, select the '**Specific Log Files**' option, then browse for the file(s) - you can select more than one transaction file. If you select '**Only for employees in the list**' JT will only re-import for employees in the current list. This is useful for importing for one or more employees who had been allocated to the incorrect clocking group.

For systems not connecting directly to the hardware you will only be able to select the date range option.

Export of Clockings

This can be done for the current or previous year via '**Export**', '**Clockings**'. Clockings exported using this method can be re-imported in JT using the **Remote Clocking** option.

Export Clock	ings			×
Export Location	(output)			
Path	C:\JT-Data			
Filename	JTDemo 30Ma	r2021-153942.txt		Browse
All Employees in I	jist S			
Re-Export		Export To	Export	Close



Import and Export of Adjustments

To import adjustments from an external source, click on 'Import' then 'Adjustments'.

🐓 Import /	Adjustmen	ts		>
Import File Path	C:\User	s\User-PC\Desktop		
Filename				Browse
File Format	Default	◯ Date Range	⊖ sap	O Staging Table
			Imp	port Close

If adjustments like Annual Leave or Sick pay etc. are managed in an external program and can be exported then they can be imported into JT using the format below. JT will recalculate for the affected dates. Similarly, adjustments can be exported for an external system to import.

There are a couple of CSV template format options to import adjustments, they can be found in the C:\Program files\Jarrison Systems\Jarrison Time folder. The import file needs to contain the header record similar to the below:

EmployeeNumber,Date,Adjustment,Allocate,Time,Comment,Override,Subtract,Early&Late,Name,Surname

12345,02-Jul-2009,43,4,0.25,Travel,N,N,Y,John,User

1. Employee Number - Alphanumeric must be same as employee number in JT

2. Date of Adjustment - Format DD-MMM-YYYY e.g. 01-Feb-2013

3.Code from Adjustments in JT - To get this, go to **System Configuration**, **General1**, select '**Show** codes', then see the existing code in the **Adjustments** window

4. Allocate - Time to allocate, as in Daily Details,0="Balance to Target Time", 1="Any Interruption",2="Allow Late Arrival",3="Allow Early Departure", 4="Custom Time", 5="Custom Counter"

5. Time - Amount of adjustment time Decimal e.g. 5.5



- 6. Comment Optional
- 7. Override Y or N (N if blank)
- 8. Subtract Y or N (N if blank)
- 9. Early&Late Y or N (N if blank)
- 10. Name Optional (Will be used if an error occurs during import)
- 11. Surname Optional (Will be used if an error occurs during import)

The date format is dd Month yyyy. The 'Adjustment' and 'Allocate' codes are the codes assigned in Jarrison Time to the adjustment type and time category to allocate. To view these codes you will need to activate the 'Show Codes' option in System Configuration. The time is required in decimal format i.e. five and a half hours would be 5.5. The name on the end is optional but it will help when importing adjustments for an employee who is not in JT.

If the external system can export adjustments with date ranges, JT can import them using the below format.

Employee Number, Start Date, End Date, Adjustment, Allocate, Time, Comment, Override, Subtract, Early&Late, Skip non-working days, Name, Surname

015,25-Feb-2015,03-Mar-2015,13,4,0.55,Jason,Y,N,Y,John,Smith

- 1. Employee Number Alphanumeric must be same as employee number in JT
- 2. Start Date of Adjustment Format DD-MMM-YYYY e.g. 25-Feb-2015
- 3. End Date of Adjustment Format DD-MMM-YYYY e.g. 04-Mar-2015

4.Code from Adjustments in JT - To get this, go to **System Configuration**, select '**Show codes**', then see the existing code in the **Adjustments** window

5. Allocate - Time to allocate, as in Daily Details,0="Balance to Target Time", 1="Any Interruption",2="Allow Late Arrival",3="Allow Early Departure", 4="Custom Time", 5="Custom Counter"

6. Time - Amount of adjustment time Decimal e.g. 5.5



- 7. Comment Optional
- 8. Override Y or N (N if blank)
- 9. Subtract Y or N (N if blank)
- 10. Early&Late Y or N (N if blank)
- 11. Skip non-working days
- 12. Name Optional (Will be used if an error occurs during import),
- 13. Surname Optional (Will be used if an error occurs during import)

STAGING TABLE

It's also possible to import adjustment information from a JT SQL table that has been populated by another system. The table layout is similar to the template for importing with dates. If no "End" date is specified (NULL value) it will use the "Start" date as end date as well. If an adjustment should be deleted a "D" should populate the **Action** column (normally NULL if adding).

CustKey is the customer site code that can be seen on JT's status bar.

The Key value should be unique (no duplicates allowed).

Entries older than 90 days are removed at each export.

Adjustment Export

Exporting adjustments is available from 'Export', 'Adjustments' on the menu.

🗣 Export Adjustr	nents			×
Export Location (or Path	utput) C:\JT-Data			
Filename	JTA JTDemo 08Oct2	020-123905.cs	V	Browse
100 Leslie Wolf				
Email Adjustment	S	Select Date Ra 05 Oct 2020	nge (Including) 	t 2020 🗐 🔻
	Ex	port To	Export	Close



Upgrading Jarrison Time

From Jarrison Time software

Click on '**Help**', '**Upgrade**' then '**Check the web for available updates**'. If a newer version is available, you can download it. Jarrison Time will download it into the system, close Jarrison Time then begin the upgrade. All users will need to be signed out of Jarrison Time before upgrading. Once users log in after the download they will be prompted to upgrade automatically i.e. only one user needs to upgrade. The Engine must be stopped before upgrading.

In Jarrison Time software click on 'Help', 'Upgrade' then 'Load Upgrade from existing file', browse to the saved zip file and select 'Open'. JT will load the file into the system. Each time a user signs into JT, JT checks for any updates within the system and will begin the install process if a newer version is present. Each user should follow the default options ('Next', 'Next', 'Next', 'Close') until the latest version is installed on their PC.

Jarrison Time 6.8.1		-
Import Export View Action Multiple Actions Access Setup User Visitors Leave JT Clock Job Costing Window	Help Logout	
🔁 🔍 📇 📰 🕎 🎸 100 Leslie Wolf 🗸 🍌 Search 🔲 🞑 💉 (Video List	
	Opacity	
	Upgrade	Check web for available updates
	Download	> Load upgrade from existing file
	Support Code	

Note that program installation may require Administrator privilege, depending on the environment.

Manually from the Web

You can upgrade Jarrison Time, JT Tools or JT Support from the web site, <u>https://jarrison.systems</u>, You will need to have all users signed out of Jarrison Time. If the Device Engine is still running, it will prompt the user to restart after the upgrade.

Click '**Open**' and wait until the file has completed downloading. Save the file then run Setup. It will then open an extraction program like Winzip.

What should Firefox do with this file? Open with WinZip (default)	New Open Favorites Add Extract Encu	A.
What should Firefox do with this file?		-iypt
Save File □ Do this automatically for files like this from now on.	Name Version 6.8.3.txt	Type TXT Insta



Close the WinZip window upon completion.

Click on 'Next' until installation is complete

Manually from the downloaded file:

This upgrade method is only necessary for multiple users who do not have sufficient access to the internet. You will need to have the latest upgrade file available to load into the system. To download it from the Internet, navigate to <u>www.jarrison.systems</u>, and go to **Downloads**, then save the file to your computer. It can be saved on the desktop or a flash drive etc.

Fingerprint Search and Matching (Morpho)

If you have a Sagem MSO300 with the 'Ident' licence embedded (or Ident dongle) and employees who have been enrolled for Morpho readers, then '**Matching**' will be possible. With '**Matching**' enabled JT will search through all existing fingerprints for a match during the enrollment. The same finger cannot be enrolled for a different person. This will prevent "ghost" employees or any person being enrolled twice on the system. In addition to matching you can **search** for employees in the list by scanning the employees' fingerprints.



To enable this option, click on '**Access**' then '**Fingerprint Matching**' from the menu bar. To search for an employee from his/her fingerprint click on '**Access**' then the employee search window from the 'Access' menu. Click on '**Scan**' and place the employee's finger on the MSO as if you were enrolling an employee. If the employee has been enrolled in Jarrison Time, terminated or not, their details will be shown in the search window. The details to show on this screen can be configured in the .ini file.



If you only want Employee Number, Name and Department, then all you need in the .ini file is "Search1=Department". All possible entries to show in this 'Fingerprint Search' window are listed below.

Department

Class

Occupation

Company

ID Number

Hire Date



Shift

Pay Group

Custom1

Custom2

Custom3

Custom4

Custom5

Custom6

Custom7

Custom8

Custom9

Custom10

Access Group 1

Access Group 2

Access Group 3

Access Group 4

Backups

There is an option to automatically perform a backup on a daily basis when the user logs out of the system. The Engine, if running, can also be configured to perform a daily backup at a set time every day. It can be configured to keep only the latest files if disk space is a concern.



To make a backup of the data manually, simply click on 'Action' then 'Backup Database' from the menu bar. You will have the options of a 'Standard JTime', 'Supplementary', 'Zip and Email', 'Full System' or 'Backup to specific location'.

The Standard option will include the primary JTime database and current logs.

Supplementary backs up only the JT_Supp database.

Full System will backup all Jarrison databases (entire log history and supplementary) in one package.

The zipped backup will reduce the size of the backup file, which is recommended.

The zip and email feature enables you to send the backup file off site via email.

There is also an option to backup to '**JTime Cloud**', this will upload the backup file to a secure Jarrison Systems server. This option is only available to the Administrator account.

Convert Clockings to T&A

This can be used to convert any Access Control clockings to Time and Attendance clockings. Access Control clockings are transactions collected directly from devices which have been configured as Access Only, or if clocking groups are being used then transactions collected from devices which are not part of that particular employee/s **Clocking Group**. These Access Control transactions are not used in the calculation of hours. To convert these access control transactions to T&A, simply select the devices and the dates and then convert.

You may need to convert clockings to T&A if employee/s have been incorrectly assigned to a clocking group which regarded their transactions as Access Only.

Note that by converting the clocking type, the original clocking is being altered and therefore it will be seen as a Manual clocking (Altered clocking).



Convert Clockings to TA for Leslie Wolf	×
Convert all transaction between (Including) 01 -Jan -2021 \checkmark and 01 -Time $00:00$	Jan -2021 ∨ Time 24:00
to 'Time and Attendance' transactions for the selected devices	
Device	
Factory T&A	
Server Room Door	
Tumstile East	
Turnstile West	
Convert	Close

Visitors Management

earch			Details		
earch			Name*	Phillip	Male Female
Name	Sumame	^	Surname*	Alexander	
Monica	Abbott		Person to Visit	Hilda	
Troy	Abbott		ID Number*	1550130104961	
Vicki	Abbott		TD Number	1339130104001	and the last
Lisa	Abrams		Colour of Vehicle	Black	
Max	Abrams		Fire Arm*		
Tina	Abrams				
Noma	Adler				
Philip	Adler				
Jean	Albright				
Vincent	Albright				
Phillip	Alexander				
Shawn	Alexander				
Allison	Alford				
Samantha	Alford				
Cameron	Allison				
Cameron	Allred		Access Cards		
Emily	Allred				
Ethel	Allred				
Michael	Allred				
Rhonda	Allred		Status		
Gail	Andrews				
Yvonne	Andrews		Activated 25 Aug	2011	
Anna	Anthony				
Jim	Anthony		Number VIS0000	10593	
Leroy	Anthony		Fingemrints Remo	ved - Evolution access	Edit Beprint Deactivate Activate
Anne	Armstrong	~			
Marco	D	alata			Class

This module in Jarrison Time allows you to record visitors' details and their movements on your site and grant them access to certain locations for the day. It will also allow you to save their photos and document photos. An optional indemnity form can be printed after enrollment. All of this information can be reported on too. Note that this module requires Sagem Morpho, or ZKTeco devices in order to function.



Visitors View

Click on 'Visitors' from the menu bar, then 'Manage'. JT will list all of the existing visitors in the system. Note that the Visitor Module must be enabled from **System Configuration** before the Visitors options become available for use. To **search** for a visitor, simply enter any part of any of the details fields in the search bar at the top of the screen. You may 'Activate' (grant access to the specified devices for the day) or 'Deactivate' the visitor (remove from all devices), depending on your access level into the system. If activated, an indemnity form may be re printed on demand or his/her details edited by clicking the 'Edit' button. This window will show the fingerprint status, either 'Added to the device', 'Removed from the device/s', 'Waiting to be added' or 'Waiting to be removed from the device's to or from the devices.

/isitors		×
Details Name* Surname*	Phillip Alexander	Gender* Male O Female
Colour of Vehicle Fire Arm*	Black View View View View View View View View	Person to Visit" Hilda
Status Removed - Expir Back	red access	Next Cancel

Visitors Details

When you '**Add**' or '**Edit**' a visitor the first screen appears which will require you to complete all of the necessary fields. You will not be able to go to the next screen until all Required fields have been completed.

The next screen requires you to capture the visitor's photo. If a photo of a document is also required the next screen would enable you to take a photo of the document.







The final screen enables you to capture the visitor's fingerprints. A '**Limited Duration**' of visit time may be specified, otherwise access will be removed at midnight. If the indemnity form is configured to print, it will print automatically when you click finish.

In/Out Register

The In/Out Register is used to show which employees are currently in or out. Click on '**View**' then '**I/O Register**' from the menu bar to open this window.

You can filter employees by Site, Class, Department, Area, and/or Pay Group. They can also be filtered according to their 'In/Out' status, 'All' (In or out), 'Only In', 'Only Out' or 'No Clocking' which will be displayed as 'Out'. The register will only include employees who are currently in the employee list.



These employees can be displayed in "Employee Number" or "Name" sequence. Note that devices whose clockings should contribute to this list must have the setting checked under **Devices**.

Date 21 Sep	otember 2020	lection) Employees) Visitors) Both	Pay Group All Pay Group Department All Departmen	s Site	VI Sites ∨ VI Class ∨	Region All Region Status	gions		
Emp No	Name	Pay Group	Department	Site	Class	Last Clock	In	Out	
466	Agnes Mokoena	Factory Weekly	Drilling	Head Office	Permanent	17:16	In		
514	Alan Levin	Factory Weekly	Extrusion	West Branch	Temp	18:10	In		
545	Allison Norman	Factory Weekly	Factory	Head Office	Permanent	18:03	In		
120	Alvin McDonald	Monthly	Factory	East Branch	Contactor	17:44	In		
3024	Andile Banda	Factory Weekly	Assembly	Head Office	Permanent			Out	
402	Andrew Briggs	Admin Week	Admin	West Branch	Permanent			Out	
110	Anesh Govender	Factory Weekly	Production	East Branch	Permanent			Out	
3039	Amold Burke	Factory Weekly	Despatch	West Branch	Permanent	17:38		Out	
526	Ashley Beatty	Monthly	Factory	East Branch	Permanent	17:27	In		
126	Audrey Lanier	Monthly	Assembly	West Branch	Contactor			Out	
3072	Ayanda Tshabalala	Factory Weekly	Production	West Branch	Permanent			Out	
777	B Truut	Factory Weekly	Production	Head Office	Permanent			Out	1

Right-clicking anywhere in the display area will present a context menu with print options, and that also allows for filter options to be enabled or disabled.



If a column has been sorted (by clicking the column header) then when printing, page-breaks will be inserted according to the sorted column. E.g. If sorting by department, each department will be separated by a page-break.

Random Selection

The **Random Selection** feature purposefully deactivates a random assortment of people each day, for the purpose of having them report somewhere (e.g. for a breathalyser test) as a result of being unable to clock. Please see the configuration manual for information on setting up the feature.

USE

From 'View' on the menu bar, and then 'Random Selection', a screen can be opened which allows for employees to be searched for, and activated. Each employee number to be checked will need to be entered, then click 'Check Status'. Per user group permission, employees with Random Selection Status may then be activated by clicking the 'Activate' button.



01					
01			Check S	tatus	
EmpNo	Name	Sumame			
101	Marian	Crane			
			Emp No	101	
			Name	Marian	
			Hund	Manari	
			Surname	Crane	
			Statue	Denders Calenting	
			Sidius	riandom selection	

Areas

Areas are designated ranges of co-ordinates which are permitted as clocking areas when using **JT Clock**. Areas are configured from '**JT Clock**', '**Areas**'.

🗣 Areas		
Cape Town Durban	Details	
Johannesburg	Name Johannesburg	t, ♥ Jorissen St De Korte St HILLBROW
	Short Name JB Back Colour Back Colour	
	Address Find this address on the map	Mtn Noord Taxi Rank
	31 Delvers St, Marshalltown, Johannesburg, 2107, South Africa	NEWTOWN
	Location Find this location on the map	ohantesburg Cbi
	-26.2063:28.04837	Gandhi Square WeOrlginate
	Tolerance Radius (Metres) 500	SALISBURY 2 +
		Keyboard shortcuts / Map Data Terms of Use Report a map error
Add Delete		Save Close

Click 'Add" to begin defining a new area. Provide a name and short name, and then either type in an 'Address' or 'Location', select what you will search by (address or location) and click 'Find this address on the map' or 'Find this location on the map'. Double-clicking on the map will drop a pin



to use as address. You can also set an allowable **Tolerance Radius** of what is considered within the area, in metres from the address or location entered.

Custom colours for the **Area Schedule** to display can be set using **Fore Colour** and **Back Colour** for each saved **Area**.

Area Schedule

The Area Schedule can be used with JT Clock and works similarly to the Day Schedule, only it allows for assignment of clocking Areas rather than shifts. Note that Area Schedule needs to be enabled from 'Setup', 'System Configuration ', 'General-1'.

Area Schedule											
+	J	an 2020	→						⊖ Wee	kly 🖲 Monthly	Custon
1	EmpNo	Full Name	01 Jan PH	02 Jan	03 Jan	04 Jan	05 Jan	06 Jan	07 Jan	08 Jan	09 Jan
1	100	Leslie Wolf	Durban	Durban	Durban	Durban	Durban	Durban	Durban	Durban	D
1	127	Chris Robinson	Pretoria Johannesburg	Johannesburg	Johannesburg	Johannesburg	Johannesburg Pretoria	Johannesburg	Johannesburg	Johannesburg	Johar
1	128	Ricky Hu	Pretoria	Pretoria	Pretoria	Pretoria	Pretoria	Pretoria	Pretoria	Pretoria	Pr
1	129	Rick Waller	Johannesburg	Johannesburg	Johannesburg	Johannesburg	Johannesburg	Johannesburg	Johannesburg	Johannesburg	Johar
1	130	Wanda Abbott	Bloemfontein	Bloemfontein	Bloemfontein	Bloemfontein	Bloemfontein	Bloemfontein	Bloemfontein	Bloemfontein	Bloer
1	131	Nosipho Dube	Pretoria	Pretoria	Pretoria	Pretoria	Pretoria	Pretoria	Pretoria	Pretoria	Pr
1	132	Robin Waters	Johannesburg	Johannesburg Pretoria	Johannesburg	Johannesburg	Johannesburg	Johannesburg	Johannesburg	Johannesburg	Johannes
1	133	Kelebogile Mazib	Durban	Durban	Durban	Durban	Durban	Durban	Durban	Durban	D
1	134	Selinah Ncube	Johannesburg	Johannesburg	Johannesburg	Johannesburg	Johannesburg	Johannesburg	Johannesburg	Johannesburg	Johar
1	135	Maluleke Madondo	Johannesburg	Johannesburg	Johannesburg	Johannesburg	Johannesburg	Johannesburg	Johannesburg	Johannesburg	Johar
1	136	Sheny Bray	Bloemfontein	Bloemfontein	Bloemfontein	Bloemfontein	Bloemfontein	Bloemfontein	Bloemfontein	Bloemfontein	Bloer
1	137	Katie Katz	Johannesburg	Johannesburg	Johannesburg Pretoria	Johannesburg	Johannesburg	Johannesburg Pretoria	Johannesburg	Johannesburg	Johar
>											
hanne	sbu Bloem	fontein Durban	Pretoria	set Not set	Not set Not set	Not set	Not set No	ot set Not set	Not set	Not set	Not set
retoria				~	Pretoria			Excel	Refresh	Save	Close

Employee fields (number, name etc.) are shown on the left, the rest of the window is filled up with the Areas assigned for the selected date range. The date ranges shown can either be '**Weekly**', '**Monthly**' or '**Custom**' (any date range). The displayed columns can be chosen by right-clicking on a row, custom employee fields are also available.





To set the Area that an employee must work or has already worked, select the Area from the list of all available Areas at the bottom of the screen, and then click the date on the main window for the day the employee must clock in this newly-assigned Area. To assign more than one area in a day, hold down the <Control> key while clicking on the day. The colour of the day will display according to the first assigned Area. Multiple areas on the same day simply allow for more areas, there is no expected sequence of clocking.

To make assigning Areas quicker and easier you can assign your own custom 'favourite' buttons (saved differently for each user) to the Areas that you apply most often. To set your most commonlyused buttons, select a day program you use regularly from the drop down list at the bottom, then either drag it onto a custom button, or right-click on the button and select '**Assign the 'Area' to this button**'. Now you can use your custom button. To do this, click your custom button from the list of buttons at the bottom which will select the assigned day program to use for your scheduling. To add more buttons, right-click a row in the window and select the number of rows to display. Each row has 15 buttons, allowing 45 buttons if all three rows are selected. Each button also has a keyboard 'Hot Key' assigned (1-45) respectively for even quicker selection of day programs.

To copy a selected employee's schedule and apply it to another employee or group of employees, highlight the day by right-clicking on the Department, Number, Name and/or Surname area and then selecting '**Copy schedule**'. The employee's highlight colour will now change from blue to green. Now select one or more employees by either holding down the control <Control> key (for selected individual employees) and/or the shift key (to select a range of employees) on the keyboard, right-click on their names and select '**Paste schedule**'. This will copy all of the single employees' day schedules to the other selected employee/s for all of the dates shown at the time '**Weekly**', '**Monthly**' or '**Custom**'. Now click '**Save**'.

Area Groups

Area groups enable selected areas to be grouped together and assigned to users, limiting specific users to only work with those selected areas. Click '**Add**' to add a new group, and then select the Areas which will be included in the group.

When setting up the user account (see the **User Profiles** section of the Configuration manual for more) the appropriate Area Group for each user can be assigned.

🜗 Area Groups	
Cape Town Durban Gauteng JHB National Pretoria	Details Name Gauteng Short Name Gauteng Fore Colour Back Colour Area Cape Town
	☐ Cape Town ☐ Durban ☑ Johannesburg ☑ Pretoria
	Disabled
Add Delete	Save Close



User Substitution

It is possible to setup a particular user to temporarily substitute as another specified user, in the case that the specified user is not available but their work in Jarrison needs to be done. The substituting user will assume all access privileges and viewing rights as the specified user.

To apply the substitution go to '**User**' on the menu bar and then '**Substitution**'. Available options will then be presented.

User Substitution					
Available Users John Mathembu (Supervisor)		~			
Substitute User	Close				

Setting up the substitute user is covered in the Configuration manual.

Password Change

Users may change their own passwords from the '**Users**' menu option however it is limited to once a day. If any change has been made to a user profile, the '**Change Password**' option will not be available that day.

Document List

A screen presenting all documents saved can be found under '**View**', '**Documents**'. If a single employee is selected all documents for that employee will be listed, if all employees in the Employee List are selected then all their documents will be listed. The document listing can be filtered by date range and Document Type. The listing can be sent to Excel via the '**Export to Excel**' button at the



bottom.

Document Type	All Types		\sim			Use Date Range	12-Aug-2022 To 12-Sep-202	2
Employee No	Employee Name	Date	Туре	Name	Comments	^	Selected Document	
100	Wolf Leslie	01-Aug-2008	Employee Agree	Employee Agr			Date	
100	Wolf Leslie	01-Aug-2008	ID Document	ID Document			-	
100	Wolf Leslie	02-Nov-2018	Other	MedicalCertific	All clear		lype	
00	Wolf Leslie	27-Jul-2022	Other	ERRORLOG			Comments	
100	Wolf Leslie	27-Jul-2022	Other	ERRORLOG				
101	Crane Marian	01-Aug-2008	Employee Agree	Employee Agr				
101	Crane Marian	01-Aug-2008	ID Document	ID Document				
101	Crane Marian	02-Nov-2018	Medical Certificate	MedicalCertific	Sick without a note			
02	Ngema Sbusiso	01-Aug-2008	Employee Agree	Employee Agr				
102	Ngema Sbusiso	01-Aug-2008	ID Document	ID Document				
102	Ngema Sbusiso	02-Nov-2018	Medical Certificate	MedicalCertific	Allergies			
102	Ngema Sbusiso	02-Nov-2018	Warning - Verbal	VerbalWarnin	Reckless driving			
102	Ngema Sbusiso	02-Nov-2018	Warning - Written	WrittenWarnin	Reckless driving			
104	Diaz Sheryl	01-Aug-2008	Employee Agree	Employee Agr				
04	Diaz Sheryl	01-Aug-2008	ID Document	ID Document				
04	Diaz Sheryl	02-Nov-2018	Warning - Verbal	Verbal Warnin	Late response to emails	s		~
104	Diaz Sheryl	02-Nov-2018	Warning - Written	Written Warni	Late response to emails	s	File Name	
105	Legend Ryan	01-Aug-2008	Employee Agree	Employee Agr				
105	Legend Ryan	01-Aug-2008	ID Document	ID Document				
105	Legend Ryan	02-Nov-2018	Medical Certificate	Medical Certifi	Headache			lment
106	Nawanya Ronainkoei	31.101.2008	Employee Agree	Employee Aar		¥		



Keyboard Shortcuts

Кеу	Action
<control><s></s></control>	Will save data on any screen that has a save button
<f3></f3>	Places cursor in employee list search field
<f4></f4>	Next date (in Daily Details)
<f5></f5>	Previous date (in Daily Details)
<f6></f6>	Delete selected clocking (in Daily Details)
<f7></f7>	Select all employees in the employee list
<f8></f8>	Go to next employee in employee list
<f9></f9>	Go to previous employee in employee list
<*>	Recalculate (in Daily Details)
<+>	Add an adjustment (in Daily Details)
<space></space>	Add a clocking (in Daily Details)