



---

# JT Shift Control

6.7

# Table of Contents

---

<b>INTRODUCTION</b>	<b>2</b>
<b>SETTING ACCESS TIMES</b>	<b>2</b>
<b>SETTING TIME ZONES</b>	<b>2</b>
<b>SETTING DAY PROGRAMS</b>	<b>5</b>
<b>SETTING DEVICES</b>	<b>6</b>
<b>SETTING EMPLOYEES</b>	<b>6</b>
<b>SETTING A PLANNED EVENT</b>	<b>7</b>
<b>DAY SCHEDULE</b>	<b>8</b>

## Introduction

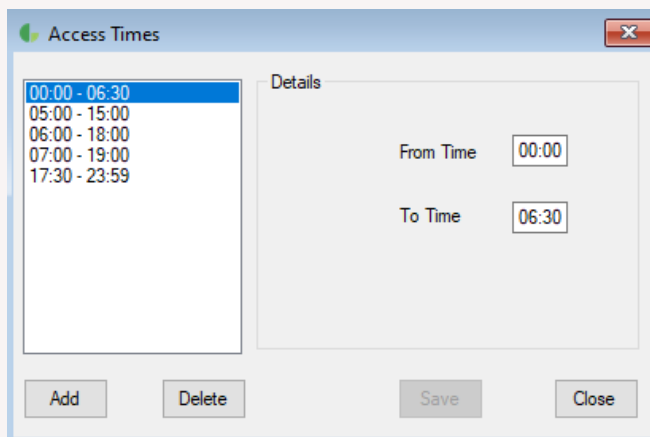
The Shift Control module in Jarrison time allows for restricting of compatible biometric device access based on the assigned shift patterns of employees. The Morpho Sigma range is compatible, but must be on firmware version 4.6 or higher

ZK Teco devices have a limit in this regard, and so not more than 50 shift patterns can be using shift control at the same time with ZK devices.

There is no further installation required, however Shift Control must be added to the licence from the **Registration** screen.

## Setting Access Times

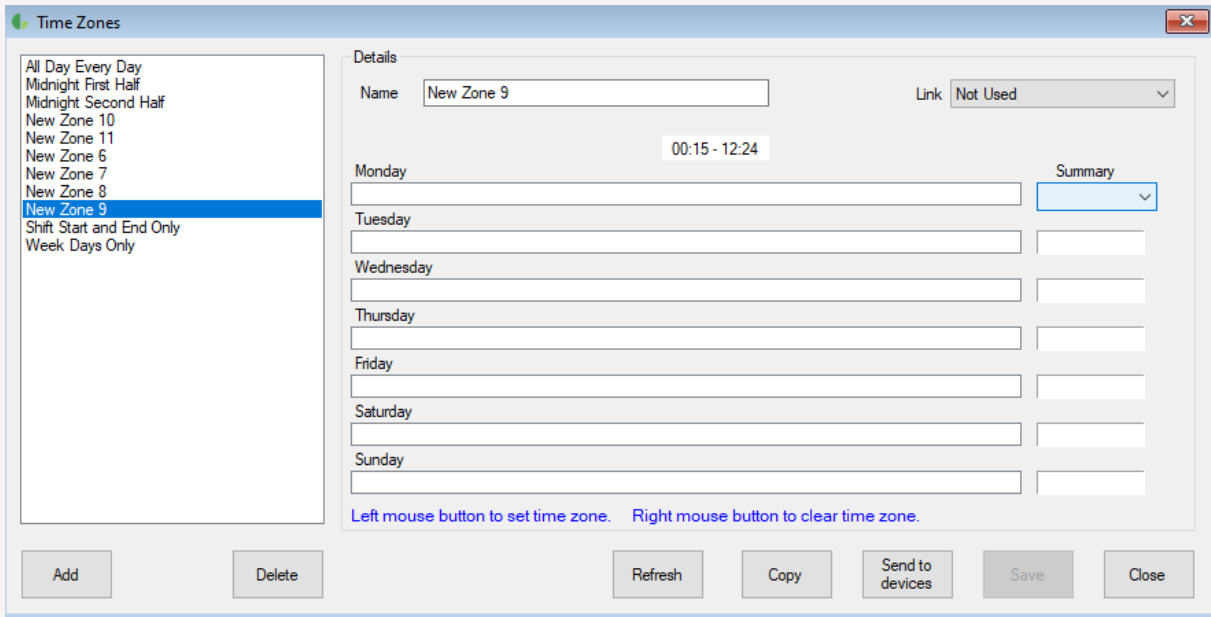
**Access Times** work similarly to **Time Zones**, and dictate when access is allowed. Their times are typically based on shift times, with some added time allowing for late arrival or departure. **Access Times** are linked in **Day Programs**. An Access Time slot should be created for each shift time.



Note that for shifts occurring across midnight there will need to be a split of access times, from shift start until midnight, and then midnight until shift end. The above slots of 00:00-06:30 and 17:30-23:59 are to cover a 18:00-06:00 shift (allowing 30 minutes leeway before and after shift).

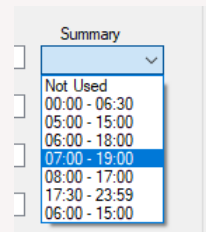
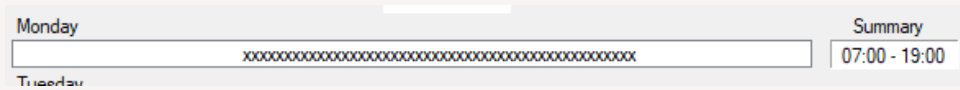
## Setting Time Zones

**Time Zones** must be created according to **Access Times**.



When creating Time Zones by clicking in the **Summary** column for each day a dropdown will appear presenting available Access Times.

After selecting the appropriate time it will populate the day's blocks as needed.

When dealing with a shift crossing midnight, there will be two Time Zones required; one from shift start to midnight, and one from midnight to shift end. The second Time Zone must Link with the first one.

For example:

**Time Zones**

- All Day Every Day
- Midnight First Half
- Midnight Second Half**
- New Zone 10
- New Zone 11
- New Zone 6
- New Zone 7
- New Zone 8
- New Zone 9
- Shift Start and End Only
- Week Days Only

**Details**

Name:  Link:

Day	Summary
Monday	00:00 - 06:30
Tuesday	00:00 - 06:30
Wednesday	00:00 - 06:30
Thursday	00:00 - 06:30
Friday	00:00 - 06:30
Saturday	00:00 - 23:59
Sunday	00:00 - 23:59

Left mouse button to set time zone. Right mouse button to clear time zone.

Add
Delete
Refresh
Copy
Send to devices
Save
Close

**Time Zones**

- All Day Every Day
- Midnight First Half**
- Midnight Second Half
- New Zone 10
- New Zone 11
- New Zone 6
- New Zone 7
- New Zone 8
- New Zone 9
- Shift Start and End Only
- Week Days Only

**Details**

Name:  Link:

Day	Summary
Monday	17:30 - 23:59
Tuesday	17:30 - 23:59
Wednesday	17:30 - 23:59
Thursday	17:30 - 23:59
Friday	17:30 - 23:59
Saturday	17:30 - 23:59
Sunday	00:00 - 23:59

Left mouse button to set time zone. Right mouse button to clear time zone.

Add
Delete
Refresh
Copy
Send to devices
Save
Close

Note above how "Midnight Second Half" has been linked to "Midnight First Half" to create a full time zone allowing from 17h30 to 06h30.

There is also an option under 'Setup', 'System Configuration' to determine what to do in the case of a device not having a matching time zone. The options are to use a predefined timezone, or from what is set in each person's Access Group.

**Shift Control**

Use Time Zone from Access Group  
 Use Defined Time Zone

Use Time Zone   ▾

**JT Clock**

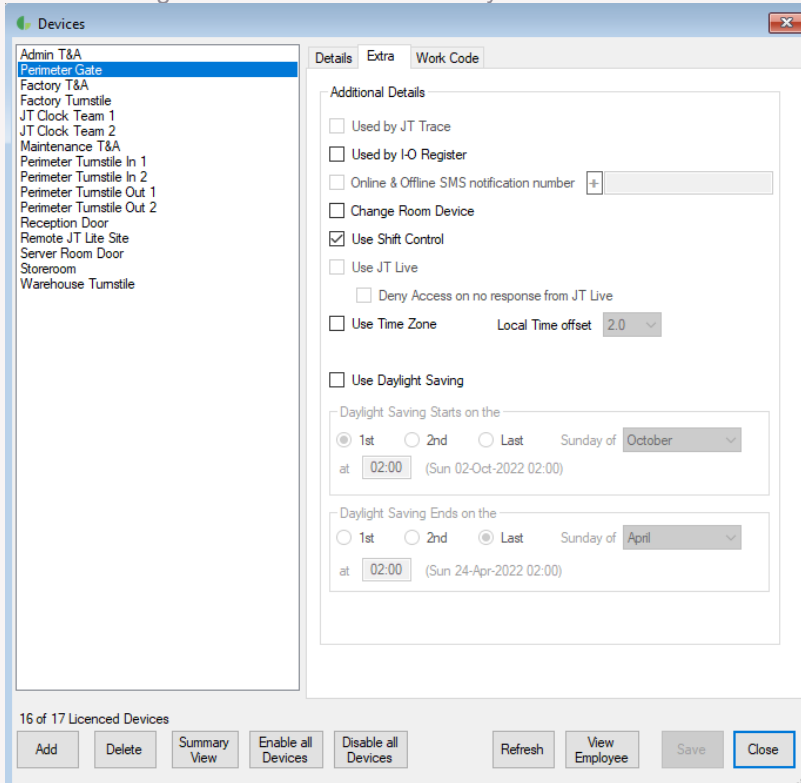
## Setting Day Programs

Each day program that forms part of a shift which will use Shift Control needs to be linked with an Access Time, from the **Access Times** dropdown menu on Day Programs **Profiles** tab. The below Access Time of 06:00-15:00 allows one hour late arrival or departure from the 0700-1400 shift, restricting clockings outside those times.

Profile		Clockings	Bouncing	Revisions	Allocation	Breaks	Rules	Short Time	Counters	Day Change	Bonus	Info
<b>Details</b>												
Description	<input type="text" value="0700-1400"/>		<input checked="" type="checkbox"/> Work Day									
Short Desc	<input type="text" value="07-14"/>		<input type="checkbox"/> Enable Bouncing									
Assign clockings to this day, for next 24 hours, starting at	<input type="text" value="00:00"/>		<input type="checkbox"/> Use previous day's shift start time									
Shift Start (Late Arrival)	<input type="text" value="07:00"/>	Shift End (Early Leave)	<input type="text" value="14:00"/>	<input type="checkbox"/> Use Period Accumulator <span style="border: 1px solid #ccc; padding: 2px 20px;">Not Used</span> ▾								
Target Time	<input type="text" value="00:00"/>		<input type="checkbox"/> 'Balance to Target' Between Shift Start and End									
Patrol Route	<span style="border: 1px solid #ccc; padding: 2px 20px;">Not Used</span> ▾		<input checked="" type="checkbox"/> Monitor Late Arrival									
Public Holiday	<span style="border: 1px solid #ccc; padding: 2px 20px;">This Day Program</span> ▾		<input type="checkbox"/> Monitor Early Departure									
Next Day Public Holiday	<span style="border: 1px solid #ccc; padding: 2px 20px;">This Day Program</span> ▾		<input type="checkbox"/> Increment Early Arrival Counter									
Access Times	<span style="border: 1px solid #ccc; padding: 2px 20px;">06:00 - 15:00</span> ▾		Only if more than <input type="text" value="00:00"/> minutes before shift start									
			<input type="checkbox"/> Increment Late Departure Counter									
			Only if more than <input type="text" value="00:00"/> minutes after shift end									

## Setting Devices

Devices that will be expected to restrict clockings need to be configured from 'Access', 'Devices'. Devices using shift control would normally be outer access devices.



The screenshot shows the 'Devices' configuration window with the following details:

- Left Panel:** A list of devices including Admin T&A, Perimeter Gate, Factory T&A, Factory Turnstile, JT Clock Team 1, JT Clock Team 2, Maintenance T&A, Perimeter Turnstile In 1, Perimeter Turnstile In 2, Perimeter Turnstile Out 1, Perimeter Turnstile Out 2, Reception Door, Remote JT Lite Site, Server Room Door, Storeroom, and Warehouse Turnstile. 'Perimeter Gate' is selected.
- Tabs:** Details, Extra (selected), Work Code.
- Additional Details:**
  - Used by JT Trace
  - Used by I-O Register
  - Online & Offline SMS notification number [+]
  - Change Room Device
  - Use Shift Control
  - Use JT Live
    - Deny Access on no response from JT Live
  - Use Time Zone Local Time offset: 2.0
  - Use Daylight Saving
    - Daylight Saving Starts on the:
      - 1st  2nd  Last Sunday of: October
      - at: 02:00 (Sun 02-Oct-2022 02:00)
    - Daylight Saving Ends on the:
      - 1st  2nd  Last Sunday of: April
      - at: 02:00 (Sun 24-Apr-2022 02:00)
- Bottom Panel:** 16 of 17 Licenced Devices. Buttons: Add, Delete, Summary View, Enable all Devices, Disable all Devices, Refresh, View Employee, Save, Close.

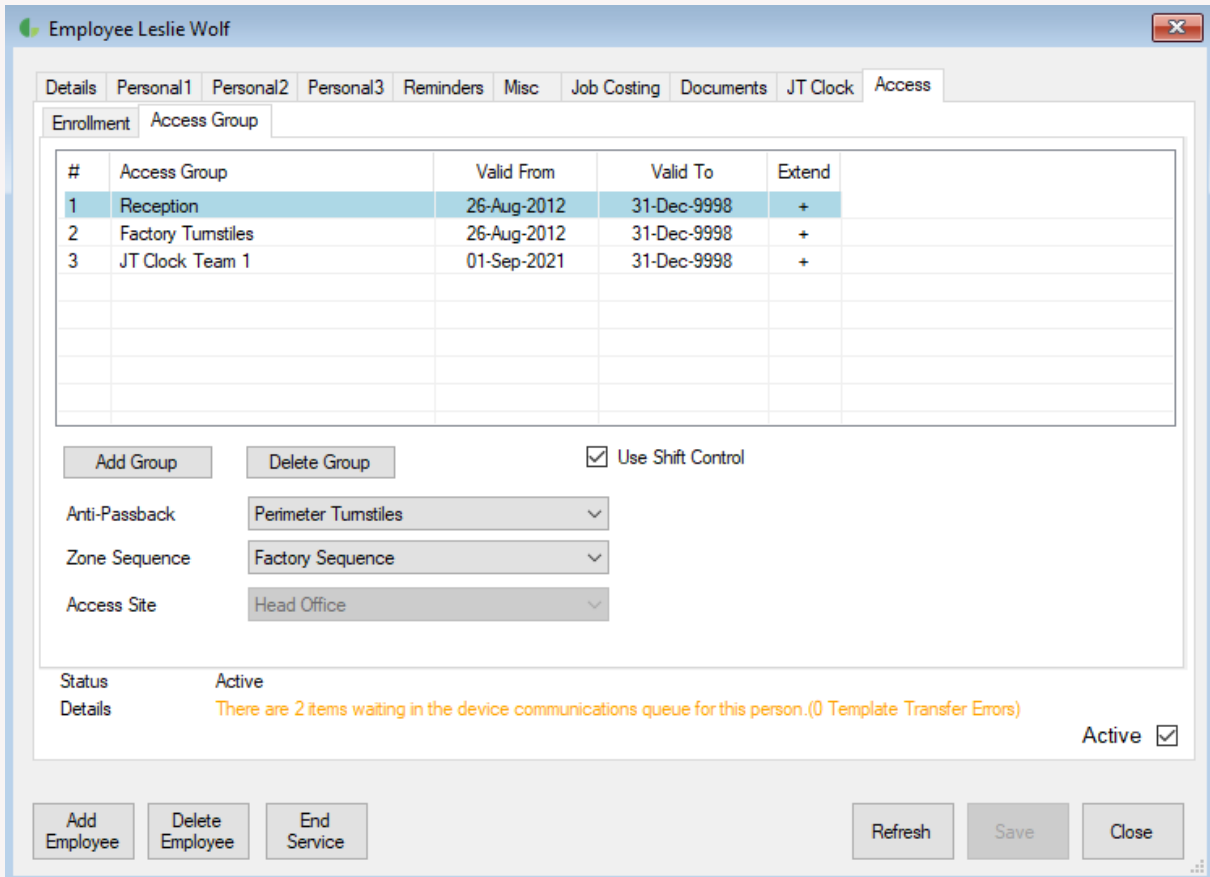
On the **Extra** tab, tick 'Use Shift Control' and **Save**

## Setting Employees

Employees who should be restricted to only have access for their shifts need to have Shift Control applied.

This can be done individually from the **Employee Details** screen, **Access** tab.

Then go to **Access Group**, and tick 'Use Shift Control'.



#	Access Group	Valid From	Valid To	Extend
1	Reception	26-Aug-2012	31-Dec-9998	+
2	Factory Turnstiles	26-Aug-2012	31-Dec-9998	+
3	JT Clock Team 1	01-Sep-2021	31-Dec-9998	+

Use Shift Control

Anti-Passback:

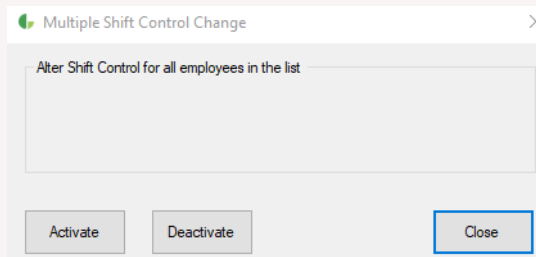
Zone Sequence:

Access Site:

Status: Active  
 Details: There are 2 items waiting in the device communications queue for this person.(0 Template Transfer Errors)

This can be done in bulk by loading a filter, selecting 'All Employees in List' and then going to 'Multiple Actions', 'Employee Shift Control'.

## Setting a Event



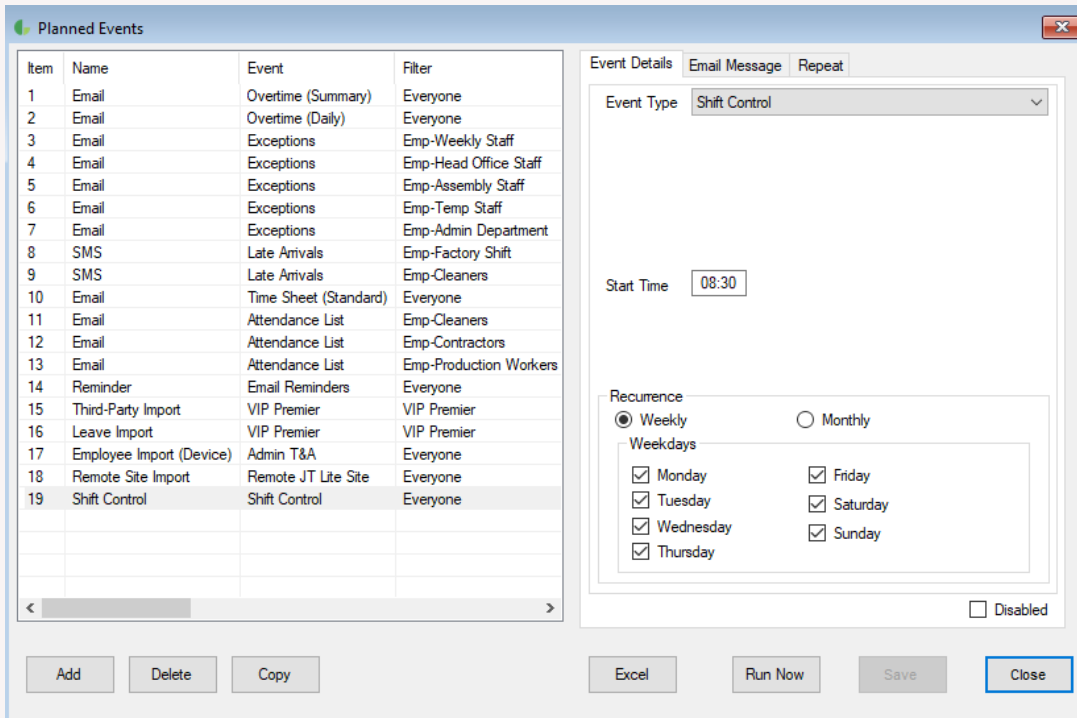
Multiple Shift Control Change

Alter Shift Control for all employees in the list

## Planned

There is a special Planned Event type to be used for Shift Control. The purpose of this event is to keep device schedules aligned with any possible JT changes to employee working days. E.g. if an employee has been booked off in the middle of the week, JT will re-form their access schedule to exclude this day, but the schedule needs to be sent to devices.



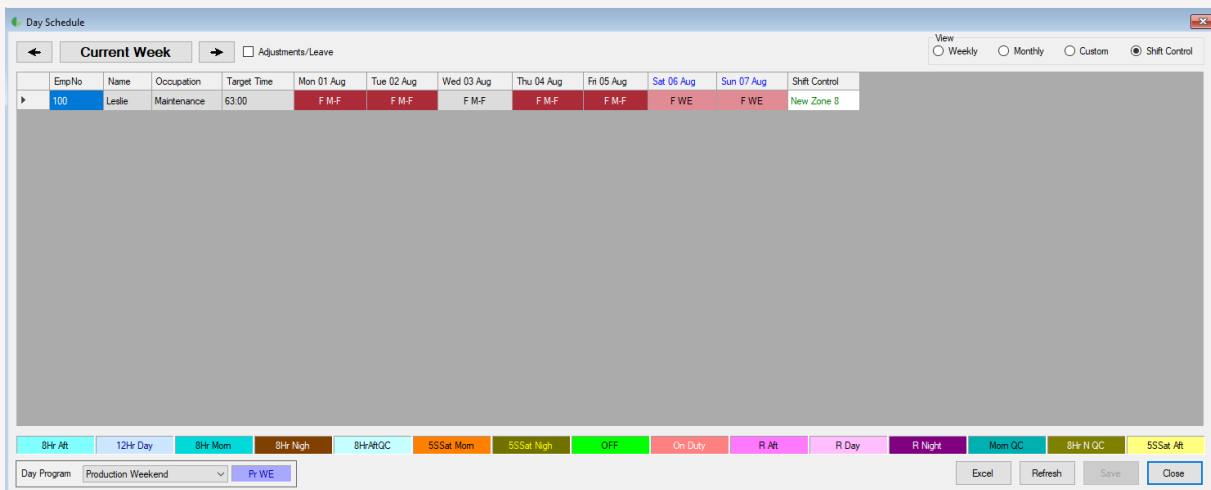


Item	Name	Event	Filter
1	Email	Overtime (Summary)	Everyone
2	Email	Overtime (Daily)	Everyone
3	Email	Exceptions	Emp-Weekly Staff
4	Email	Exceptions	Emp-Head Office Staff
5	Email	Exceptions	Emp-Assembly Staff
6	Email	Exceptions	Emp-Temp Staff
7	Email	Exceptions	Emp-Admin Department
8	SMS	Late Arrivals	Emp-Factory Shift
9	SMS	Late Arrivals	Emp-Cleaners
10	Email	Time Sheet (Standard)	Everyone
11	Email	Attendance List	Emp-Cleaners
12	Email	Attendance List	Emp-Contractors
13	Email	Attendance List	Emp-Production Workers
14	Reminder	Email Reminders	Everyone
15	Third-Party Import	VIP Premier	VIP Premier
16	Leave Import	VIP Premier	VIP Premier
17	Employee Import (Device)	Admin T&A	Everyone
18	Remote Site Import	Remote JT Lite Site	Everyone
19	Shift Control	Shift Control	Everyone

The **Event Type** is “Shift Control”, and this should be run at least once a day, but preferably can be repeated several times throughout the day using the **Repeat** tab.

## Day Schedule

When the Shift Control module is in use the **Day Schedule** will gain a **View** option in the upper right. This option allows an extra column showing shift control info to be displayed.



EmpNo	Name	Occupation	Target Time	Mon 01 Aug	Tue 02 Aug	Wed 03 Aug	Thu 04 Aug	Fri 05 Aug	Sat 06 Aug	Sun 07 Aug	Shift Control
100	Leslie	Maintenance	63:00	F M-F	F M-F	F M-F	F M-F	F M-F	F WE	F WE	New Zone 8

If any change has been made to working days since the schedule was formed, the column will indicate “Reschedule”.

Below the employee has been booked off for another day, rendering the previous screen's schedule incorrect.

Day Schedule												
← Current Week → <input type="checkbox"/> Adjustments/Leave												
	EmpNo	Name	Occupation	Target Time	Mon 01 Aug	Tue 02 Aug	Wed 03 Aug	Thu 04 Aug	Fri 05 Aug	Sat 06 Aug	Sun 07 Aug	Shift Control
▶	100	Leslie	Maintenance	63.00	F M-F	F M-F	F M-F	F M-F	F M-F	F WE	F WE	Reschedule

To reschedule/update the access schedule, right-click the row and select '**Create New Time Zone**'.

<input checked="" type="checkbox"/>	Export with Colours
<input checked="" type="checkbox"/>	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
	Create New Time Zone

This will create a new Time Zone according to the rescheduled days, which will then be indicated in the Shift Control column. These changes will become effective on devices as soon as the next '**Shift Control**' Planned Event runs.

Tue 02 Aug	Wed 03 Aug	Thu 04 Aug	Fri 05 Aug	Sat 06 Aug	Sun 07 Aug	Shift Control
F M-F	F M-F	F M-F	F M-F	F WE	F WE	New Zone 6