

JTL – Job Time & Location



The **VisionTime JTL** program caters for recording the times that the employee spends on jobs or at locations.

The application works on PCs, Tablets, Touch Screens, Mobile Phones and the SuperTRAX Time Terminal.

VisionTime JTL can be turned on for specific or for all employees. The program can be used in **real-time**. The employee makes job time or location inputs while still in the standard clocking screen within the **VisionTime** system. The JTL functions are right beside where they normally clock in/out for working time.



The employee can also “post” job and location times for past and future dates too, e.g., for meetings; this is as well as for recurring jobs/locations.



SuperTRAX
Time Terminal

The job and location time calculations are processed separately to the working time equivalents.

Sometimes elements can “cross-over” – for instance, how should break rules be handled in Job Time context?

The **VisionTime** software handles such eventualities, often offering several options.



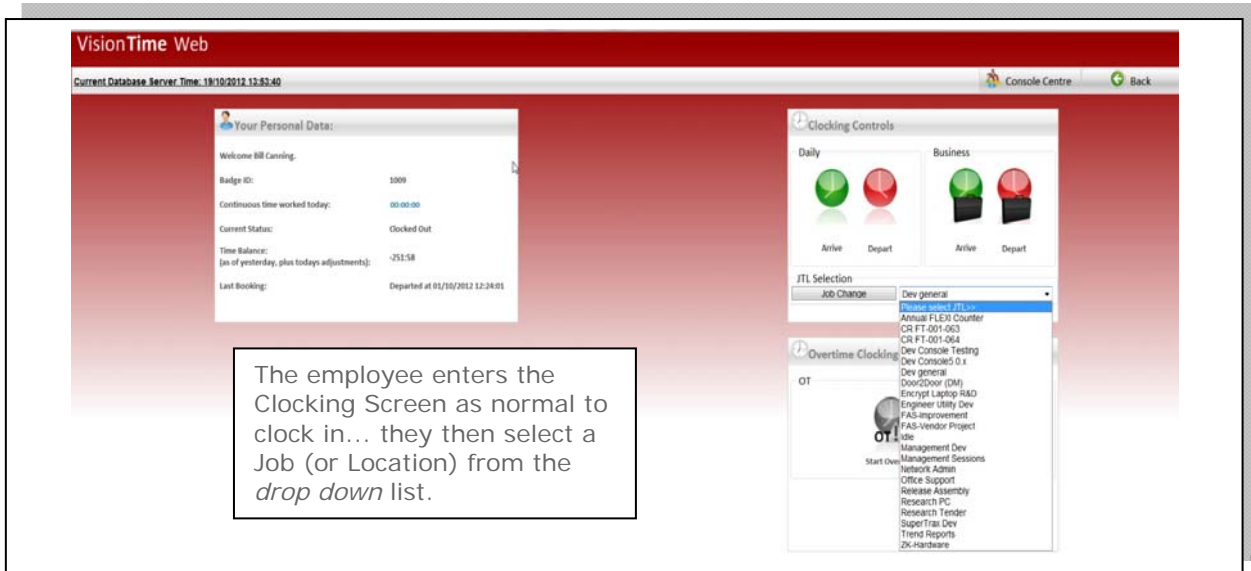
If an organisation has its own particular methods, FlexTime is pleased to work those out with the customer to provide a solution that fits all criteria.

VisionTime JTL eliminates unnecessary manual or paper based systems for recording the times of jobs or time worked at locations.

VisionTime JTL use is quite straightforward for the employee to use.

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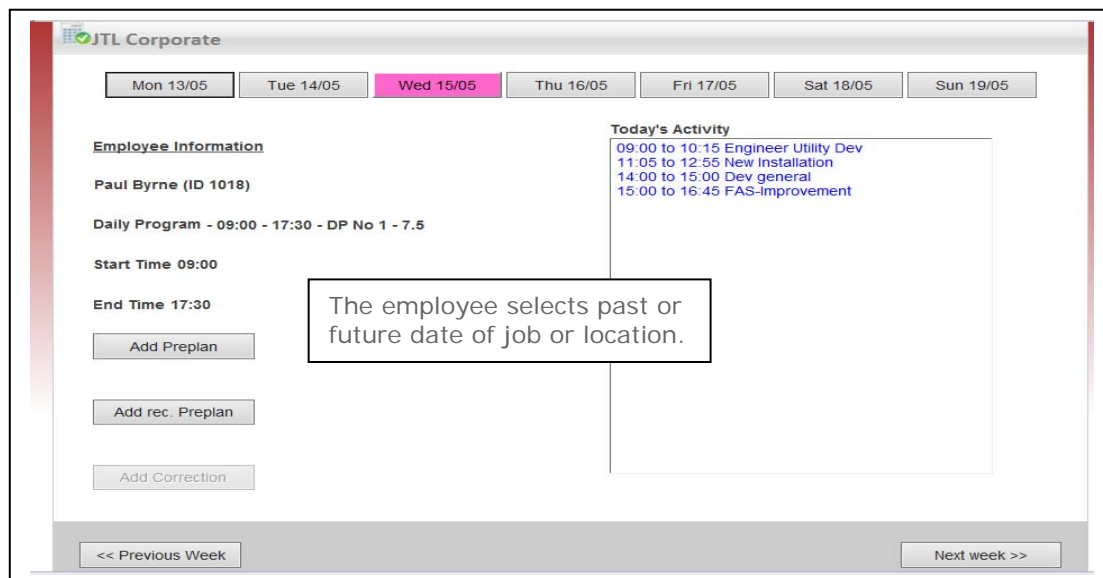
CLOCKING SCREEN FOR REAL-TIME JOB/LOCATION ENTRIES



The screenshot shows the VisionTime Web interface. On the left, a 'Your Personal Data' box displays: Welcome Bill Carrivig, Badge ID: 1009, Continuous time worked today: 00:00:00, Current Status: Clocked Out, Time Balance: (as of yesterday, plus todays adjustments): -251:58, and Last Booking: Departed at 05/10/2012 12:24:01. On the right, the 'Clocking Controls' section has 'Daily' and 'Business' buttons, each with 'Arrive' (green) and 'Depart' (red) indicators. Below this is a 'JTL Selection' dropdown menu with a list of job titles including 'Dev general', 'Annual FLEX Counter', 'CR FT-001-063', 'CR FT-001-064', 'Dev Console Testing', 'Dev Console O.s', 'Dev general', 'DoorCloser (DM)', 'Encrypt Laptop-RAD', 'Engineer Utility Dev', 'FAS-Improvement', 'FAS-Vendor Project', 'Site Management Dev', 'Management Dev', 'Management Sessions', 'Network Admin', 'Office Support', 'Release Assembly', 'Research PC', 'Research Tender', 'SuperTrail Dev', 'Trend Reports', and '2K-hardware'. An 'Overtime Clocking' section is also visible.

The employee enters the Clocking Screen as normal to clock in... they then select a Job (or Location) from the drop down list.

INPUT SCREENS FOR POSTING TO THE PAST OR FUTURE



The screenshot shows the JTL Corporate input screen. At the top, a navigation bar displays dates from Mon 13/05 to Sun 19/05, with 'Wed 15/05' highlighted. Below this, the 'Employee Information' section shows: Paul Byrne (ID 1018), Daily Program - 09:00 - 17:30 - DP No 1 - 7.5, Start Time 09:00, and End Time 17:30. There are buttons for 'Add Preplan', 'Add rec. Preplan', and 'Add Correction'. On the right, the 'Today's Activity' section lists: 09:00 to 10:15 Engineer Utility Dev, 11:05 to 12:55 New Installation, 14:00 to 15:00 Dev general, and 15:00 to 16:45 FAS-improvement. At the bottom, there are buttons for '<< Previous Week' and 'Next week >>'. A text box in the center states: 'The employee selects past or future date of job or location.'



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INPUT SCREENS FOR POSTING TO THE PAST OR FUTURE / Continued

JTL Correction Details

Employee Information
Name:
Bill Canning (ID 9)

Daily Program
DP No 1 - Support/Installation/Sales (09:00 to 17:30)

Start Time (HHMM) 14:00

End Time (HH:MM) 14:45

JTL Codes:
Annual FLEXI Counter

Comments
Change

Today's Corrections

Delete

Accept

The employee selects start/end times for past date or future job/location

JTL Preplan Details

Employee Information
Name:
Paul Byrne (ID 1018)

Daily Program
09:00 - 17:30 - DP No 1 - 7.5 (09:00 to 17:30)

Select

- Core Work
- Annual FLEXI Counter
- Contract Day
- CR FT-001-063
- CR FT-001-064
- Dev Console Testing
- Dev Console5.0.x
- Dev general
- Door2Door (DM)
- Encrypt Laptop R&D
- Engineer Utility Dev
- FAS-Improvement
- FAS-Vendor Project
- Faxing
- Ford Focus
- Greetings, Earthling
- Greetings, Earthling
- Greetings, Earthling
- Herping and Derping
- Management Dev
- Management Sessions
- Network Admin

Today's Preplans

Delete

Accept

The employee selects a description for past date or future job/location

JTL – Job Time & Location

Recurrent Preplan Details

Employee Information
Paul Byrne (ID 1018)

Task Recurrence
Start Time (HHMM) 15:00
End Time (HH:MM) 16:00
JTL Codes: Greetings, Earthling
Comments: corporate meeting

Recurrence Pattern
 Daily
 Weekly
 Monthly
 Yearly
Recur every 1 week(s) on:
 Monday Thursday Saturday
 Tuesday Friday Sunday
 Wednesday

Range of Recurrence
Start Date 03/06/2013
End Date 28/06/2013

Accept

The employee selects recurring jobs/locations

JTL DELETIONS

JTL Correction Details

Employee Information
Name: Bill Canning (ID 9)
Daily Program: DP No 1 - Support/Installation/Sales (09:00 to 17:30)
Start Time (HHMM)
End Time (HH:MM)
JTL Codes: Select
Comments

Today's Corrections
 14:00 to 14:45 Annual FLEXI Counter

Delete

Accept



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REPORTS – Examples: A report suite provides information on activity. These Reports are available to the SuperUsers.



VisionTime (c) FlexTime 1998 - 2010
JTL Activity Report, Printed on: 01/10/2010 16:42:22

Selection Criteria
 Date Range - 01/09/2010 - 01/10/2010
 Selected Employees - 1

Date	Time	Action	Current Job	Previous Job	Amount
Badge Nr 1001 Employee Braune, Joachim					
15/09/2010	13:02	IN	- Glasgow		
29/09/2010	13:02	IN	- Glasgow		
29/09/2010	13:04	SWAP	- Dublin	- Glasgow	0:02
30/09/2010	16:38	IN	- Dublin		
30/09/2010	17:01	SWAP	DB Maintenance	- Dublin	0:23
01/10/2010	08:46	IN	DB Maintenance		
01/10/2010	09:15	SWAP	Prepare JTLT	DB Maintenance	2:03
01/10/2010	11:49	SWAP	Backups	Prepare JTLT	2:34
01/10/2010	12:17	OUT	Backups	Backups	0:28
01/10/2010	12:18	IN	Prepare JTLT		

VisionTime (c) FlexTime 1998 - 2013
JTL Corporate Report Printed on: 16/05/2013 09:49:21

Selection Criteria
 Date Range 14/05/2013 - 16/05/2013
 Selected Employees - 8
 Selected Groups - 8

Staff No/ID	Badge	Date	Username	JTL Description	Type	From	To	JTL Value	Supervisor	Group
1018	1018	15/05/2013	Byrne, Paul	Dev general	Booking	08:58		2:32	Flynn D'Evoine	Support
1018	1018	16/05/2013	Byrne, Paul	Greetings, Earthing	Correction	11:30	12:30	1:00	Flynn D'Evoine	Support
1018	1018	16/05/2013	Byrne, Paul	Management Sessions	Correction	12:35	13:05	0:30	Flynn D'Evoine	Support
1018	1018	15/05/2013	Byrne, Paul	Dev general	Booking	08:49		0:11	Flynn D'Evoine	Support
1018	1018	15/05/2013	Byrne, Paul	Engineer Utility Dev	Preplan	9:00	10:15	2:34	Flynn D'Evoine	Support
1018	1018	15/05/2013	Byrne, Paul	Door/Door (S&S)	Booking	10:19		0:46	Flynn D'Evoine	Support
1018	1018	15/05/2013	Byrne, Paul	New Installation	Preplan	11:05	12:55	1:50	Flynn D'Evoine	Support
1018	1018	15/05/2013	Byrne, Paul	Dev general	Preplan	14:00	15:00	1:00	Flynn D'Evoine	Support
1018	1018	15/05/2013	Byrne, Paul	F&S Improvement	Preplan	15:00	16:45	3:47	Flynn D'Evoine	Support
1018	1018	15/05/2013	Byrne, Paul	Lunch Deduction	System			1:00	Flynn D'Evoine	Support
1018	1018	14/05/2013	Byrne, Paul	Dev general	Booking	09:07	17:03	7:56	Flynn D'Evoine	Support
1018	1018	14/05/2013	Byrne, Paul	Lunch Deduction	System			1:00	Flynn D'Evoine	Support
Total								20:06		

JTL Report output

Staff No/ID	Staff ID	Date	Username	JTL Description	Type	FROM	TO	JTL	SV
1236985	9999	08/02/2012	Paul Byrne	Scanning	Correction	10:00			
11:12	1:12	John							
1236985	9999	08/02/2012	Paul Byrne	Development	Pre-Plan	11:12			
12:00	0:48	John							
1236985	9999	08/02/2012	Paul Byrne	FAX	Correction	13:00			
14:30	1:30	John							
1236985	9999	08/02/2012	Paul Byrne	Scanning	Booking	14:30			
16:30	2:00	John							
1236985	9999	08/02/2012	Paul Byrne	Lunch-Deduction	System	12:00			
14:15	-2:15	John							

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