



**JACANDO TIME**

**EXTENDED PROFILE**



## OVERVIEW

Time recording is possible without significant effort; always have an overview of the working hours of your employees. Jacando Time is much more than just a time-recording tool: it allows project-related hourly billing, informs regularly about the hours worked by the employees, enables a multi-stage approval process and is also designed for flexible working time models.

Additional features include working history, and project recording.



## SOFTWARE SPECIFICATION

<b>OVERVIEW</b>	
<b>PRODUCT NAME</b>	Jacando Time
<b>SOFTWARE FEATURES</b>	
<b>ABSENCE MANAGEMENT</b>	✓
<b>BENEFITS ENROLLMENT</b>	✗
<b>COBRA</b>	✗
<b>COMPENSATION</b>	✗
<b>COMPLIANCE</b>	✗
<b>DISCIPLINARY ACTION</b>	✗
<b>EMPLOYEE SELF SERVICE</b>	✓
<b>FMLA</b>	✗
<b>HEALTH &amp; SAFETY</b>	✗
<b>MANAGER SELF SERVICE</b>	✓
<b>ON &amp; OFF BOARDING</b>	✗
<b>PAYROLL</b>	✗
	✗

PERFORMANCE MANAGEMENT	
RECRUITMENT	✗
REVIEWS	✓
SOCIAL NETWORKING	✗
SUCCESSION MANAGEMENT	✗
TIME & ATTENDANCE	✓
TRAINING & SKILLS	✗
VACATION & SICK LEAVE	✓
WORKFLOW	✓
WORKFORCE ANALYTICS	✓
TRAVEL & EXPENSES	✗
<b>ORGANIZATION SIZE</b>	
ENTERPRISE (1000+ EMPLOYEES)	✓
MEDIUM (251-1000 EMPLOYEES)	✓
SMALL (1-250 EMPLOYEES)	✓
<b>PLATFORM</b>	
CLOUD	✓
INSTALLED	✗
<b>FURTHER INFORMATION</b>	
IMPLEMENTATION TIMEFRAME	Available immediately

**PRICING**

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Starting at 60EUR/month ranging according to  
company size

## SOFTWARE SCREENSHOTS

**Digital Heroes** 

Time Management
Tasks
Calendar
News
Help
J. Schweizer Digital Heroes

**Dashboard** 
Previous month
June 2018
Next month

**Confirmed and approved time sheets**

● Approved: 6
 ● Not submitted: 1
 9 Employees

● Not yet approved: 1
 ● Without time plan: 1

**Time account over all employees**

	Employees	Total hours
Overtime	0	0
Minus hours	0	0

0 hours

Status	Employee	Employee gr	Hours per wt	Included hrs	Hours accou	Cumulative h	Action	
●	Approved	Josef Schweizer	Manual time recording	40.00	45.00	0.00	0.00	
●	Approved	Vreni Müller	Manual time recording	40.00	45.00	0.00	0.00	
●	Approved	Peter Schuster		0.00	45.00	0.00	0.00	
●	Approved	Bertha Schmied		0.00	45.00	0.00	0.00	
●	Approved	Hans Gerber		0.00	45.00	0.00	0.00	
●	Not yet approved	Hans-Peter Bäcker		0.00	45.00	0.00	0.00	
●	Approved	Trudi Geisser		0.00	45.00	0.00	0.00	
●	Without time plan	Urs Meier		0.00	45.00	0.00	0.00	
●	Not submitted	Ruedi Burkhart	Manual time recording	40.00	45.00	0.00	0.00	



### Record working time

Previous 11.06.2018 Next

Start	End	Hours Worked	Project ID		
08:00	10:00	2.00	HR Consulting 123.456	Please select	External Consulting
10:00	12:00	2.00	HR Software Implement.	Please select	Support
13:00	15:00	2.00	HR Software Implement.	Please select	Support
15:00	17:00	2.00	HR Consulting 567.765	Please select	External Consulting

[Add times](#)

[Cancel](#) [Save working hours](#)

### Digital Heroes

Time tracking

Josef Schweizer (35)

**Employee Info:**  
Company name: Tail AG  
Country: Switzerland  
Region: HR Management  
From: 01.04.2015  
Work mode: Workload

**Contact Info:**  
Email: josef.schweizer@tail.ch  
Telephone: 12312111  
Address: Gürtelstrasse 211, 4053 Basel  
No value available

**Current overtime balance:** 27.00  
**Current holiday balance:**

[Create work plan](#)

History | Work plans | **Time tracking** | Absence management

Previous Next June 2018

Date	Status	Start	End	Pause	Expected	Actual time	Difference	Project
Fr, 01.06.2018	Present	08:00	17:00	01:00	8:00	8:00	0:00	
Sat, 02.06.2018	Free day				0:00	0:00	0:00	
Son, 03.06.2018	Free day				0:00	0:00	0:00	
Mon, 04.06.2018	Present	08:00	17:00	01:00	8:00	8:00	0:00	
Tue, 05.06.2018	Present	08:00	17:00	01:00	8:00	8:00	0:00	
Wed, 06.06.2018	Present	08:00	17:15	01:00	8:00	8:15	0:15	
Thu, 07.06.2018	Present	07:45	17:15	01:00	8:00	8:20	0:20	
Fr, 08.06.2018	Present	08:15	17:00	01:00	8:00	7:45	-0:15	
Sat, 09.06.2018	Free day				0:00	0:00	0:00	
Son, 10.06.2018	Free day				0:00	0:00	0:00	
Mon, 11.06.2018	Present	08:00	17:00	01:00	8:00	8:00	0:00	

### Digital Heroes

Projects time management

[+ Create Project](#)

Status	Project code	Project title	Employee	Date	Client	Action
<span style="color: green;">●</span>	294.922	Administration	Wenli Müller			<a href="#">🔍</a> <a href="#">✎</a>
<span style="color: green;">●</span>	148.481	Training	Ruedi Burkhardt			<a href="#">🔍</a> <a href="#">✎</a>
<span style="color: green;">●</span>	142.542	Implementation	Josef Schweizer, Josef Schweizer			<a href="#">🔍</a> <a href="#">✎</a>
<span style="color: green;">●</span>	125.623	HR Software Consulting	Trudi Gerber			<a href="#">🔍</a> <a href="#">✎</a>