



Jupiter for Windows  
A Complete Time & Attendance Solution

# The World's Leading Time Management Innovator

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JANTEK ELECTRONICS, INC. is an established manufacturer of time management and security access systems with corporate offices located in Temple City, California. JANTEK has been providing time and attendance solutions, shop floor control systems, access control systems and security related products to private industries and government institutions since 1985.

At JANTEK, the emphasis has always been customer satisfaction, on meeting customer needs with the right products for their particular applications. A commitment to excellent quality, competitive pricing and on-time delivery has enhanced our reputation as a systems solution company. Supporting this commitment is the immediate accessibility to our end-users of our manufacturing, research and development, technical support, marketing and administrative departments, all of which are ready to serve you. We maintain a complete inventory of equipment, spare parts and finished products. Our technical support group, along with our prompt and experienced service

department, can support both on-site and remote installations.

JANTEK's commitment to quality control is evident in our requirement that all equipment and software packages pass a stringent battery of tests before delivery. To our end-users, this means less on-site down time during and after installation, further reducing overall operating costs.

Support is provided before and after purchases with our company totally committed to excellence. Service is not provided by an individual but by a complete staff of specialists ready to offer solutions to your software and hardware problems.

With several thousand satisfied customers, JANTEK ELECTRONICS continues with its objective of providing our customers with the most effective, economical and efficient computerized time management and security access systems on the market.



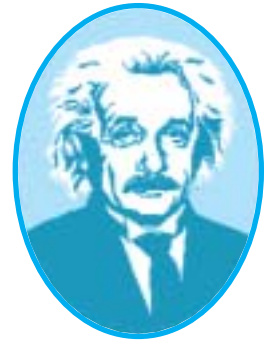
# Start a Management Revolution with the Leading Time and Attendance System

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## Time

You don't have to be Einstein to understand the relativity of time to your business and how it affects your bottom line. Of all your company's resources, time is the absolutely non-renewable one. Poorly managed time is gone forever along with its impact on your company's growth and profitability. You can't recreate what you've already used. You can only control the time you have ahead of you, which by the way is exactly the same amount of time your competition has.

The importance your company gives to managing this resource in association with its other assets directly impacts your company's profitability and future growth. JANTEK recognizes the need for companies to stay ahead of the competition, and with this in mind, has designed a system to put time management control in your hands. More productive employee time, increased efficiency, and a higher level of performance are some of the benefits you can achieve.



$$E = mc^2$$

## Managing Time

JANTEK introduced its innovative time and attendance system in 1985. As times and industry needs change, JANTEK's research and development team has kept pace with these changes. JANTEK solutions provide clients with state-of-the-art systems capable of time and attendance, job tracking, labor distribution and shop-floor control. This gives employers flexible management solutions to complex labor problems on an instantaneous online basis. JANTEK brings to the marketplace over seventeen years of field-proven technological innovations. However, our greatest attributes are a service support network unequalled in the industry, and the ability to use our custom engineering capabilities to meet customers' needs.



*“When customers talk, Jantek listens.”*

# Introducing Jupiter

## The Controlling Factor

In today's highly competitive marketplace companies are faced with pressures to provide products and services with more efficiency and less cost, while continuing to improve quality. This demands management decisions based upon real-time, updated information, something a traditional time and attendance system just cannot handle.

Gone are the days when all that was needed was a total of regular and overtime hours to calculate your payroll. Now you need to know the cost of each department and job, where you can cut down, how you can properly utilize your present labor, and where you can spread your employees to reduce overtime costs. All of these decisions have to be made in an expeditious manner based upon pertinent information. Not only is this information needed in an on-line basis; the information needs to be shared by different departments throughout your organization: Human Resources, Finance, MIS, Cost Accounting and Shop-Floor Management, to name a few.



## Enter the Jupiter System

*“The whole package saves us so much time we could concentrate on analyzing data, not collecting it.”*

*—Personnel Management Specialist*



Jupiter is an automated time and attendance tracking solution for managing all aspects of your labor information needs. Jupiter automatically consolidates, calculates and processes your information for reporting and communicating directly to your outside payroll service or in-house payroll system.

In addition, it will generate all kinds of management reports upon which informed, timely decisions can be made. These reports can be sorted by company/division, by cost center, or by department/job. Jupiter can go even more in depth to analyze your labor costs and distribution, should the necessity arise.



## A Complete Solution

The Jupiter software runs on Windows® and Linux platforms and is network ready, allowing access to any workstation on the company's network. For security, accessibility can be limited to certain functions of the software based upon the user's password set up by a system administrator. Consider some of the benefits the Jupiter system would extend to your management personnel:

- ☛ Automate your payroll and enforce all company policies automatically
- ☛ Generate labor and management reports instantly
- ☛ Update time and attendance records automatically allowing you to comply with the latest wage and hour regulations



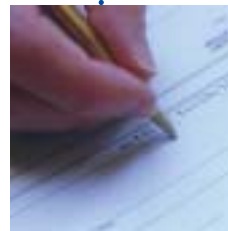
*"It enables us to give our clients better service."*

*\_Temporary Agency*



- ☛ Control labor costs through improved employee scheduling
- ☛ Forecast and analyze Budget vs. Actual labor costs by job/cost center, or department

In fact it's up to you how and what you want to see in a report format, in print or on the screen.



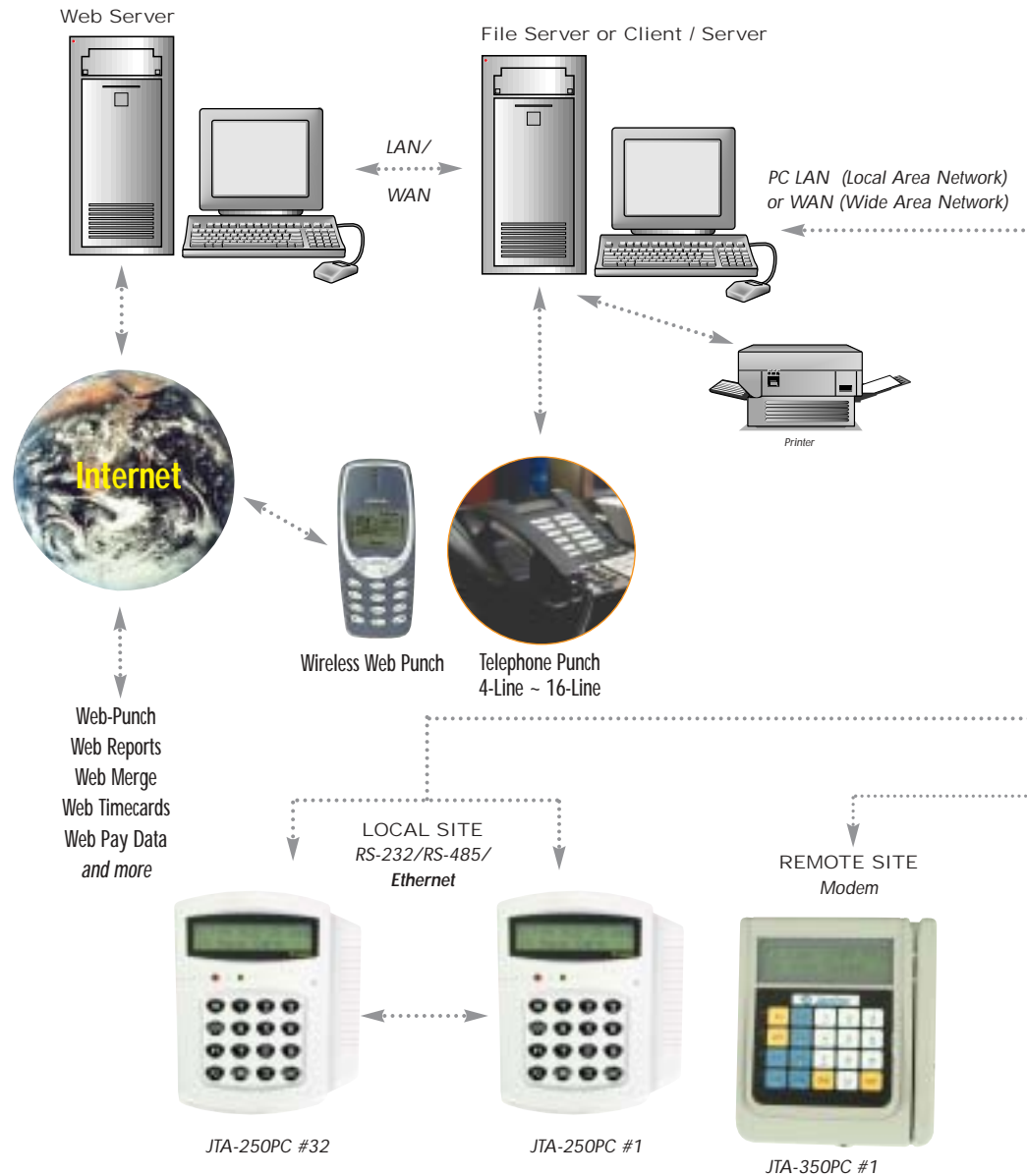
*"After sale support was excellent."*

*\_Consumer Product Regional Distributor*

## Flexible and Upgradeable to Client/Server Solution

For companies that demand increased software speed, have hundreds or thousands of employees, and/or need to allow a large number of concurrent users, Jupiter CS is an ideal solution. The true client/server architecture reduces bandwidth over the network, as databases are managed by Microsoft® SQL Server on Windows® or PostgreSQL on Linux platforms. When client workstations request data, the SQL server will process the request and send only the applicable data to the client, as opposed to having to send the entire database over the network. Benefits of the Jupiter CS software include a significant decrease in network traffic, drastic improvements in accessing the system via WAN/VPN/dial-up connections, a superior level of security, and a trouble-free upgrade from the standard version of Jupiter.





## JTA-250PC Terminal

The JTA-250PC terminal contains either a built-in proximity reader or swipe type magnetic stripe reader. The system data and the history punches are stored in Flash memory which is relatively unaffected by the environment and power failures, and the firmware and applications are maintained in EPROM memory which protects against lost programs.

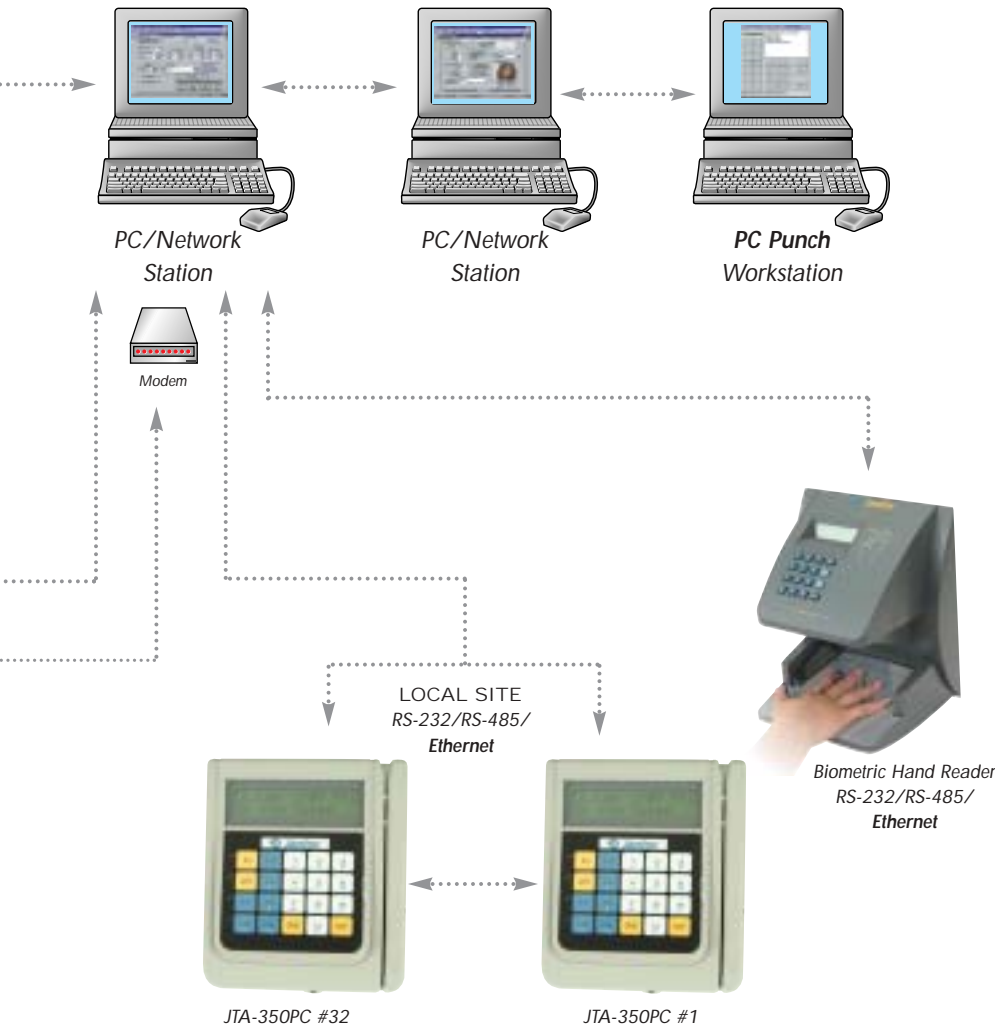
Employees use the timeclock to punch IN and OUT, and two programmable function keys are available to record other information, such as job or department transfers, and tips. The function keys also allow users to see their last punch, review total hours for the pay period, and allow supervisors to input and correct employee punches. The JTA-250PC provides the flexibility to upgrade and expand, so you can keep up with your growing company.

## JTA-350PC Terminal

The JTA-350PC card swipe terminal provides exceptional power and flexibility. Not only can it be used for clocking IN and OUT, it can also be used to input department and job transfers, tips or other earnings, and deductions. In addition, the terminal has public and private messaging functions available via the easy-to-read display screen. Employees can review their total hours worked to date for the current pay period.

# Time and Attendance Needs

JANTEK offers a wide range of data collection devices, allowing the customer many alternatives for the collection of the raw data. All the different types of collection devices are integrated to feed into the same Jupiter system.



## Wireless Web Punch

Employees can clock IN and OUT, and perform Job changes using any Web-enabled cellular phone. This cost-effective addition to Jupiter makes it simple for anyone to register their attendance, from on-the-go business people to bus drivers to construction workers. No need to be at the work site, or even have a PC!

## Phone Punch

Need a Time and Attendance solution for employees that don't have access to a timeclock or PC? Phone Punch enables workers to clock IN and OUT using any touch-tone telephone. Using a simple menu system that workers are already familiar and comfortable with makes using Phone Punch a breeze.

## Web Punch

Web Punch allows employees to register time and attendance information through a convenient intranet or Internet web page. In addition, employees can view totals of hours worked in the current pay period, view punch history, and send messages to each other. A public messaging option allows all employees to be notified of an upcoming event, or with private messaging, one employee can be sent a request to see his/her supervisor.

## PC Punch

Employees can punch IN/OUT from their PC, eliminating the need for a hardware timeclock. PC Punch allows punching from a central computer or the employee's own workstation. Reduce cabling and administration of swipe cards. Employees simply enter their ID and PIN numbers to punch IN or OUT, or select from a simple menu any of the functions available on a JTA-350PC. The attendance information entered is directly linked to the Jupiter software.

## Biometric Input

In cases where security and identification are major factors, JANTEK has a wide selection of biometric data collection terminals available such as hand scanners and fingerprint recognition systems. With a snapshot of the employee's unique measurements, "buddy punching" is no longer possible.

*"This is a system we will not outgrow."*

*Electronics  
Manufacturer*

# Software Features

## Employees

With Jupiter, setting up employees is easy as can be. Import them from existing employee databases such as payroll service packages or human resource systems, or key the information in manually at the conveniently formatted entry screen. Whichever way you choose, it only takes a few steps.

*“It does so much for our company and yet it’s so simple to use!”*

*—Manufacturer*

The Edit Employee screen groups together all related information in pages and provides links to other setup screens, allowing you easy access to policies, shifts, grouping levels, department or job definitions and more. Entering a new employee whose pay policy hasn’t been defined yet? Click a button to create the pay policy on the fly.

You can also assign a different pay rate for each different job worked and add free-format notes with date/time stamps for Human Resource or other tracking purposes.

With a digital camera or scanner, you can associate pictures with employee files for positive identification and badge printing purposes. pay rates for different jobs and free-format notes with day/time stamps for Human Resource purposes.



the bottom of the screen allow immediate access to edit punches, authorize overtime, override the calculated amount of hours, and modify other supporting information.

The Exception Report button provides links to all employee records, simplifying correction procedures. Clicking on an item on the exception list immediately takes you to that record, allowing you to make corrections with a click of a button. Another click takes you back to the exception list for more editing.

When any correction is made to an employee’s timecard, all hours are recomputed, and required adjustments for daily and weekly overtime are applied automatically.

## Policies

Jupiter offers the maximum amount of flexibility in setting up pay policies, allowing almost any company rule to be defined. Since company policies, labor rules and contracts change as your company grows, adding new policies and changing existing ones should be quick and painless. The Policy Editor facilitates the configuration of pay policies in one simple, easy-to-use screen.



*“ We reduced overtime expenses and labor cost overtime.”*

*—State Government Agency*

## Attendance Management

On occasion, you may need to edit timecards (for example when an employee forgets to punch IN or OUT). The Edit Time Card screen gives you the complete tools to quickly locate exceptions that require correction.

All punches and calculated hours are displayed in a convenient, easily understandable format. Buttons at

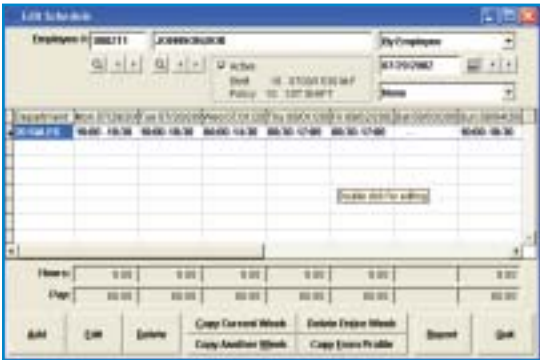


## Scheduler

The scheduling tools in Jupiter simplify the task of scheduling employees. Schedules can be set up for individual employees or created for entire departments or job designations.

Schedules can be based on employees' normal shifts, or copied from one weekday to another, from other weeks or from other employees. Schedules may also be generated from defined repeating day cycles using the Crew Shift scheduler, or created for whole departments in a few simple steps. A quick reference chart shows you projected daily schedules to ensure proper staffing during peak and non-peak hours.

Calendar-type reports give employees and supervisors quick, graphic looks at their schedules for them to note accordingly. Jupiter offers your company the power to quickly respond to the demands of the work environment and make sound business decisions.







## Auto Procedures

Jupiter can be set to execute predetermined instructions such as data collection and reporting at certain times of the day, such as after office hours or when the facility is closed down. Procedures can be set to run hourly, daily, weekly monthly, or for specific dates and times.

## Report Generator

Jupiter's Report Generator and its selection of pre-formatted reports offers you a clear picture of your company, giving you and your department heads the information you need to make the right decisions.

Think of it: all the time and labor reports you could ask for at the touch of a button. Report categories include:

-  Time and Attendance Reports
-  Labor Reports
-  Management Reports
-  Human Resource Reports
-  Exception Reports
-  Scheduling Reports
-  Audit Trail Reports

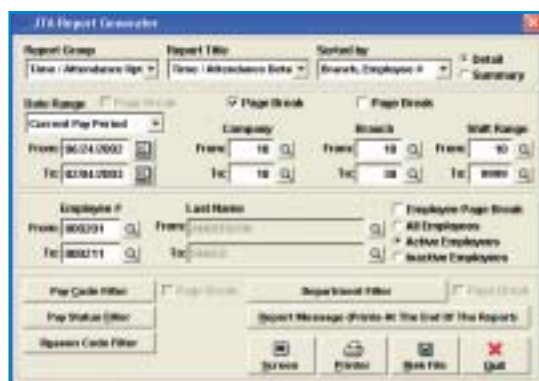
Within each of these header categories there is a further breakdown of report selections. Definable parameters allow you to limit the coverage of your reports.

## Custom Reports

Jupiter's standard reports are designed to cover as much of your needs as possible. However, each company is unique, and you may have your own particular report requirements. The system's data tables are created in a standard format, enabling third-party applications such as Crystal Reports® to access and report on any stored data. The Data Dictionary option in Jupiter provides a description of each of the fields in a given data table.

*"We find it efficient, adaptable, cost effective and easy to use."*

*Hotel and Casino*



*“Jantek’s time management system allows me to keep tabs on all my employee’s time as well as how all my jobs are progressing”*

*\_Movie  
Scenery and  
Production  
Company*

## Archiving

The archive feature compresses and stores old time card information, freeing valuable hard drive space and reducing system processing time by moving data off-line. All archived information can be retrieved, viewed and printed in any of the standard report formats.

Any time period can be restored, allowing auditing of past infractions such as tardiness, absences, and early departures, providing an invaluable way to resolve labor disputes based on past performance. All information can be brought back to current format allowing you to analyze labor cost information on a then/now basis.

## Job Costing

The job tracking module transforms the Jupiter package into a powerful shop-floor control system, giving you instant information on the utilization of your labor resources.

With up to six user-definable grouping levels, the system automatically records and calculates employee attendance for payroll processing and calculates all job costs to the minute. It tracks job performance by employee and departments for review and compensation planning, provides visibility to actual costs for accurate quoting and estimating, and tracks actual hours worked by operation detail for lead-time improvement.

The terminals support numerous input devices such as CCD barcode and laser scanners for rapid, accurate, on-floor data collection. The job costing report generator allows sorting on all grouping levels, producing thousands of possible report combinations.

## Payroll Interfaces

Over 150 payroll interfaces are available for Jupiter, allowing connectivity to your company’s payroll service provider or in-house payroll system.

Interfaces assure that data transfers are 100% accurate and save valuable employee time, and can

be set to transfer shift differential, labor distribution and job tracking information if required. Payroll details can be viewed and changed before final conversion and transmission.

## Backup

A complete copy of all data files can be backed up and stored in compressed format for convenience and portability. When restoring data to later software versions, the backup data structure is automatically adjusted to match the current version.

## Password Protection

Jupiter comes with online, context sensitive help screens that provide information on each field and button on the screen, saving your valuable time. Detailed explanations for each screen as well as detailed setup procedures are included, and each help screen comes with an example of the actual screen to help you understand each field.

## On-line Help

Jupiter for comes with on-line, context sensitive help screens, including detailed explanations for each screen as well as detail setup procedures. Each help screen also comes with the actual screen set to help you understand each data field.

And much more....



# Additional Modules Available



## Accruals

The accrual module automatically calculates benefit hours such as sick and vacation time based on your company's policies and restrictions. The system performs availability checks when entering these hours at the time card edit screen, preventing the use and payment of hours not yet earned.

Accrual reports display the number of hours accrued, earned, used and available for review by supervisors and management personnel.

## Lockout

The lockout module allows managers to restrict employee punches to certain times of the day. Default lockout times can be set for all employees for the entire facility, or for individual employees following their shifts and schedules, controlling access and limiting unauthorized overtime.

## Access Control

Companies can prevent unauthorized access to the entire building, or certain restricted areas with the access control module. The timeclock hardware allows for electric locks and strikes to be triggered when a valid employee punches IN or OUT.

## Web Timecards

With Jantek's Web Timecards, managers or supervisors don't need to be at the company's location to edit employees' timecards. From any location in the world using a standard Web browser, additions, corrections, and deletions can be made and the information is instantly updated in Jupiter 9.0's database. In addition to hours worked, users can also add earnings and deductions.

## Web Pay Data

This module was designed for the branch manager, H.R. personnel, or small business owner to enter their employee's pay data (such as hours worked and pay rate) at any time in the pay period in any time zone anywhere in the world through Internet. The headquarters supervisor, accountant, or payroll personnel are then able to approve and/or edit the data submitted. Jantek's Web Pay Data delivers the performance and uptime required to meet the current and future demands of payroll, accountant data services, and e-business infrastructure applications for the Internet.

## Web Merge

An excellent solution for companies with multiple locations that edit their timecard data in each branch, then send the data to the corporate headquarters for payroll processing. Using any standard Web browser, branches can upload their time and attendance data directly to another Jupiter 9.0 database. The data is instantly available in the headquarters database and can be manipulated, is available for reports and can be exported for payroll processing.

## Web Reports

Jantek's Web Reports is a web-enabled report generator that is used in conjunction with the Jupiter Time and Attendance software. Web Reports makes it easy for managers to perform reports on employee time and attendance information through the convenience of an intranet or Internet web page.

And much more....





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***[www.jantek.com](http://www.jantek.com)***