



## Virtual TimeClock® Feature Comparison

<b>Program</b>	<b>Basic</b>	<b>Pro</b>	<b>Network</b>
Retail price	\$195	\$295	From \$495
Maximum number of employees	3	Unlimited	Unlimited
In & Out Board shows current worker status	✓	✓	✓
Customize user menus, toolbars and layout	✓	✓	✓
Mac & Windows versions available	✓	✓	✓
Compatible with Windows tablets	✓	✓	✓
Encrypted SQL database	✓	✓	✓
Automatic software updates	✓	✓	✓
Create multiple databases		✓	✓
Built-in messaging for worker communication		✓	✓
Pin and Passcode login options		✓	✓

<b>Time Tracking</b>	<b>Basic</b>	<b>Pro</b>	<b>Network</b>
Record regular, daily & weekly overtime hours	✓	✓	✓
Track salaried and hourly employees	✓	✓	✓
Unlimited daily start & stop entries	✓	✓	✓
Support for hours worked overnight	✓	✓	✓
Define which day the work week begins	✓	✓	✓
Weekly, biweekly, semi-monthly, monthly payroll	✓	✓	✓
Maintain historical payroll periods	✓	✓	✓
Add manual time clock entries	✓	✓	✓
Modify timecard entries	✓	✓	✓
Missed clock out notification	✓	✓	✓
Create different overtime rules for each employee		✓	✓
Track paid and unpaid activities, jobs or tasks		✓	✓
Limit paid activities to a designated threshold		✓	✓

Track paid and unpaid leave accrual, carryover and usage		✓	✓
Create unlimited custom leave categories		✓	✓
Limit paid leave to a designated threshold		✓	✓
Leave award limits for accruals based on hours worked		✓	✓
Include paid leave in overtime calculations		✓	✓
Automatic time deductions for unpaid lunches		✓	✓
Track time spent on paid or unpaid worker breaks		✓	✓
Track paid or unpaid worker lunches		✓	✓
Set limits on paid worker breaks		✓	✓
Assign shifts to individual employees or to groups of users		✓	✓
Control and prevent early employee clock in		✓	✓
Control and prevent late employee clock out		✓	✓
Manager override for shift violations		✓	✓
Automatic clock out after shift end time		✓	✓
Employee departure memos		✓	✓
<b>Employee Groups</b>	<b>Basic</b>	<b>Pro</b>	<b>Network</b>
View & manage workers by location		✓	✓
Assign a different display group to each time clock		✓	✓
Assign specific activities to groups		✓	✓
Assign unique departure memos to groups		✓	✓
Assign specific reports to groups		✓	✓
Assign managers to multiple groups		✓	✓
Assign a different login interface to each time clock		✓	✓
<b>Import / Export</b>	<b>Basic</b>	<b>Pro</b>	<b>Network</b>
Import new user information from QuickBooks or CSV		✓	✓
Export user information		✓	✓
Export hours and overtime to text files		✓	✓
Payroll integration with popular payroll systems		✓	✓

<b>Reports</b>	<b>Basic</b>	<b>Pro</b>	<b>Network</b>
Round time to the tenth or quarter hour	✓	✓	✓
Display hours in decimal or time format	✓	✓	✓
Report historical payroll periods	✓	✓	✓
Timecard detail reports	✓	✓	✓
Timecard summary reports		✓	✓
Departmental reports		✓	✓
Activity, job or task reports		✓	✓
Shift reports		✓	✓
Worker leave reports		✓	✓
Timecard notes for reporting tips, mileage, job details		✓	✓
Calculate gross wages for job costing		✓	✓
Apply shift differential when reporting gross wages		✓	✓
Accrued & used leave reports		✓	✓
Employee telephone list		✓	✓
Employee contact list		✓	✓
Employee profile report		✓	✓
Current worker status report		✓	✓
Late arrival report		✓	✓
Customizable timecard signature line		✓	✓
Optional supervisor signature line		✓	✓
Report Writer for creating & customizing reports		✓	✓

<b>Administration</b>	<b>Basic</b>	<b>Pro</b>	<b>Network</b>
Multi-level password protection	✓	✓	✓
Separate user and manager security access settings	✓	✓	✓
Single password administrative mode	✓	✓	✓
Configuration Center centralizes setup & maintenance	✓	✓	✓
Close payroll periods for historical reporting	✓	✓	✓
Data backup and restore functions	✓	✓	✓
Electronic timecard approval		✓	✓

Payroll approval dashboard		✓	✓
Schedule automatic data backups		✓	✓
Audit logging of all timecard modifications		✓	✓
Automatic logging of errors and messages		✓	✓
SQL database maintenance tools		✓	✓

<b>Multiple Time Clock Stations</b>	<b>Basic</b>	<b>Pro</b>	<b>Network</b>
Zero configuration automatic networking			✓
Multiple time clocks in one or more locations			✓
Connect multiple locations via the Internet			✓
Multiple time zone support			✓
Centralized security, management & reports			✓
Advanced client-server architecture			✓
Reliable and fast TCP/IP communications			✓
Server runs as a background service/daemon			✓
Separate Server Manager program to easily manage server			✓
Option to require a password to log into a group			✓
End-to-end encryption			✓

For additional information about the different features of Virtual TimeClock, visit our [Support page](#).

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