

Virtual TimeClock® Feature Comparison

Program	Virtual TimeClock Edition		
	Basic	Pro	Network
Retail Price	\$99	\$195	*
Maximum Employees	3	Unlimited	Unlimited
In/Out board shows current worker status	X	X	X
Customize user menus, toolbars and layout	X	X	X
Mac & Windows versions available	X	X	X
Encrypted SQL database	X	X	X
Create databases for multiple companies		X	X
Built-in messaging for worker communication		X	X
PIN and Passcode login options		X	X

* Starting at \$295 (Discount packages available)

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

Include paid leave in overtime calculations		X	X
Automatic time deductions for unpaid lunches		X	X
Track time spent on paid or unpaid worker breaks		X	X
Track paid or unpaid worker lunches		X	X
Set limits on paid worker breaks		X	X
Assign shifts to daily employee schedules		X	X
Prevent early employee clock in		X	X
Control late employee clock out		X	X
Manager override for shift violations		X	X
Automatic clock out after shift end time		X	X
Employee departure memos		X	X

Employee Groups	Basic	Pro	Network
View & manage workers by location		X	X
Assign a different display group to each time clock		X	X
Assign specific activities to groups		X	X
Assign unique departure memos to groups		X	X
Assign specific reports to groups		X	X
Assign managers to multiple groups		X	X
Assign a different login interface to each time clock		X	X

Reports	Basic	Pro	Network
Round time to the tenth or quarter hour	X	X	X
Display hours in decimal or time format	X	X	X
Report historical payroll periods	X	X	X
Timecard detail reports	X	X	X
Timecard summary reports		X	X
Departmental reports		X	X
Activity, job or task reports		X	X

Shift reports		X	X
Worker leave reports		X	X
Timecard notes for reporting tips, mileage, job details		X	X
Calculate gross wages for job costing		X	X
Apply shift differential when reporting gross wages		X	X
Accrued & used leave reports		X	X
Employee telephone list		X	X
Employee contact list		X	X
Employee profile report		X	X
Current worker status report		X	X
Late arrival report		X	X
Customizable timecard signature line		X	X
Optional supervisor signature line		X	X
Report Writer for creating & customizing reports		X	X

Import / Export	Basic	Pro	Network
Import new user information from QuickBooks or CSV		X	X
Export user information		X	X
Export hours and overtime to text files		X	X
Payroll integration with popular payroll systems		X	X

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

Schedule automatic data backups		X	X
Audit logging of all timecard modifications		X	X
Automatic logging of errors and messages		X	X
SQL database management tools		X	X
Multiple Time Clock Stations	Basic	Pro	Network
Zero configuration automatic networking			X
Multiple time clocks in one or more locations			X
Connect multiple locations via the Internet			X
Multiple time zone support			X
Centralized security, management & reports			X
Advanced client-server architecture			X
Reliable and fast TCP/IP communications			X
Server runs as a background service/daemon			X
Separate Server Manager program to easily manage server			X

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