swipeclock
WORKFORCE MANAGEMENT

TimeWorks™ vs. TimeWorksPlus®
System Capabilites and Feature Comparison

REF #	Features	TW	TWP	TW w/Scripting	TWP w/Scripting
1.0	**Company Settings**				
1.1	Automatic daily lunch deduction	✓	✓		
1.2	View and manage multiple company sites, or locations, with a single login	✗	✓		
1.3	View multiple company reports from a single login	✗	✓		
1.4	Apply time punch rules to specific days of the week (e.g., category, pay rate, supervisor, etc.)	✓	✓	✓	✓
1.5	Set standard pay frequencies: Weekly, Bi-Weekly, Semi-Monthly, or Monthly	✓	✓		
1.6	Apply custom pay frequency	✗	✓		
1.7	Apply standard and custom punch rounding rules (see Employee Rounding & Scheduling)	✓	✓	✓	✓
1.8	Apply differing Time Zones to individual hardware clock(s)	✓	✓		
1.9	Apply differing Time Zones to individual employees	✗	✓		
1.10	Allow client to manage clock prompts	✓	✓		
1.11	Enable WebClock punching by employee	✓	✓		
1.12	Create custom categories	✓	✓		
1.13	Hide company pay rates from non-authorized company personnel	✓	✓		
1.14	Freeze past punch data, or protect data, from account setting changes	✓	✓		
1.15	Apply department, or employee OT rules (see Overtime Settings)	✓	✓		
1.16	Apply "Holiday Worked" Pay settings (see Holiday Pay Settings)	✓	✓	✓	✓
1.17	Include up to 5 days for a single in/out punch series	✓	✓		

*As of 5/13/2016

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1.18	Set hours alert for OT or Affordable Care Act thresholds	✗	✓		
1.19	Change pay period settings on existing account	✗	✓		
1.20	Create and save custom timekeeping summary reports	✗	✓		
1.21	Enable/Disable mobile app access, including clock in/out, on an employee by employee basis	✗	✓		
2.0	Data Editing				
2.1	Edit employee in/out times	✓	✓		
2.2	Add block of hours to a group of employees in a single entry	✓	✓		
2.3	Add dollar amounts to a group of employees in a single entry	✗	✓		
2.4	Create custom pay categories	✓	✓		
2.5	Override pay rate for a punch series	✓	✓		
2.6	View "missing punch" totals by employee	✓	✓		
2.7	Filter time cards to display only employees with missing punches	✓	✓		
2.8	Activate a Supervisor "Exception Approval" check box for edited punches	✓	✗	✓	
2.9	Apply custom "time card signature" to employee time cards for signature approval	✓	✓		
2.10	Allow Employees to approve personal time card by day or pay period	✗	✓		
2.11	Allow 3 levels of time card approvals by day or pay period (i.e., Employee, Supervisor, Manager)	✗	✓		
2.12	View status of time card approvals across approval levels	✗	✓		
2.13	Freeze past punch data, or protect data, from current changes in account settings	✓	✓		
2.14	Track and reassign erroneous in/out employee punches	✓	✓		
2.15	Apply bulk edits to multiple timecards by date	✓	✓		
2.16	Add notes to multiple employee timecards from a single page	✓	✓		

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2.17	Add notes to multiple employee timecards in a group	✓	✓		
2.18	Access punch audit details for manual changes applied to time card	✓	✓		
2.19	View punch audit detail report	✓	✓		
2.20	View time card approvals audit report	✗	✓		
2.21	View IP information for time punches made over the Web (WebClock)	✓	✓		
2.22	User dashboard for account navigation	✗	✓		
2.23	Filter employee list by employee data fields	✗	✓		
2.24	Create employee groups for quick account filtering	✗	✓		
2.25	"Quick find" for employee time card and setup information	✗	✓		
2.26	Add announcement communications for employee access, continuous or by date range	✗	✓		
2.27	Sort Employe time card list by Home Supervisor/Department/Location	✓	✓		
2.28	Filter Employee time card list by Home Supervisor/Department/Location	✗	✓		
2.29	Hide/Unhide view of employee wages in online time cards and time card print-outs	✓	✓		
2.30	Filter employee time card list to show who is currently "Clocked In"	✗	✓		
3.0	**Overtime Settings**				
3.1	Define OT calculation thresholds for week/day per employee	✓	✓		✓
3.2	Apply standard FLSA OT calculations	✓	✓		
3.3	Apply state-regulated OT settings (e.g., California OT)	✓	✓		
3.4	Pay 1.5x after 40 or 80 hours worked in week	✓	✓		
3.5	Attach multiple OT rules to a client account	✓	✓		
3.6	Attach multiple OT thresholds to a client account	✓	✓		✓

REF #	Features	TW	TWP	TW w/Scripting	TWP w/Scripting
3.7	Apply daily or weekly OT thresholds by company, department, location, or employee	✓	✓		✓
3.8	OT after 40 hours in a week or 8 hours in a day	✓	✓		
3.9	OT after 10 hours in a day, without Double Time	✓	✓		
3.10	OT after 12 hours in a day, without Double Time	✓	✓		
3.11	Assign OT rules to specific weekday, by department, by employee	✓	✓	✓	
3.12	Calculate OT based on employee's average pay rate in pay period	✓	✓		
3.13	Spread OT hours across work week	✓	✓		
3.14	Include custom category hours in OT threshold calculation	✓	✓		
3.15	Apply Ontario rules (Canada)	✓	✓		
3.16	Apply Alberta rules (Canada)	✓	✓		
3.17	Set OT threshold alert on employee time cards and reports	✗	✓		
4.0	**Holiday Pay Settings**				
4.1	Apply a standard or custom pay rate multiple for hours worked on Holiday (e.g., 1.5x regular pay rate)	✓	✓	✓	✓
4.2	Apply holiday-based dollar or hour amount to all, or a specified group of employees	✓	✓		
4.3	Apply "Holiday Worked" hours to custom Holiday dates for entire company, per department or per employee	✓	✓	✓	✓
4.4	Assign name to a custom Holiday date	✗	✓		
4.5	Apply Standard US, Canadian, or Mexican Holidays	✗	✓		
4.6	Designate Holiday on actual work day or closest weekday	✗	✓		
4.7	Apply pre-determined hours to select employees for company specified holidays	✗	✓		
5.0	**Accruals**				
5.1	Apply accruals based on years of service, days of service, or months of service	✗	✓		✓

REF #	Features	TW	TWP	TW w/Scripting	TWP w/Scripting
5.2	Increase accrual balances based on hours, days, or category data	✗	✓		✓
5.3	Manually adjust accrual balances for employees	✗	✓		
5.4	Apply limit on accrual balance maximums based on days, weeks, months, or years of service	✗	✓		✓
5.5	Carry negative accrual balances based on tenure or hours worked by company, department, or by employee	✗	✓		✓
6.0	**Labor Distribution**				
6.1	Collect categorical, or departmental, data at clock in/out (up to 3 categories)	✓	✓		
6.2	Collect unlimited categorical, or departmental, data at clock in/out via web (note: web browser only)	✓	✓		
6.3	Collect unlimited numerical totals, such as tips, at clock in/out via web (note: web browser only)	✗	✓		
6.4	Assign pay rates to employees via collected categorical data (e.g., by dept, job code)	✓	✓	✓	✓
6.5	Collect up to 3 numerical totals at clock in/out (e.g., piece rate; tips)	✓	✓		
6.6	Create reports by job code, department, location, or other collected data	✓	✓		
6.7	Create shift differentials and attach pay rates	✓	✓	✓	✓
6.8	Define a shift name by times of the day, or day-of-week worked	✓	✓	✓	✓
6.9	Create custom pay categories and apply to labor distribution	✓	✓		
6.10	Apply select settings based on custom pay categories	✓	✓	✓	
6.11	Assign up to 4 standard pay rates to employees	✓	✓		
6.12	Assign up to 9 standard pay rates to employees	✗	✓		
6.13	Allow employees to move between departments throughout work day	✓	✓		
6.14	Track location of employee punch via time clock	✓	✓		
6.15	Attach pay rate by category worked	✓	✓	✓	✓
6.16	Attach pay rate by day-of-week worked	✓	✓	✓	✓

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6.17	Create 2 separate sets of data collection, or clock prompting - limit of 3 numeric/filtering (not available for WebClock)	✓	✓		
6.18	Calculate employee average hours per week based on a set weekly threshold	✓	✓		
6.19	Calculate employee average hours per month based on a set monthly threshold	✗	✓		
7.0	**Supervisor login access (limited-access login)**				
7.1	Restrict supervisor access by department, location or employee	✓	✓		
7.2	Restrict supervisor access by clock prompt category or data	✗	✓		
7.3	Allow supervisor logins to approve employee time when working "temporarily" in their department	✗	✓		
7.4	Enable/disable punch editing	✓	✓		
7.5	Enable supervisor to add and edit employee setup files	✓	✓		
8.0	**Rounding**				
8.1	Create custom minute-rounding rules, or "schedule," by department	✓	✓	✓	
8.2	Round punch times by a rounding increment of 60 (e.g., nearest 15 minutes)	✓	✓	✓	✓
8.3	Customize the "before" or "after" rounding behaviors on a single punch	✓	✓	✓	✓
8.4	Set custom rounding behavior for "before" and "after" a specific time of day	✓	✓	✓	
8.5	Round times to an employee's specific daily schedule	✓	✓	✓	
8.6	Round times to an employee's alternating schedule as set in the Scheduling feature	✗	✓		
8.7	Assign one standard daily rounding rule, or "schedule," by employee	✓	✓	✓	✓
8.8	Assign hours that cross midnight to date employee originally clocked in	✓	✓		
8.9	Assign hours that cross midnight to date hours worked	✗	✓		✓
8.10	Assign hours that cross a specified time of day to the following workday ("Tomorrow Rule")	✗	✓		✓
8.11	Apply rounding rule or schedule to a specific day and employee	✓	✓	✓	

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8.12	Create custom exception flags for employee tardiness	✓	✓	✓	
9.0	**Employee Self-Service (ESS)**				
9.1	Punch In/Out via ESS portal	✗	✓		
9.2	View Time Card via ESS portal	✓	✓		
9.3	Allow employee to view "notes" on Time Card	✗	✓		
9.4	Allow employee to Add/Edit "notes" on Time Card	✓	✓		
9.5	Allow employees to Add/Edit times, hours, or dollars on personal time card	✓	✓		
9.6	Allow employees to view personal schedule	✓	✓		
9.7	Submit leave requests using designated pay categories	✗	✓		
9.8	Configure leave request email alerts to be sent to Supervisors, Managers, or Employees	✗	✓		
9.9	View personal leave request history for specified date range	✗	✓		
9.10	View personal accrual balances as of specified date	✗	✓		
9.11	View employee accrual balances with future time off included	✗	✓		
9.12	Update personal information/password	✗	✓		
9.13	Employee based dashboard displaying employee's personalized time and attendance information	✗	✓		
9.14	View announcements provided by supervisor/manager	✗	✓		
9.15	View an audit trail of time cards notes added, changed, deleted	✗	✓		
10.0	**Employee View Time Card**				
10.1	Allow employee to view personal time card online	✓	✓		
10.2	Allow employee to edit personal time card online	✓	✓		
10.3	Allow employee with view-only access to add notes to personal time card online	✗	✓		

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10.4	Allow employee to add punch specific comments to time card online	✗	✓		
10.5	Enable/Disable employee's view of comments and changes on their personal time card online	✗	✓		
11.0	Employee View Schedule				
11.1	Allow employees to view personal schedule online	✓	✓		
11.2	Allow employees to view schedule vs. timecard information online	✓	✓		
12.0	Scheduling				
12.1	Schedule employees by daily, weekly, monthly or a combination of recurring patterns	✓	✓		
12.2	Set rounding rules according to an employee schedule	✗	✓		
12.3	Create and assign template schedules to multiple employees	✓	✓		
12.4	Filter schedules by employee name, department, location, or supervisor	✓	✓		
12.5	View multiple schedules by week for a group of employees	✓	✓		
12.6	Compare employee's "actual" time to scheduled time	✓	✓		
12.7	View "schedule vs. time card" and "schedule deviation"	✗	✓		
12.8	View previous, current or future schedules for employees, departments, super-visors	✓	✓		
12.9	Set prearranged time off by time card category (e.g., Vacation, Sick).	✓	✗		
12.10	Restrict creation of schedules by supervisor	✓	✓		
12.11	Access schedule information from employee time cards	✗	✓		
12.12	View schedule deviations on employee time cards	✗	✓		
12.13	Match daily time card hours to total hours scheduled	✗	✓		
12.14	Match time off request hours amount to scheduled hours for day requested	✗	✓		

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13.0	Mobile App Options				
13.1	Supervisor app for an IOS (Apple iTunes™) device	✓	✓		
13.2	Supervisor app for an Android (GooglePlay™) device	✗	✓		
13.3	Employee app for an IOS (Apple iTunes™) device	✗	✓		
13.4	Employee app for an Android (GooglePlay™) device	✗	✓		
13.5	Supervisor can view, approve, or deny employee time off requests from their mobile app	✗	✓		
13.6	Supervisor can view which employees are clocked in/out	✓	✓		
13.7	Supervisor can clock multiple employees in/out at the same time on behalf of the employee	✗	✓		
13.8	Supervisor can view employee info for their employees	✓	✓		
13.9	Supervisor can view employees with the day off	✓	✓		
13.10	Supervisor can add/edit notes on employee time cards	✗	✓		
13.11	Supervisor can add electronic approval to employee time cards for a single day or entire pay period (if enabled)	✗	✓		
13.12	Supervisor can view address and map locations of employee punches (if GPS punches enabled)	✗	✓		
13.13	Supervisor can add/edit employee time punches (if enabled)	✗	✓		
13.14	Employee can view announcements/bulletins	✗	✓		
13.15	Employee can clock in/out from mobile app (if enabled)	✗	✓		
13.16	Employee can view the end of the pay period date from the mobile app	✗	✓		
13.17	Employee can view current hours worked, broken down into Regular, Overtime and Other hours categories	✗	✓		
13.18	Employee can view their individual time off balance (in hours) for Vacation, Sick, Other hours in the mobile app	✗	✓		
13.19	Employee can view their personal timekeeping profile	✗	✓		
13.20	Employee can view their individual time card including In/out timestamps and hours	✗	✓		

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13.21	Employee can view their individual schedule, day by day (if enabled)	✗	✓		
13.22	Employee can add/edit time punches to personal time card (if enabled)	✗	✓		
13.23	Employee can add/edit notes to their personal time card (if enabled)	✗	✓		
13.24	Employee can add electronic approval to personal time card for a single day or entire pay period (if enabled)	✗	✓		