



Organizations often attempt to write their own time out tracking applications in-house with the belief it will prove more cost effective and efficient than implementing software from an established time-tracking organization. How hard could it be, right?



Sometimes creating simplicity isn't as simple as it seems.

As a result, many discover that the time and resources spent on developing such software is actually more costly and more time-consuming than utilizing a readily available, off-the-shelf package like TimeOut from CWS Software.

TimeOut was created through years of meticulous trial and error by the industry's leading developers to ensure ease-of-use, simplified installation, optimum efficiency, and dedicated customer support for each and every client. By putting an emphasis on accuracy and flexibility, TimeOut has built a customized environment with the appropriate tools needed to track actions that affect an employee's time records.

And while it's true that certain in-house time tracking systems can be created easily, these systems often fall far short of expectations and fail to plan for inevitable changes in your business.

Such changes might include:

- Organizational changes
- Policy changes
- Promotions
- Acquisitions
- Audit Requirements

Before you try to write your own application, consider how crucial the following TimeOut features are to creating the most effective and efficient environment to accurately track employees' time out of the office.

TimeOut Features

Detailed Audit Trails

TimeOut mediates disputed time out of the office requests between employer and employees by providing an extensive audit trail of any and all time out earned, borrowed, lost or taken by employees. This attention to auditing and tracking is the only way to ensure utmost accuracy.

Forecasting

By providing employees access to up-to-date and projected accruals for any day or time period, they can more easily plan for time away from work, and management can more easily plan accordingly. TimeOut software calculates balances “as of” any date Taking into account carry forward days, granted days and extended absences can test the skills of even the best developers.

Unified Calendar

All requests are posted on one centralized calendar that can be accessed by employee and employer alike—effectively making scheduling conflicts a thing of the past.

Delegate Approvals

Managers can easily delegate the approval process to other managers or administrators either permanently or when they are out of the office. Developers faced with trying to implement this feature will need to distinguish between legitimate and illegitimate delegates. Otherwise, unauthorized users can manipulate the data.

Carry Over Days

TimeOut makes it easy to determine, update, and appropriate carry over days for employees. While it looks simple in TimeOut, the software to determine when the days expire, adjusting balances accordingly and making allowances for administrators creating exceptions for certain individuals (for both the number of carried forward days and when they expire) require the skills of a top-notch developer over a long period of time.

Running Jobs

With most self-created time management systems, jobs must be run daily, monthly and at year's end. With TimeOut, no jobs are ever run and absolutely no maintenance is required.

Extended Absences

TimeOut enables employers to suspend accrual earnings during periods of extended employee absence. TimeOut also makes it easy to resume accrual earnings when that employee returns to work. Software that can “stop the clock” during this period of time and then restart it adds a further degree of complexity to accrual calculations.

Organization Hierarchy

TimeOut maintains the company org chart so that higher level managers can view and edit time out of the office for all of their reports, direct or indirect. It can handle all supervisor changes to keep the org chart current. This is very difficult for a self-created product to do. Furthermore, the developer must make sure that there is no flaw in the logic that would allow an unauthorized user to somehow modify vacation balances.

Multiple Time Out Day Types and Time Entry formats

Some offices prefer to use half-day increments for vacation reporting, others prefer whole day increments and still others report in hours or even fractions of hours. TimeOut allows you to customize your preferences however you like in order to best suit your business model. Thus the developer must code for not only full day requests, but also half day and hourly as well.

Granting Time & Making Adjustments

Designed to be flexible to any special employee/HR situation that may arise, TimeOut is equipped to make on-the-fly adjustments in policy. The ability to grant regular vacation days or floating holidays as the need arises further complicates the accrual process.

Documentation and Support

With in-house systems, the only support you receive is from yourself or your internal IT staff. With TimeOut, your attendance tracking system would no longer be in the hands of your developer, but would be guaranteed by dedicated CWS customer service and support who make sure your software is running error-free.

**Trust your attendance tracking to CWS Software.
You'll get everything you need, when you need it.**