

Sometimes Creating Simplicity Isn't as Simple as it May Seem

More often than not, organizations will attempt to write their own time out tracking applications in-house with the belief that it will prove more cost effective and more efficient than implementing software from an established time tracking organization.

How hard could it be, right?

As a result, many of these organizations are discovering 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 after 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 created a customized environment with the appropriate tools needed to track any actions that might affect an employee's time records.

And while it's true that certain home grown (or 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 and write your own application, we urge you to consider how crucial the following TimeOut features are to creating the most effective and efficient environment in which to accurately track employee time off.



Detailed Audit Trails

TimeOut mediates disputed time off requests between employer and employees by providing an extensive audit trail of any and all time off 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. Creating software that calculates balances “as of” any date that can take 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 delegates and those trying to spoof them. 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 requires the skills of a top notch developer over a long period of time.

Running Jobs

With most home-grown 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 the accrual calculations.

Organization Hierarchy

TimeOut maintains the company org chart so that higher level managers can view and edit TimeOut 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 home-grown 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 pretend they are someone they are not and be able to modify vacation balances.

Multiple TimeOut Types and Time Entry formats

Some offices prefer to use half-day increments for vacation reporting, while others prefer whole day increments and still others report in hours or 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 situation that may arise, TimeOut is equipped to make on-the-fly adjustments in policy as special employee/HR situations arise. 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 who are often busy with other “more important” issues. With TimeOut, your time off tracking system would no longer be in the hands of your developer, but would be guaranteed by dedicated CWS customer service and support who have nothing more important to do than to make sure your software is running error-free.

Mobile Interface

TimeOut can be accessed via any smartphone browser to check current balances and request/approve time out of the office.

Multi Language

TimeOut can be viewed in any language you require for global use.

Regional Administration

Larger organizations can authorize regional administration access to allow HR Business Partners to administer only those employees for whom they are responsible.

Calendar Integration

Link TimeOut’s centralized calendar to your Outlook or iCal compliant calendar for conflict-free team scheduling.

Timesheets

Provide straightforward web-based timekeeping for hourly employees. Time can be automatically sent to managers for approval, then submitted directly to your existing payroll system in any format required. The Timesheets module integrates with the TimeOut system to automatically calculate any paid time off.

TimeTracker

Review how employees’ time breaks down and monitor hours spent on individual projects to support staffing, planning and budgeting initiatives. The TimeTracker module can be populated with billing rates for additional functionality.