

Time & Attendance Software vs. Time & Expense Tracking Software: What's the Difference?

Does your company require a time and attendance system or a time and expense tracking system? They sound the same, but you may be surprised to find out that the features and functionality for each system can be very different.

Here's a simple diagram to help you understand the main differences.

Time & Attendance

- Work Scheduling (Daily, Not Project Based)
- Schedule Compliance
- Employee Schedule Swapping
- Punch In/Out
- Understand Who is Working at Any Given Time
- Mainly for Hourly Employees

Time & Expense Tracking

- Project Time Tracking
- Nonprofit Grant Time Tracking
- Time for Billing
- Tracking Expenditures
- Both Salaried and Hourly Employees
- Tracking Actuals vs. Estimates

- PTO Accruals
- OT Calculations
- Employee Payroll



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