## 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 -PTO Accruals - OT Calculations

## Time & Expense Tracking

- Project Time Tracking

-Nonprofit Grant Time Tracking

-Time for Billing

## - Punch In/Out

-Understand Who is Working at Any Given Time

-Mainly for Hourly Employees -Employee Payroll

-Tracking Expenditures

-Both Salaried and Hourly Employees

- Tracking Actuals vs. Estimates

