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So what about a Time clock software that makes the complete process of submitting, editing, reviewing, updating and approving the timesheet a hassle free and less time consuming process? It definitely needs some analysis and efforts. Isnâ€™t it necessary to squeeze out as much output as possible from the employee time clock, in return to the money spent?

Yes, for this to happen one must consider some of the below important factors before selecting the vendor:

1. Value for Money â€“

This obviously is the first factor that needs to be considered as the time billing software must be worth every penny spent. First thing you have got to do is Google and make a list of some Employee time clock software providers. Call them one by one and enquire on the costs for their service. Update the list with the cost details you got from each.

2. Customer Service-

This may sound like a least important factor, but customer support is all about how you make use of the software effectively. Some companies provide the best presales services and never care about the customer post sales, whereas some provide excellent pre as well as post sales services which makes a big difference. Frankly speaking, how much do you know about softwareâ€™s working which you have been using for years? Since you are going to deal completely with software tools, itâ€™s always good to have a support or someone helping you with clearing all your doubts and helping you in getting the best out of that software.

3. Software Usability-

Now we need to discuss something on the software usability and other properties. We use several softwareâ€™s everyday, how many of them are completely user-friendly? The answer is none. Since timesheets are used by all employees in the company, irrespective of what work he does, may be technical or non technical. Hence, these employee time clock softwareâ€™s should be easy to Dig and easy to use. It must be like, employees need no training to update and dig on their timesheet. Such an software is called most user friendly software. Some time clock software companies provide complete training, which includes technical training, usability training, etc. to all the employees in a company. Moreover if the software is user friendly, it saves a lot of time, money and effort for a company, as they donâ€™t have to train their employees, employees spends less time â€œtimesheetingâ€

4. Software as a Service-

Selling softwares has become a outdated trend now a days, as everything is going on cloud and a lot of usability options are available. Itâ€™s now SAAS(Software as a Service), just pay for using the software on internet(Cloud). You donâ€™t have to get the software on CDâ€™s or download them from internet to use them, just access the software with the login details and KEYâ€™s provided by the Time Clock company and you are done. This is easier, but you need to clarify on a lot of factors with the vendor company on this and this is where the CUSTOMER SERVICE comes into play. Some of the factors are Server usability, server uptime, memory allocations (if allocated), server traffic capabilities, etc. you need to get all these clarified since you are accessing the software from the vendors server directly with the KEYâ€™s.

5. Additional offers:

This is pretty common with all the employee time clock vendors, wherein they have a lot of â€œAdd-onsâ€ which are additional usable options which may be extra payable of free. For Example: When you opt for Time Clock and buy some keys, you also have choices or chances of buying Time Off and adding it with Time Clock. Time Clock is to track your employees time related statistics, whereas Time Off can be used by your employees to apply for Leaves and where you can track all their holidays. So, this does sound like a valuable asset add on, isnâ€™t it? Definitely is, so just investing some dollars on this will surely make a lot of difference. Hence always ask for additional offers and add-ons that the vendor has and can provide too, so that it can be used whenever necessary and all these are value added services.

6. 24X7 Support and Ease processing:

I always want the process to be simple, whether it is payment making or processing or receiving, simple is always good. So, always work in finding out the software and processes ease, this will save valuable time and effort. The next most important factor is Support from the time clock vendor. Make sure the vendor offers hassle-free services and 24X7 support, so that you will have someone help you with all your queries and doubts anytime, around the clock.

Once you get your vendor sheet filled with all above factors for each respectively, you are done with it and ready to finalize one time clock software vendor out of it. Never compromise on any of the factors, as I personally know a lot of companies provided these as well as other valuable options. As per all my studies and research I would personally recommend Time Clock â€“ Replicon Timesheet for all your Employee Time clock, Time billing and project tracking needs. Happy Timesheetingâ€¦

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