



## Which time & attendance features are right for your business?

Whether you're already deep in research or just beginning the process, **figuring out which automated time and attendance system is right for your business can be overwhelming.**

The range of features, reliability, and support varies significantly between companies.

To help you organize your search, we've created this short Q&A — providing some of the key questions that will help narrow down the capabilities you need for your business.

### Not ready to tackle this alone?

We welcome your call and are happy to talk about your current system, step you through the questions, or explain features in more detail.

Just **give us a call at 800.561.6366** or **email us at [info@nettimesolutions.com](mailto:info@nettimesolutions.com)** and **we'll help you get started.**

## Key Questions:

1. **How do your employees clock in and out?**
2. **Do you need to track both hourly and salaried employees?**
3. **Do you need to be able to track and approve overtime for employees?**
4. **Do you need to schedule varying work shifts for your employees?**
5. **Do you need to be able to communicate and change employee schedules quickly?**
6. **How important is providing employees with an intuitive, user-friendly interface?**
7. **How would you like to handle missed punches?**
8. **Do you need to track accrued vacation time?**
9. **Do you need to track Holiday Time Off?**
10. **Do you need to track Bereavement and Unplanned Time Off?**

## Key Questions:

11. Would you like to be able to track these accruals independently and apply specific rules to specific employee classifications?
12. Would you like to be able to use the system to notify employees of issues such as: missing punches, schedule changes, timesheet submission reminders?
13. Would you like this system to be directly integrated into your payroll system?
14. Do you need to export time & attendance information in a particular file format?
15. If you have multiple locations and want a digital clock, do you need these to be synchronized?
16. Is having a customized system, designed for you business, important to you?
17. Do you need to be able to do Audit reporting?
18. Do you need the ability to create forecasts?
19. Do you need the ability to calculate shift differentials?  
  
*Please note: **Shift differential** refers to the extra compensation a staff member receives for hours worked that are outside the hours of 8:00 a.m. to 5:00 p.m., Monday through Sunday. A typical **shift differential** schedule would consist of hours worked between 5:00 p.m. and 8:00 a.m., Monday through Sunday.*
20. What type of support do you need?

These are just a few key questions to ask as you **determine the features and capabilities you need** from your automated time and attendance system.

For more information from our team — or a **free demo** of stratustime — please contact us at **800.561.6366**.