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Traditional ways of time and attendance tracking:

Actually I was wondering whether to call these techniques traditional or modern, since many companies still prefer these techniques for tracking time and attendance of their employees or outsourced partners or labors. Some of these techniques are:

1. Paper and Pen method:

How many of us used this kind of tracking systems sometime in our life? I would say yes, as I have experiences using the traditional paper and pen method of tracking my time and attendance. This is nothing but a notebook or a paper with tables on it and a pen is used to enter the in-time and out-time manually by all employees and sometimes must be signed too. This method is still used in startups and educational institutions. Now let us discuss the advantages and disadvantages of this system:

Advantages: A. The main advantage is that this method started organizing data and paved way for all the improvements in this field. People understood the importance and need of tracking time and attendance and used the stuffs they had to start it with. B. This method helped in deciding on salary calculation and appraisals as it acted as a record or proof. C. Cheaper

Disadvantages: A. It is prone to errors and fraud. B. Managing the data is difficult and a dedicated resource is needed. C. No copy of the original data is available incase of loosing the original one.

2. Excel sheets method:

Using Excel sheets for updating time and attendance is still used in major companies, who are, in the recent years searching or switching to modern time tracking techniques. In this Excel sheets method every employee used to maintain his own sheet or the one provided by the company to fill his login data. Later on Google spreadsheets were implemented to make the process easier to update, approve and manage the timesheets.

Advantages: A. Better in maintenance compared to Paper and Pen method. B. Employee doesnâ€™t have to stand in queue to fill the timesheet.

Disadvantages: A. No proof on the data employee is entering. B. Options of tracking the employee timings are absolute. C. Reviewing the data for salary calculation was difficult. D. Approval of leave and assigning projects is difficult.

Modern methods of time and attendance tracking:

So, I believe you would have understood the needs of a modern method of time tracking. Following are some of the modern methods used for time and attendance tracking:

1. Punch or access or thumb impression method:

Many larger organization and manufacturing industries employ this technique of time tracking or time clock to track their employees. Earlier employees were provided with punching cards and every time they login or logoff, they will have to punch it in a machine which is considered time entered.

Later the access card or thumb impression access was introduced and which is better and accurate as well as faster way of tracking time. Many other hi-tech solutions were introduced such as image identification, voice identification, eye scan, etc. which all were yet other milestones in the tracking industry.

2. Timesheets or Time Clock:

These are the latest methods of time tracking, which made the tracking process simpler than before. Whether you are in office or out, online or offline, you can just use the cloud software to update your timesheet. The new era of time tracking is ON and updating, approving and managing the timesheets are done in some clicks and at no time and hassle free.

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Companies which are looking to be organized and track all activities with no trouble of installing, managing and maintaining a software must opt for a a Time Clock or a Time Billing Software. Ultimately automated processes are risk free and hassle free isnâ€™t it?

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