

Analysis of Existing Systems: Clockify, Toggl, Harvest, Hubstaff

Document Version: 1.0

Date: September 16, 2025

Project Name: Time Tracking System (Group-24)

Objective: To define the minimum required features for our time-tracking application by distilling the core functionalities of the Clockify reference model.

Time & Attendance Tracking

- **Automated Time Tracking:** Automatically starts and stops timers based on computer activity, applications used, or specific keywords.
- **Manual Time Tracking:** Allows users to manually start/stop timers, add, edit, or delete time entries.
- **Timesheets & Approvals:** Enables employees to submit their hours for managers to review, approve, or reject.
- **Billable & Non-Billable Hours:** Differentiates time entries as chargeable to clients or as internal, non-chargeable work.
- **Idle Time Detection:** Senses user inactivity and offers to discard the idle time from a time entry.
- **GPS & Location-based Tracking:** Uses mobile device GPS to track time and attendance at specific job sites, often with geofencing capabilities.
- **Calendar Integration:** Pulls events from calendars (e.g., Google Calendar, Outlook) to create or suggest time entries.
- **Pomodoro Timer:** A built-in focus timer that encourages working in focused intervals with short breaks.
- **Custom Reminders:** Sends notifications to remind team members to track or submit their time.

Features	Toggl	Clockify	Harvest	Hubstaff
Automated Time Tracking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Manual Time Tracking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timesheets & Approvals	<input checked="" type="checkbox"/> (paid)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Billable & Non-Billable Hours	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Idle Time Detection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
GPS & Location-based Tracking		<input checked="" type="checkbox"/> (paid)		<input checked="" type="checkbox"/>
Calendar Integration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pomodoro Timer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Custom Reminders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Productivity & Monitoring

- **Employee Monitoring:** Tracks work activity through periodic **screenshots** and logging the applications and URLs visited.
- **Productivity Analysis:** Provides insights and productivity rates based on keyboard and mouse usage levels.
- **Activity Log:** Allows managers to review changes made to time entries to ensure accuracy.
- **Gamification:** Encourages efficiency and boosts morale with rewards like virtual achievement badges.

Features	Toggl	Clockify	Harvest	Hubstaff
Employee Monitoring		✓		✓
Productivity Analysis	✓			✓
Activity Log	✓(paid)	✓(paid)	✓	✓
Gamification				✓

Project & Team Management

- **Project & Task Management:** Organizes work into projects and tasks and assigns them to team members.

- **Team Capacity & Workload Management:** Provides reports on team member utilization versus capacity to help optimize resource allocation and prevent burnout.
- **Workforce Scheduling:** Includes tools for creating employee schedules, managing shifts, and setting work break policies.
- **Leave Management:** Tracks and manages employee requests for paid time off (PTO) and holidays.
- **Team Management:** Features for creating user groups, setting roles and permissions, and managing team-wide settings.
- **Project Budgets & Limits:** Allows for setting budgets (by hours or cost) for projects and team members, with alerts for when limits are approaching.

Features	Toggl	Clockify	Harvest	Hubstaff
Project & Task Management:	✓	✓	✓	✓
Team Capacity & Workload Management:	✓(paid)	✓(paid)	✓(paid)	✓
Workforce Scheduling	✓(paid)	✓(paid)	✓(paid)	✓
Leave Management:		✓(paid)		✓
Team Management:		✓	✓	✓
Project Budgets & Limits:	✓(paid)	✓	✓	✓













Finance & Billing

- **Invoicing:** Generates professional invoices for clients directly from tracked billable hours.
- **Expense Tracking:** Allows users to log project-related expenses, attach receipts, and add them to invoices for client billing or reimbursement.
- **Online Payment Processing:** Enables clients to pay invoices directly through integrated payment gateways like Stripe or PayPal.
- **Automated Invoicing:** Sets up recurring invoices for repeat clients and sends automatic reminders for late payments.
- **Payroll:** Automates payroll by sending payments to team members based on their tracked work hours for each pay period.

Features	Toggl	Clockify	Harvest	Hubstaff
Invoicing	✓	✓	✓	✓
Expense Tracking		✓	✓	✓
Online Payment Processing			✓	✓
Automated Invoicing			✓	✓
Payroll				✓

Reporting & Analytics

- **Customizable Reports & Dashboards:** Allows users to build, save, and share their own reports and visual dashboards with specific metrics.
- **Profitability Analysis:** Generates reports to track the profitability of projects and clients by comparing tracked time and internal costs against budgets.
- **Workforce & Productivity Analytics:** Provides deep insights into work habits, focus time, and team efficiency benchmarks.
- **Scheduled Reports:** Automates the generation and delivery of reports via email on a set schedule.

Features	Toggl	Clockify	Harvest	Hubstaff
Customizable Reports & Dashboards				
Profitability Analysis				
Workforce & Productivity Analytics				
Scheduled Reports				

Technical & Platform

- **Multi-platform Support:** Offers dedicated applications for Web, Desktop (Windows, Mac, Linux), and Mobile (iOS, Android).
- **Third-Party Integrations:** Connects with other software (e.g., Jira, Trello, QuickBooks, Xero) to sync data and automate workflows.
- **API Access:** Provides an Application Programming Interface for developers to build custom connections and integrations.
- **Single Sign-On (SSO):** Streamlines and secures the login process through integration with SAML-based providers like Okta or Microsoft.

Features	Toggl	Clockify	Harvest	Hubstaff
Multi-platform Support	✓	✓	✓	✓
Third-Party Integrations	✓	✓	✓	✓
API Access	✓	✓	✓	✓
Single Sign-On (SSO)	✓	✓	✓	✓

References:

[Toggl.com](https://toggl.com)

clockify.me

getharvest.com

hubstaff.com