Title:
Employee Time Tracking

Word Count:
359

Summary:
Time tracking is the act of tracing out the time spent on each activity in a particular period of time. With so much pressure on time these days, time tracking and management has become absolutely necessary. Though time tracking was initially just a method for keeping track of the way employees use their time, today it is a major program that is used for several other things like: payroll processing, employee productivity, revenue management, client management, invoicing, database management and project management.

Keywords:
Time Tracking, Time Tracking Software, Time Tracking Programs, Employee Time Tracking

Article Body:
Time tracking is the act of tracing out the time spent on each activity in a particular period of time. With so much pressure on time these days, time tracking and management has become absolutely necessary. Though time tracking was initially just a method for keeping track of the way employees use their time, today it is a major program that is used for several other things like: payroll processing, employee productivity, revenue management, client management, invoicing, database management and project management.

Employee time tracking was first done using simple time cards or punch cards. Employees had to punch in their cards, when they came in or out, into a machine that would record the time. The timings were later copied onto spreadsheets and analyzed manually to determine how much time an employee spent in the office. This simple mechanism was sufficient in the days when there was not too much stress on the productivity of employees. However, with technological diversions like the Internet, e-mails, and phones, it has become very important to track the exact time the employee spends working. Besides, some enterprises have thousands of employees located at different locations across the world, working in different time zones, which make employee time tracking even more important. There are several advantages of employee time tracking: it makes payroll processing easier by tracking the exact hours an employee worked, increases revenues by correct invoicing, and makes database management easier. There are

also some disadvantages: employees do not appreciate it they feel too much pressure for showing results for every minute; or the information may not be used properly.

Today, there are hundreds of employee time tracking programs and software packages available. These not only make tracking, but also billing, payroll, project costing and estimation easier. Besides, they can track the employee's use of time in the absence of the supervisor. Employees located even thousands of miles away can be tracked using this software. These software programs can be downloaded easily onto any platform and used either offline or online. They can also be customized to suit exact requirements. Information about this software can be obtained over the internet.