Time Clock Selection Guide

Choose What's Right for Your Company

The Basics

Whether you're looking to ditch paper processes or upgrade to a more sophisticated system to better meet your needs, purchasing a time clock is an investment. Thankfully, with a good understanding of the unique needs for your organization and the right software, it's one that will most certainly pay off.
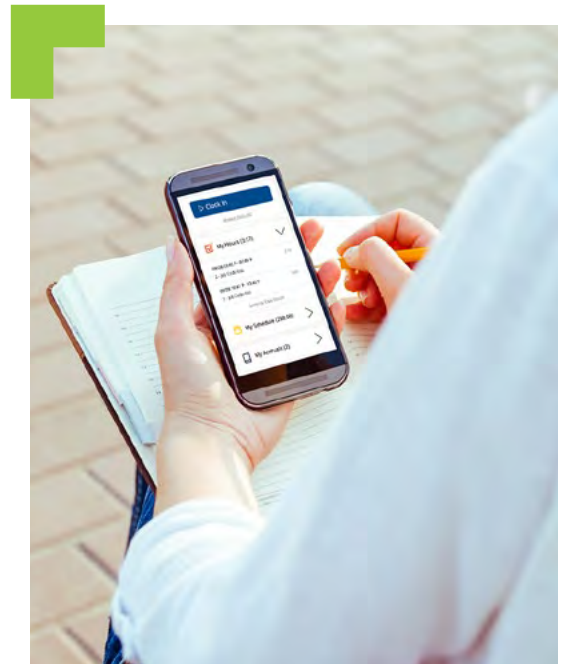
Time clock devices let you accurately collect and report on clock in/clock out times of employees. They are available in multiple configurations, so it's important to research the options available to understand the best setup for your organization.

Where do you start? Begin by developing a list of requirements for your organization so you can narrow down your options before getting into the evaluation process. Here are a few questions you should ask as you outline the requirements for your organization:

- Do we have mobile or remote employees who need to clock in from wherever they work?

- Do we need a physical time clock or is a web-based option preferred?

- Is buddy punching or time theft a concern in our organization?

- Do we regularly have lines that form at the clock during clock in/out times?

- Are we looking to offer a touchless clock in/out experience to facilitate faster, safer clock operations?

- Do we need to scan temperatures prior to clock in?

TCP offers a variety of attachments for the core time clock that provide flexibility and customization to the time collection process that suits your organization best. Mix and match biometrics, badge-readers, thermal sensors and more to create the ideal experience for your workforce. Deploy a mobile solution to employee phones or use a workplace tablet as a functional time clock. At the end of the day, having options to ensure your time collection works for you is a subtle necessity.

Our industry-leading time clocks not only perform basic time-tracking operations but also offer fully functional self-service capabilities. Employees can approve hours, submit PTO requests, view their schedule and more, all from any of the devices. Organizations can also customize the employee experience to give them more or less access within the system, providing a streamlined workflow.

When are Mobile Applications Necessary?

Today, people EXPECT to be able to do just about [everything from their phone](#), and workforce management, including clocking in and out, viewing and changing schedules, tracking labor and employee PTO and leave, is no different. While many vendors offer mobile options, they are not all created equal.

Geolocation plays a key role in offering mobile time collection to your workforce. Many organizations still want to ensure employees are where they are supposed to be and geolocation services can help accurately record the location of the employee when they clock in/clock out. Taking this capability a step further, TCP's MobileClock app offers geofencing functions, configurable for individual employees, that only allow clock operations within a set area. Using this function, employers can eliminate fraudulent punches by denying clock operations if employees are not in the appropriate range.

Our MobileClock app removes the bounds of fixed-location time collection devices and allows employees to perform time clock operations from wherever they may be. In short, it works where they work. Used in conjunction with our advanced workforce management software, employees can access self-service functions directly from their iOS or Android device.

Choosing the Right Clock for Your Company

Finding the right clock can be trickier than it may initially seem - with PINs, biometrics, digital outputs and more, wading through a stream of information and buzzwords can be a daunting task for anyone. At TCP, we strive to provide concise, clear information to our customers so they can rest assured that they chose the right technology for the job. From simple barcode swiping to fingerprint and hand scanning, there's a solution for the level of security your company needs.

Start with a Core Time Clock

TCP's time clock options are designed around the concept of configurability. That is why we provide a core time clock, from which you can build your own device. This clock carries full self-service functionality and each device can be configured individually to have different capabilities if needed. Don't feel the need to stop at any single attachment; mix and match to create an experience suited to your workforce.

Customize with Our Attachments

Biometric Scanner: These attachments allow you to incorporate biometric security in a streamlined interface. Enroll your employees once and they will be able to use as many clocks with the fingerprint scanner attachment as your organization needs. The process is quick and painless, with operations that are equally efficient. No time is wasted and crucial security measures are gained with this attachment

- SOC-2 compliant, ensuring your workforce's biometric data is secure

- Protects against time discrepancies such as buddy-punching

- Ideal for clean environments with fast-paced operations

Badge Readers: TCP offers three badge reading attachments that read barcodes, magnetic swipe or RFID proximity badges. Each of these attachments can facilitate fast, entirely touchless operations for your workforce. Setup and configuration is easy, especially with TCP Support helping, and implementing badge readers allows you to optimize the clock experience for employees. Badge readers can also be configured to unlock doors and grant facility access using digital output.

- Fully touchless capable

- Boosts facility security

- Ideal for fast-paced operations

Thermal Sensor: The year 2020 brought new awareness of the need for a safe, healthy workplace. With TCP's new thermal sensor, your workforce can mitigate health risks at the door without endangering other employees or wasting time. This non-invasive infrared sensor takes only 3 seconds to assess the temperature of an employee. Purchasing a thermal sensor also comes with the capability to add screening questions to the clock operation workflow if your organization wants it.

- Assists in contact tracing

- Boosts workplace health and safety without sacrificing efficiency

- Ideal for on-site workforces

Go mobile

TCP MobileClock: Our mobile application allows you to deploy efficient and fully functioning self-service capabilities directly to your workforce's pockets. The app carries all the functionality of the physical time clocks packaged in a sleek, modern design. Utilize Geolocation and Geofencing to ensure your employees are clocking in and out from the appropriate locations and deploy notifications and messages to their phones instantly.

- Easy and effective deployment of the solution

- Ease of access for employees

- Ideal for mobile or remote employees

TCP MobileKiosk: Similar to our TCP MobileClock app, the TCP MobileKiosk application provides a sleek, modern and mobile take on the clock operation experience. However, this app allows you to deploy to a workplace tablet where multiple employees can use it at once. Boost workplace efficiency by utilizing the resources your workforce has on hand such as an organizational tablet or similar mobile device.

- Easy and effective deployment of the solution

- Fast, modern and dynamic interface

- Ideal for workplaces that use tablets in their current operations

Opt for a Browser-Based Solution

TCP WebClock: Whether your workforce is remote or on-site, computer access is a common denominator for most employees. TCP WebClock is a browser-based solution that allows you to take advantage of the resources your employees already have available. Perform all the same functionality as the mobile applications or the physical clocks from a quick, elegant browser option.

- Easy and effective deployment of the solution

- Ease of access for employees

- Ideal for remote workers or office

The **variety of time clock options** TCP offers is unlike anything you'll see from our competition. With industry-leading solutions, you can't go wrong, but it's all about choosing what's right for your organization. Still not sure which time clock is right for you? **Schedule a Consultation** to learn more about our devices and software.

Want to learn more? Let's talk.

800.749.8463 | www.tcpsoftware.com | **Your Workforce Ally**