



<b>ETC Features</b>	Basic	Full
access to multiple time zones	x	x
access to various reports	x	x
time card editing	x	x
fingerprint and badge reader compatibility	x	x
free tech support	x	x
digital time card approvals	x	x
<b>Special Features</b>	Basic	Full
customizable time rounding	x	x
employee import options		x
payroll setup		x
mileage and reimbursement tracking		x
time card notes		x
exports to payroll companies		x
project tracking		x
automatic lunch deductions		x
paid time off accrual and usage		x
internal message center		x
simple holiday entry option		x
employee anniversary reminders		x

<b>Employee Features</b>	Basic	Full
request time card changes		x
view time cards	x	x
request paid time off		x
view PTO accruals		x
clock in using mobile app		x
<b>Customization Features</b>	Basic	Full
overtime options	x	x
column headers	x	x
lunch and break tracking		x
combined account billing		x
<b>Security Features</b>	Basic	Full
archived backup data	x	x
complete access reports	x	x
location restrictions		x
<b>Management Features</b>	Basic	Full
employee monitoring		x
shift and overtime alerts		x
tardy tracking		x
multilevel supervisor access		x
mobile app GPS reporting		x