



[TimeStation](#) is a cloud based website and app that keeps track of employees' time and attendance. An employer signs up for TimeStation on the website and downloads the TimeStation app that's available for free in the [Apple store](#). The Apple device would then be set up to where employees can scan their employee time card. You can even use multiple devices in multiple locations.

Each employee will be assigned an employee card that can be printed out when going on the website. On the card, there will be a QR code allowing an employee to scan their card on the TimeStation app to clock in or out their time. If they forget their employee card, they can log in using their 4-digit id number instead.

Other functions include but not limited to:

1. Editing, adding, or deleting employees, administrators, and department.
2. Run various reports such as Employee Activity, Department Summary, Employee Details, and much more.
3. Employee self-service portal allows employees' to log into TimeStation using their email and password to view their activity.
4. GPS location tagging tracks which device and location employees' check in or out of.
5. Off-line mode will save employees' time on the device until connection is available to send data to the cloud.

This service is free for up to ten employees and two administrators. Prices will vary based on the number of employees and administrators you can add.

For more information about TimeStation, please go to <https://www.mytimestation.com/Default.asp>.