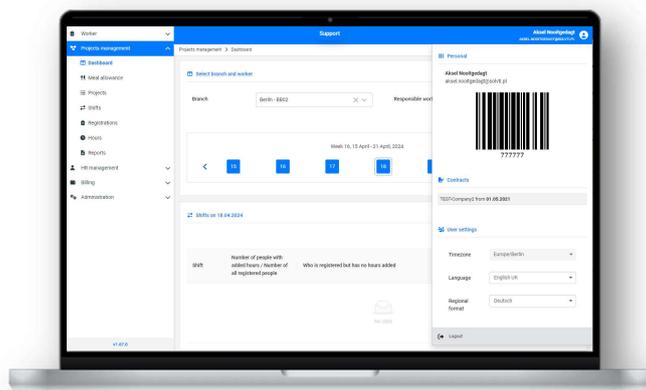# SOLVTI

Solvti Time Tracking Solution

Feature List

Last updated: 2024-05-09

SOLVTI

Feature List of Solvti Time Tracking Solution

Contents

1. User Authentication and Role Management

a. Login: Integration with Company Account via SSO Microsoft 365 / Microsoft Entra ID. Work both for normal users and guests. Possibility to block login, when users are deactivated in Microsoft Entra ID.

b. Role Assignments: Dynamic role assignment based on group, shift, branch, or company level including Worker, Project Manager, Travel Time Responsible Person, HR Manager, Billing Manager, and Administrator. Additionally, you can choose a Team Leader per shift.

2. Time Tracking and Shift Management

a. Shift Visibility and Registration:
   i. Workers can see their schedule and work instructions.
   ii. Workers can self-register for shifts, subject to availability and registration deadlines.

b. Time Registration:
   i. Self-tracking by workers,
   ii. Registration by Team Leaders,
   iii. Clocking Terminal to physically clock-in and clock-out by hand or using a scanner and physical cards, or in-app generated code,

c. Meal Allowance Requests: Workers can request meal allowances; Project Managers and Administrators can approve these requests or refuse by providing refusal reason.

d. Overview: Workers see their monthly hours overview.

e. Driver can also add staff working time during the trip, if travel time is to be registered.

3. Compliance and Reporting

a. Compliance Monitoring: Project Managers can monitor hour registrations for compliance with labor laws. Currently many German and Austrian Labor Law checks are already configured. Possible to turn certain checks off. Possible to configure additional checks.

b. Reporting: Export capabilities for Time Entries and Meal Allowances to Excel. Project Managers and Administrators can generate detailed reports on meal allowances and time entries by Cost Center, Branch, or Group.

4. Billing

a. Possibility to generate settlement and hours export to a payroll system. Settlement blocks possibility to adjust hours for normal users in past periods to avoid data inconsistency.

b. Possibility to lock timesheets after certain period of times to require workers to maintain hours on a continuous basis.

5. Contract and Employee Management

a. Contract Visibility and Management: HR Managers can view user contracts and manage rights within their branch. Administrators can transfer contracts and split them as needed.

b. User Management: Administrators have access to view and manage users, synchronizing user information from Azure AD.

6. Project and Cost Center Management

a. Project Setup and Management: Project Managers can create and manage projects, assign project managers, and set permissions for groups to register on project shifts.
b. Hours approval: Project Managers have a Dashboard, where they can track status of all ongoing projects and approve or refuse hours.
c. Seasonal workers: Possibility to share projects within the app with other business entities to allow employees with contracts in other companies, to work on the project.
d. Cost Center Management: Administrators can create and assign cost centers to branches, enabling detailed financial tracking.

7. Administrative Tools

a. Feature Configuration: Administrators can enable or disable features using feature toggles, adjust meal allowance values, and manage company-wide settings.

8. Integration and Flexibility

a. API Access: Extensive API documentation in Swagger. Everything what can be done in the application, can also be done via the API.
b. External systems: Possibility to create external system tokens, to perform actions in name of an external system.
c. Multilingual Interface: The application supports multiple languages, making it accessible to a diverse global workforce. Users can select their preferred language for the interface, enhancing usability and comprehension. Currently added languages: German, English, Polish. Easy to add new languages if needed.
d. Time zone Compatibility: The application accommodates users across different time zones, ensuring that all time-related data (such as shift times, clock-ins, and clock-outs) are accurately recorded and reflected according to the user's local time. This feature supports global operations and shows to Project Managers if there is a difference between registered and current time zones.

9. Technical Infrastructure

a. Hosting: Azure,
b. Back End: .NET Core,
c. Front End Web Client: Responsive React application, which allows usage on desktop, tablets and mobile devices.

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