



I N F I N I T Y

Z U C C H E T T I

**HR**  
INFINITY  
GLOBAL SOLUTION

**TIME AND ATTENDANCE MANAGEMENT WEB**

# TIME AND ATTENDANCE MANAGEMENT WEB



## The first ever entirely web-based attendance management application

**Time and Attendance Management Web is an entirely web-based attendance solution**, accessible from any place through any type of Internet/Intranet connection, that best manages data collection in companies/entities with decentralized functions with more headquarters, branches, stores and working sites. The solution allows branches to manage Time and Attendance via Web in complete autonomy, just by using a browser.

### Time and Attendance Management Web is:

- **flexible** because it is easily adaptable to the Customer's organizational choices;
- **user-friendly** because of its intuitive structure;
- **intelligent** because it guides the operator to find the best way to manage problems.

### MAIN FEATURES

**The solution has a modular structure, composed of a Time and Attendance basic module** and of different **complementary modules** among which: Time and Attendance Sheet, Weekly and Monthly Planning, Worked Hours by building site and job order, Compensation Management, Canteen Reservation and Consumption, Data Extractor, Web Report and Multilingual Management.

Moreover, it is perfectly integrated, but at the same time independent, with HR Portal, Talent Management, Workflow Time and Attendance, Presence & Vacation Plan, Travel & Expense Report and Job Costing, adaptable to every company's need.



### DELIVERY MODE

• **License** | the installation of the solution occurs at the customer premises.

• **SaaS (Software as a Service)**  
The solution is also available as

**(SaaS)** which allows customers to use the applications as a service. The software applications are installed in a server located and managed **by Zucchetti Data Center**. Customers access the

applications via **web** with a simple internet connection. SaaS provides **maximum data confidentiality protection** (meets privacy law requirements), a secure infrastructure, **up-to-date** software

applications, **no software to install**. Saving of time and money is one of the additional benefits of using Zucchetti Software Applications with the **Software as a Service (SaaS)** program.

## FUNCTIONS

### **Workflow Time and Attendance and Vacation Plan**

This module manages via Web (Internet/Intranet) the time and attendance communication flow between the personnel department and the company employees. Functioning like a real company portal, the module allows employees to control their clockings and submit requests (justifications, authorizations, overtime and holiday) which are automatically forwarded to managers (in a hierarchical ten level scale) for approval. The requests, once approved, are automatically available in the **Time and Attendance Management Web** software for daily balancing.

**Workflow Time and Attendance** is considerably advantageous because it speeds up all the activities of the Personnel Office, gives managers and employees greater autonomy and improves staff services, allowing workers to view information of their interest (through attendance cards, holiday updated situations and authorizations for the month, progressive and remainders). Vacation is a collective event that involves, for organisational and approval matters, more players among applicants and managers at the same time. Therefore, the approval procedure of the vacation plan is more complex and has different steps: requests collection, approval by the managers and actual fulfilment. Workflow Vacation Plan is the HR Suite module especially created for managing these steps.

### **Automatic Time and Attendance Sheet**

**Time and Attendance Management Web** draws up an "attendance sheet" automatically creating fictive hours performed per day on the basis of the employee's standard timetable; the operator (who could hypothetically be the employee) communicates monthly exceptions (e.g. overtime and absences). Working on these "exceptions" considerably reduces the time needed for attendance sheet compilation and consequently the time needed for monthly authentication and payroll processes.

Automatic attendance sheet management is an alternative to the normal time and attendance

management system, which uses data collection terminals and badges. These two systems can coexist and use the same administrative tools (printing and display reports, employee monitoring).

### **Shifts Planning**

Planning is the ideal tool to manage, plan and process department personnel attendance.

With this tool the person in charge has the possibility to plan the time slots for each of his employees.

Weekly planning has two sections, that is to say the weekly activity planning (shifts, justifications, transfers) and the actual work (variations and processing on the basis of attendance data).

It is also possible to enter the activity or the cost centre to which the worked hours refer to, possibly assigned within the planned period.

The planning is taken as reference for the controls over the clockings performed by the attendance procedure.

Once the Administrator manages the planning using charts, the system offers the possibility to publish the outcome results.

With the purpose of checking if the department working activity goes according to the scheduled plans, having at his disposal the amount of theoretical and scheduled hours, as well as statistic support information, the department manager can alter clockings, validate overtime and justify absences, obtaining immediate calculation evidence.

### **Job costing**

The module allows companies to make accurate management controls, assigning employees' work activities to each cost center/job order/building site in which they actually operated, with a high functionality level:

- online attendance balancing (the result of the division is generated immediately after the balancing of attendance day);
- possibility to define several assignment entities (cost centre, branch, department, job order, activity, team);



## FUNCTIONS

- together with the building site module of Zucchetti Payroll, a payslip can be issued for each building site where the employee has worked during the same month;
- possibility to combine the client code with the job order;
- there is no limit for the number of cost centres or building sites that can be assigned to the employee during the day.

During the assignment of the hours, the procedure performs balancing controls of what has been declared and what has been actually collected from the calculation of the daily attendance (considering the possible rounding-ups of clockings, rounding-up of absences, compensated breaks, etc...) avoiding the attendance and production data balancing. In order to combine the worked hours with different chosen entities one can use the following criteria:

- define default personal data;
- acquire the transfers from time clock transactions;
- define an activity cycle for every employee;
- insert the transfers manually by means of an attendance card.

The following information can be retrieved at any time through this procedure:

- the total number of worked hours of every employee assigned by cost centre or building site;
- the total number of worked hours in any cost centre or building site assigned by employee;
- the worked hours performed or granted by different entities.

### Compensation Management

This module calculates the accrual and the amount due of the contractual institutes considering the multiple variables, such as the part-time percentage, job seniority, absence events that weigh upon the entitlement and the accrual, long period events and even future events, considering the analysed period, part-time contract expiration date, etc. This module, having at disposal the attendance closing time, the amount due and the amount used, allows having all the

correct remainders, updated in real time without having to wait for the payslip processing by the payroll procedure.

### Reservations and Canteen Consumption

Here we deal with two functions: "Reservation" and "Consumption", also used individually, with the possibility to choose meals.

A series of reports and standard data exportations are available to obtain daily and monthly meal reports divided by canteen and by employee, with detailed totals and billing amounts, as well as invoices issued by canteen administrators.

### Data Extractor

The module allows performing data extraction in various formats (excel, rtf, pdf, mail merge, etc.). An extraction can be made by a standard applicative user and allows selecting, adding and modifying within the report any table fields of the database. It reads directly from the actual database, making data available in real time.

### Web Report

Module used to create custom printing layouts through the creation of a report structure within which break fields, total amounts, and field formatting and specific formulas can be defined. The user, by means of a powerful tool which allows using all the potentialities of the SQL database, can perform queries by connecting several tables of the application thanks to the availability of all the database fields. It is integrated with the security of the procedure and considers the population filters set out for the user or the group that performs the report.



## BENEFITS OF THE SOLUTION

### Personal data

**Time and Attendance Management Web** has a personal data archive integrated with all Zucchetti HR procedures, updated in real time.

The maintenance can be performed both from the main office and from the peripheral offices (by assigning to the branch manager the possibility to insert/modify the employees belonging to his management centre).

All personal data is stored keeping track of time registration, modifications and the operator who has performed the insertion or change.

### Multi-company procedure

The application can manage more than one company with different labor agreements at the same time, guaranteeing a complete and logical environment separation.

### Real time data availability

All Zucchetti Time and Attendance terminals can be connected via telephone line or LAN - WAN (using the TCP/IP protocol) and a PC installed at the Head Office; the download of transactions memorized in the terminals is automatically scheduled and activated in pre-arranged timetables, even if the operators are not present. This allows real time data availability of all company employees' attendance information.

### Practical Features

The "workstation" is nothing else but a PC installed with an HTML browser, directly connected to the company's network or, in case of remote connection, through an ISDN or ADSL line. This means that **the procedure can always be available on any computer connected to the company's network or to the Internet.**

### Password/Security management

The section concerning access password management is developed with a particular **attention to the access security and configuration**, according to privacy law regulations. For each user it is possible to define:

- the group of people on which it is possible to act;
- "sections" that can be used with a personalized desktop;
- access type for every section (display only, insertion, modification, cancel);
- language.

### Flexibility

**Time and Attendance Management Web** is extremely flexible and allows:

- the management of different schedules by number of scheduled clockings (no clock in/out, single clock in/out, 2 or 4 or 6 clock in/out, free), by flexibility type (daily or periodical coverage), necessary to cover work shifts (day shifts, hours assigned for the clock in and clock out of the respective day);
- calculation of theoretical hours, worked hours, ordinary, worked days, paid days, overtime, shift increases and compensation subdivided per hour intervals and days of the week;
- automatic shift rotation for weekly, periodical and continuous cycle management;
- assignment of more timetables for the same employee and automatic timetable specification according to work attendance;
- counter definition for the management of reports, compensation, remainders, progressive and hour amount;
- managing self-justified clockings introduced directly on the terminals;
- management of overtime hours according to different methods (pending authorization, automatically authorized, overtime bank, overtime hours, to be made up, etc.).

## OTHER FEATURES

- user's formulas, aligned with the tables management for further verticalization and flexibility in the calculation system;
- original clocking registration, memorized for an immediate comparison with subsequent processing;
- anomalies management, showing only those employees with anomalies;
- scheduler, for computerized processing of large data, daily analysis and monthly totals;
- display and print, to obtain documents in PDF format containing all data useful for the Personnel Office; it is also possible to generate files in text format to help data transfer to other procedures or for processing them through calculation sheets.





NATIVE INTEGRATION

COMMON DATABASE

**HR ZUCCHETTI is the only integrated system that enables you to manage all aspects of human resources with ease and flexibility:**

**SINGLE DATABASE DIRECTORY**

allows you to enter information once, preventing any useless data and time loss

The **WEB-BASED ARCHITECTURE** makes the system accessible from several operating environments and databases and enables data and services sharing

**WORKFLOW** links the human resources department with the rest of the company to manage attendance, expense reports and assessments, thereby streamlining operations and giving more autonomy to workers and managers

**HR ANALYTICS**

are management dashboards that automatically acquire and organize data and information from HR applications and makes them available to the HR department, in order to analyze and manage processes related to employees and to support - also by means of reports and statistics - business development

**TERMINALS FOR RECORDING**

Data on attendance, access and production.





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WEB | CLOUD | MOBILE

INFINITY PROJECT: HR Zucchetti belongs to the Infinity Project design, an innovative technological development platform, with a powerful application framework integrating every company solution in SOA (System Oriented Architecture). With the Infinity Project, Zucchetti offers web-based

solutions (ERP, HR, Business Intelligence, Document Management and Business Process Management), fully integrated and with a wide and advanced functional coverage, enhancing the virtual workspace. Zucchetti means the widest, most innovative and complete offer in the IT market.

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