

INFINITY ZTIMESHEET

workforce management

I N F I N I T Y



Z U C C H E T T I

ZUCCHETTI
SOFTWARE & ICT SOLUTIONS

INFINITY ZTIMESHEET

Control time, ...

ZTimesheet allows identifying the working hours of the personnel and assigning them by projects, job orders and customers in order to precisely and easily control their profitability.

... improve performances!

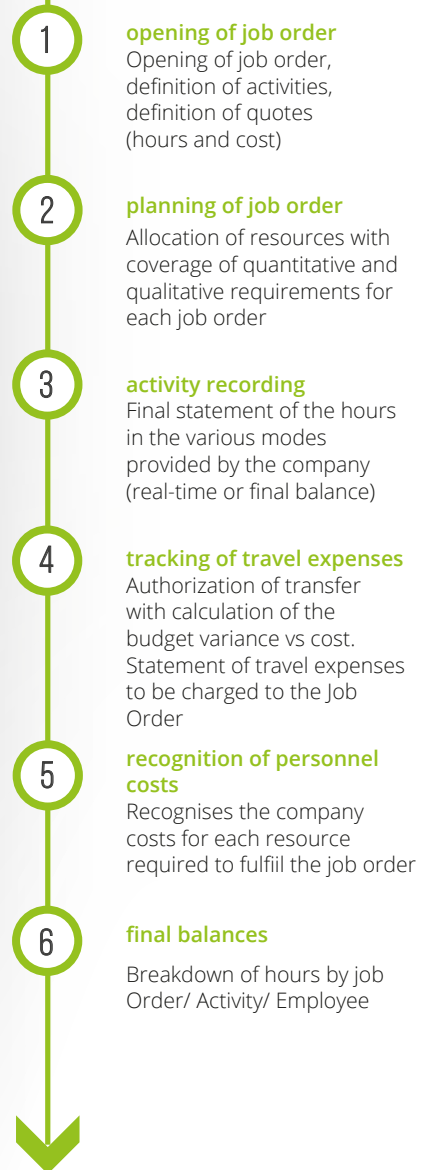
ZTimesheet is the ideal solution for companies that need a tool for:

- evaluating the profitability of each project/job order/customer;
- planning and monitoring the activities of the involved resources;
- reducing the time of administrative management;
- supplying the management with the necessary information in order to take the best decisions in the shortest time possible.

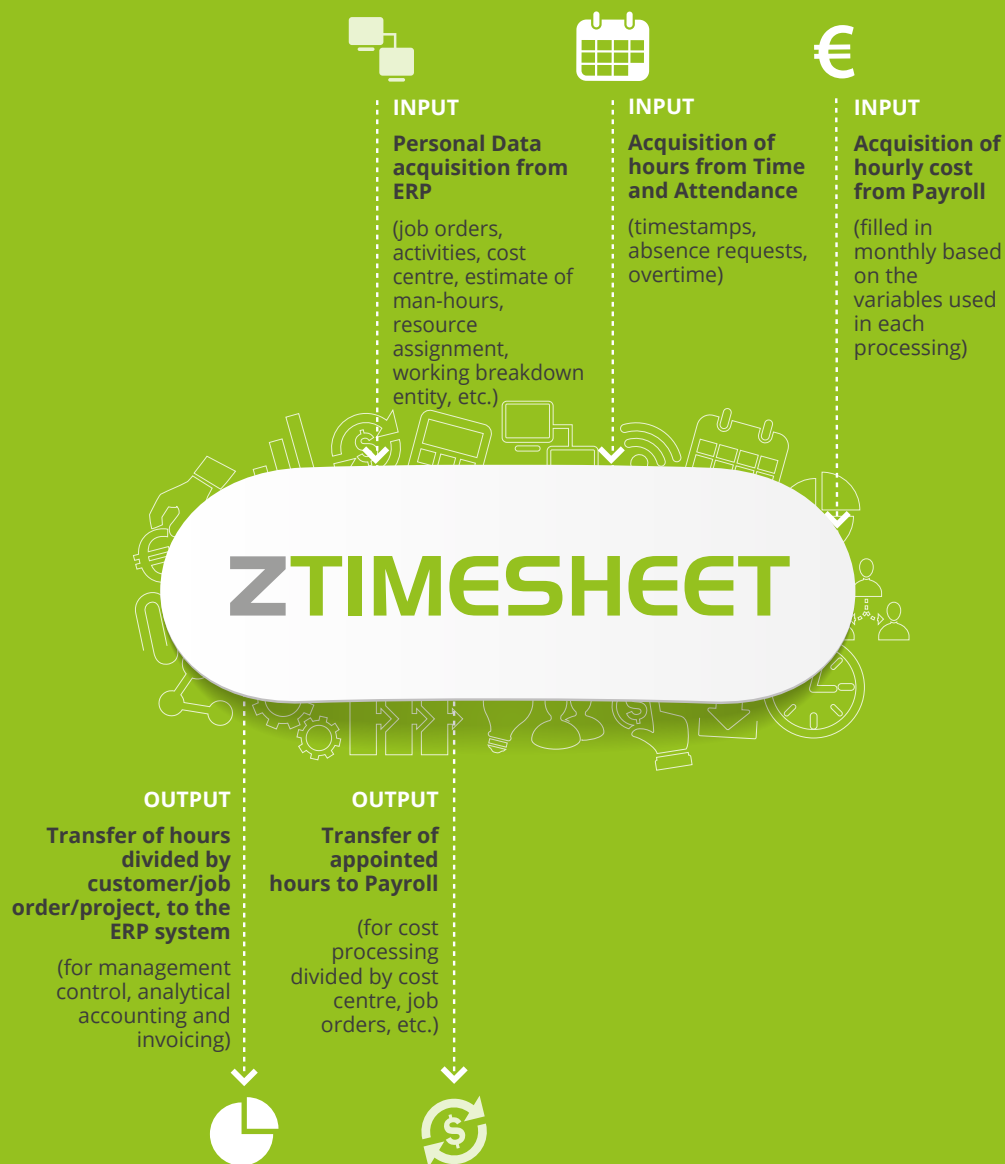
Functions involved in the company

- management control;
- administration;
- human resources;
- production;
- finance

ZTimesheet integrated management of job orders



ZTimesheet is a solution with unique features:
WEB BASED, available in **DESKTOP** and **MOBILE**, version, usable in **LICENSE** or **SOFTWARE AS A SERVICE MODE**, provided with **BUSINESS ANALYTICS** tools.



Completely web based and within workflow logic, ZTimesheet allows all the company sectors and the persons involved in the process to always have at their disposal in real time all the data and information necessary for the performance of the activity.

ZTimesheet was studied and designed in a modular way in order to allow each company to set-up the solution according to its specific requirements and thus to use a support that fully meets the needs of controlling the performance of the activity, the work load of the employees, the profitability of the projects/job orders/customers.

The solution, completely web designed, can be accessed by means of a portal that offers the company a series of useful services in order to simplify the daily activities and maximize the efficiency of the entire management process.

portal

Document Management System (DMS)

ZTimesheet uses a cutting-edge document management system, which allows archiving, managing, sharing and distributing the documentation produced by the solution (e.g., job order estimates, employments, etc.) and which allows the dematerialization of the hard copy flows with subsequent benefits on the profit and loss account.

MyDesk

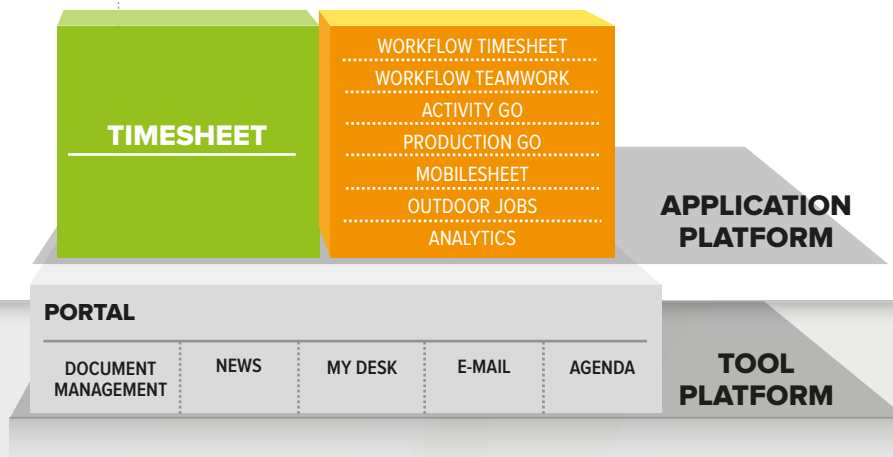
An electronic “personal desk” available everywhere via Internet allowing quick access to all the information in the system or performing transactions in a profiled and controlled manner. Completely customizable by the user according to his/her requirements, My Desk offers the possibility to access his/her agenda, personal documents, news and corporate processes assigned to the user.

Diary

Multi-agenda (private or corporate) in order to manage and view the planning of your own activities or those of the employees according to the associated profile. The representation can be daily, weekly, monthly, and annual in order to simplify the consultation of the availability of multiple resources simultaneously.

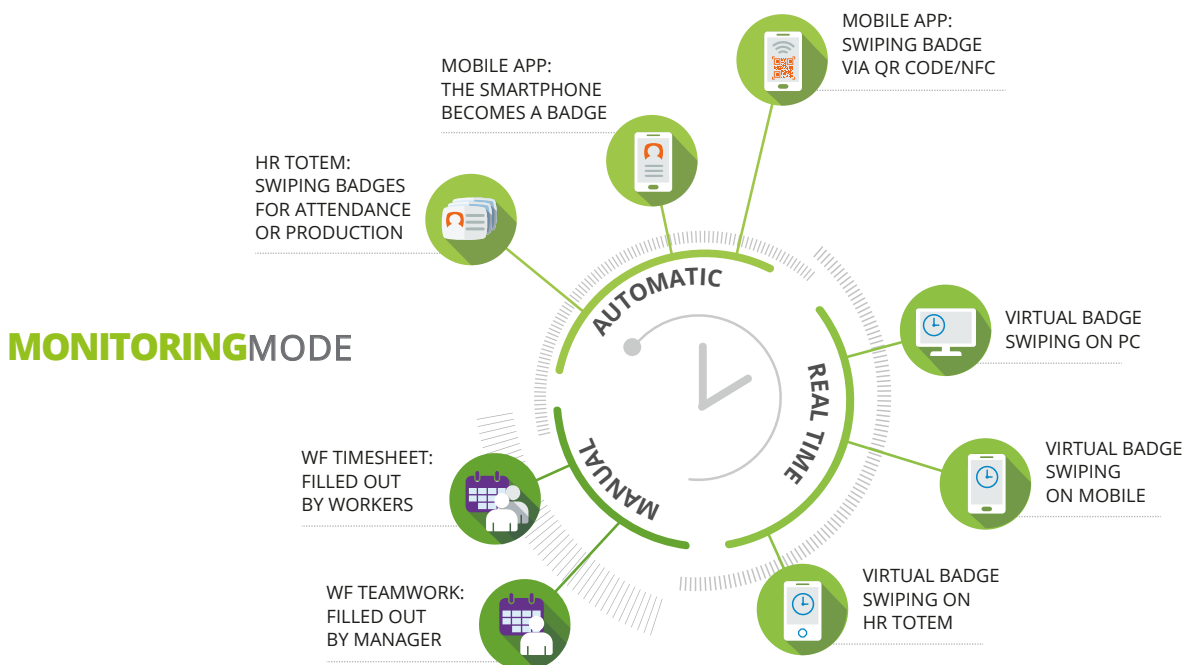
E- Mail

The Powerful Web Client for sending and receiving e-mail messages/sms/fax can be interfaced with the most common Mail servers/Fax servers, by means of the SMTP/POP3 protocols. Besides sending and receiving messages, it allows the automatic association of the surveyed application entities (Company User/Agency User, etc.) automatically classifying and filtering the messages according to the rules defined in the system. The messages received/sent in this way can be archived in the Document Management System and the information on the projects, job orders and on the management activities are always available.



Timesheet

Timesheet is the main module that allows verifying promptly the time and the related cost that each resource of the company dedicates to various work activities. The high flexibility of Timesheet guarantees the perfect adaptability to the specific requirements of the company without interfering with its organization: by means of a range of entities and parametric tables that can be set up freely, the solution allows managing the prompt collection of the personnel's work hours and subsequently providing the company all the necessary information in order to assess the performance, the efficiency and the profitability of the single project/job order/customer.



With Timesheet it is possible to:

- perform a systematic balance between the hours allotted by job order/customer/project and the hours that will be used for the compensation of the personnel;
- promptly fill in the hours with the real cost with the personnel;
- automatically provide the company management control, accounting and invoicing systems.

With ZTimesheet all those involved in the process always have at their disposal the necessary information in real time

employees

- **add the worked hours** from their own workstation, from applications for mobile devices, totems, etc.;
- **have online access to the information** necessary for the performance of their working activity.

project manager production manager

- **organise and plan** the resources and the employees;
- **approve, modify or reject** the requests added by the resources used for the job orders/projects of their competence;
- have access to a tool that allows **checking immediately and very easily the status of the projects**;
- **reduce the time** necessary for the collection and processing of data related to job orders, projects, customers, activities, tasks, production orders, cost centres, departments, branches, items, teams, etc.;
- **verify the possible gaps** compared to the estimate in order to perform the corrective actions;
- **evaluate the profitability** of the projects by means of the cost and revenue analysis.

management

- **it can access both the detailed and summarizing analyses** – even if they refer to different time ranges – in order to support the decision processes and to assess the business trends;
- **it makes the processes more efficient and less expensive, reduces the repetitive activities** and those with a low added value of the relevant sectors (administration, management control, etc.).



additional modules



workflow timesheet

Module that allows the resources associated to each customer, project, job order or activity to autonomously **add the worked hours** based on a simplified and immediate process.

Therefore, the Project Manager accesses very easily all the filled in timesheets, checks their correctness and authorizes or rejects the added hours.

A useful and strategic tool for all companies, especially for the service companies, the profitability of which is closely related to the productivity of the resources.

- **Reduction of the management time.**
- **Control of worked hours and of the productivity of the resources.**
- **Distribution of the hours for the analytical accounting and the final analyses.**
- **Data transfer to the management and personnel administration systems** (payroll, business trips and expense reports, etc.).



outdoor jobs

Module designed for the management of the personnel that works on job orders, projects and contracts outside the office (for example at the customers' office), which allows the company to use a valid tool for planning interventions and an organized agenda for correctly assigning the technicians. The solution allows managing all the phases of an intervention: pre-job, on the job, post-job.

In the pre-job phase it allows planning all the events/phenomena generated according to:

- repeated, planned intervention, etc.;
- opening a support ticket by the customer;

- creation of the intervention proposal by the call centre;
- direct planning by the Project Manager.

In the on the job phase the technical personnel produces directly at the customer's premises the intervention report via the mobile application, by adding the worked hours, the type of the performed activity, the trip hours and a detailed note.

In the post-job phase the system supports the company for the final situation of the hours worked at the customers' premises.



analytics

The Business Intelligence Solution that allows the departments involved in the entire production process and the management to perform **analyses and assessments** on the costs in order to **decide** based on contextualised and structured information.

additional modules



workflow teamwork

It allows monitoring each work performance comparing the provisional budget with the hours that were actually worked by the employees. Therefore, it is a strategic module that allows checking immediately the status of the activities, the work load of the used resources and in case of gaps compared to the estimate, intervening with prompt corrective actions. The foremen/persons in charge with the services and the area secretaries are responsible for inserting the hours for the employees and for the job orders/services based on a workflow logic, which provides an evaluation and approval procedure of the inserted data. The module also allows managing the personnel assigned indirectly by selecting the "loans".

- **Administrative data management** (time and attendance, absences, exceptions, etc.) and of the production hours with a single tool.
- **Sharing of information** such as timestamps, requests, exceptions, totals.
- **Timesheet balancing** and transmission of time and attendance data to Payroll for payslip processing.
- **Communication of daily and monthly items**, for example allowances, increases, amounts (fines, refunds, etc.).
- **Economic valorisation of the transferred data** and transmission to the accounting and/or invoicing procedures.



production go

Module for companies with personnel that have a fixed work location (establishments, warehouses, production areas, departments, offices, etc.) and that have to identify the types of daily performed services.

Installed on Zucchetti terminal (touchscreen device), it allows managing, in a controlled, interactive and guided

manner, the final situation of the production hours, the remote synchronization of the Master Data (job orders, activities, etc.) and of the direct assignment filters on the terminal. The software is designed to work in offline mode, but synchronized with the central system. Therefore, it is possible to send on-demand the setup tables, if necessary.



mobilesheet

For the companies that value innovation and efficiency, it is a solution for filling in the timesheets by means of mobile tools (smartphones and tablets).

Even in absence of data connection, the employee and/or the person in charge can classify daily hours by customers, job orders, activities and easily communicate

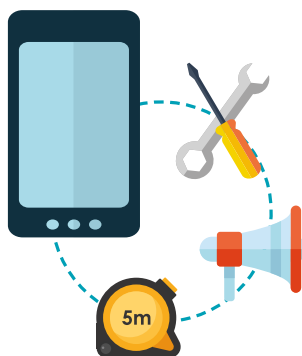
them to the manager or to the project manager for the related approval.

It is possible to attach the photo of the documents (reports, hardcopies, etc.) in order to speed up the control and closure phases without having to wait for the delivery of the hardcopy.

additional modules

activity go

Module specifically designed for companies that provide maintenance (fire extinguishers, air filters, lighting, doors, boilers, elevators) **cleaning** (sanitation and hygiene services, services in public and private areas), **surveillance services** (security, inspection, values transportation services) and **for companies from the building sector** (building construction, electric and hydraulic system maintenance). In fact, the module supports the company at first during the planning phases of the interventions and subsequently during the control of the activities.



Activity GO integrates with the time and attendance and production hardware devices in order to:

- **collect the clock-in and clock-out data** of the personnel working on shifts and calculate the time of the intervention;
- **control the date, start and end time of the intervention** on special equipment

(hygiene services, elevator, etc.) even in reference to the legal audits.

Via the smartphone or tablet mobile application, even in off-line mode, each operator approaches his/her own device to the adequate identification tools (barcode or QR code) available on the intervention location in order

to confirm the presence, the performance of the intervention, the position of the intervention (geo-location) and the dedicated time.

The collected data are downloaded in web or GPRS mode by means of the cellular data communication module.

- **Maintenance planning** in cyclical (with hourly, daily, monthly, annual frequency) and programmed mode (with specific indication of the scheduled date).
- **Verification of the actual performance** of the maintenance activity.
- **Preparation of the maintenance plan** for a single competence area.
- **Drafting statistics** for the quantitative and qualitative assessment of the performance of each employee: duration of each maintenance activity, coverage of the work shifts, actual coverage of the service while observing the time and the applied tolerance, inactivity percentage of each employee, etc.

integrations



Time and Attendance

The web solution for Time and Attendance, which allows an optimum management even for large companies with several offices, branches, stores, yards distributed on the territory. In fact, the specific workflow processes allow automating and managing the processes between the employee and the human resources department in relation to the input and the absence requests (permits, delays, vacations, missing timestamps, overtime approval, etc.).



WorkForce Management

It allows planning and managing the company shifts according to the company requirements and to the coverage requirement of divisions/departments by defining the work schedules, the service standards and the necessary skills. It allows a rational and homogeneous organization of the work shifts, functionally assigning the workloads and reducing considerably the need of overtime and availability.



Payroll

State-of-the-art web based software that supports the modern HR management during the daily activities. The many calculation automatisms, the functional range, the automatic update services of the National Labour Agreement (trade, agriculture, handcraft, managers, entertainment, constructions, etc.) and of the contribution tables both ordinary and closed occupational pension funds, the integrated electronic management of the obligations (Special Construction Worker's Fund, SCAU, F24, UNIEMENS, etc.) are only some of the advantages of the Zucchetti Payroll and Contributions software.



ZTravel

It is an innovative solution that allows optimizing the entire management process of the business trips and of the expense reports. It simplifies the processes (Pre-Travel, On Travel, Post-Travel and Analysis), encourages the collaboration, increases the productivity of all sectors involved, reduces significantly the management costs and improves the efficiency of the processes.

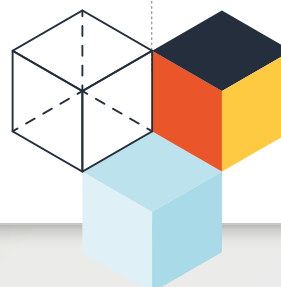


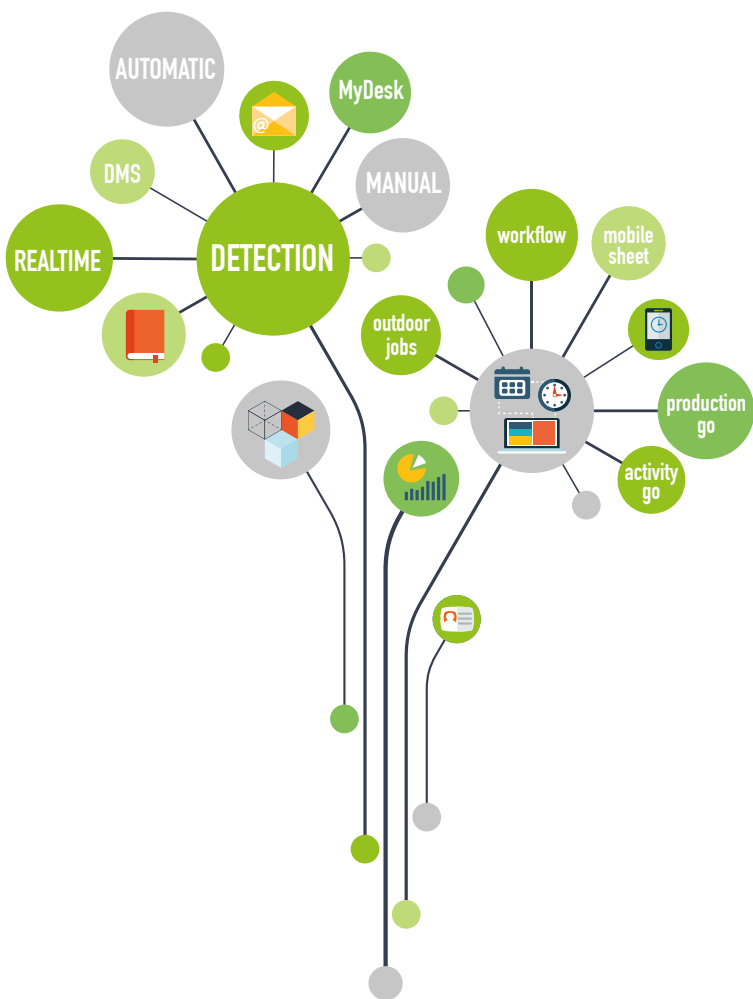
ZMaintenance

The web-based maintenance software to optimise efficiency of technical management, ensuring appropriate, safe and cost-effective control of the asset (machine, equipment, real estate property). This platform manages all the activities performed internally, as well as those assigned to third parties and performed on behalf of third parties, monitoring the progress of the technical activity through the calculation of the performance indicators.

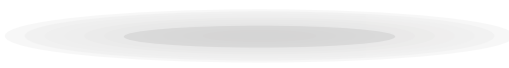
ERP

A range of modular and flexible management software designed to meet the requirements of small, medium and large enterprises: accounting, sales and purchases, logistics and warehouse and production, etc. The features of the company management systems can be subsequently upgraded with the integration with other Zucchetti software (DMS, CRM, Business Intelligence, etc.) in order to guarantee the constant reduction of time and work costs.





INFINITY ZTIMESHEET



www.ztimesheet.com

Infinity Zucchetti is the software platform
that satisfies all company area
needs via a wide choice of dedicated modules:
administration, finance and control, logistics,
purchasing, marketing, sales, post-sales,
production, human resources, security,
energy efficiency, maintenance management,
IT, communication.

Available via web, cloud and mobile devices



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