

MICRON

TIME AND ATTENDANCE SYSTEM



OLUTION - MOBILE TECHNOLOGY
Y - **SMART WORKING & MOBILITY**
CLOUD SOLUTION - MOBILE TEC
- MOBILE TECHNOLOGY - SMART
GY - SMART WORKING & MOBIL
Y - CLOUD SOLUTION - MOBIL
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GY - SMART WORKING
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GY - SMART WORKIN
Y - **WEB SOLUTION**
CLOUD SOLUTION
Y - CLOUD SOLUT
TION - MOBILE TE
GY - SMART WO



Micron: the Time and Attendance solution

A simple and effective staff management must be equipped with complete and fully available data: Micron is the intuitive and dynamic answer for the modern company, promoting the best development of the Human Resources.

MICRON is versatile and flexible

It's being used in all business entities, for both public and private

MICRON is a fully WEB-based solution

Through its Internet-Intranet based structure, Micron can be operated from any workstation, thus optimizing the management for geographically distributed companies, branches, retail outlets, construction sites, taking advantage of the application according to fully configurable logics and authorization profiles, without needing any further installation of the software application.

MICRON manages all HR time-related issue

It collects the stampings acquired with a parametric format, corrects all the anomalies, computes the acquired data, prints customizable reports and statistics.

The results can be interfaced with any payroll management procedure.

MICRON optimizes the staff activities with INFOPOINT

The web interface allows the users to view all information related to them (present-absent people list, attendance stampings, personal data, totals, working hours and so on) and allows the department heads to manage decentralized offices.

INFOPOINT WEB

The optimal tool for people on business trip, allowing them to send stampings from geo-located modern mobile devices, even assigning specific Reasons.

MICRON and INFOPOINT WEB

They can be installed on-premises under End User License Agreement or as Software as a Service (SaaS), a cloud computing solution in order to take advantage of a fully available, safe and constantly updated application, without all of the infrastructure and personnel costs of an on-premises deployment.



Complete, Intuitive and Dynamic Human Resource Management



Micron Modules

- Canteen Meal Booking Management
- Labour Export
- Cost Centre Changing Management
- Canteen Management
- Bill Book Email Management
- Sick Leaves Import
- Payroll Export

Multilingual Micron and Infopoint

- Italian
- English
- French
- Spanish
- Russian
- Polish

Micron

- Personal Data Management
- Personal Data Logging
- Tables Management
- Elaborations Management
- Anomalies Management
- Settings Management
- Reports Management and Statistics
- Personal Time Sheets



Infopoint Modules

- Stamping App
- Virtual Stamping
- Business Trip Management
- Transfer and Expense Account Planning
- Expense Report
- Absence Sheets
- Absence Planning
- Shift Planning
- Overtime Management
- Documentation Management
- Alignment with Active Directory
- Work Orders Management



The optimal Time Tracking Procedure for fully available Data

Personal Data Management



MICRON web
Micron Time and Attendance Management

Version: 7.1.2
Wednesday 13/12/2017 MICRONTEL S.p.A.

Personal data - Employees personal data

Personal data Timetables profiles Company placement Additional information Extra

Back Next Change

Code: 00000E1 Badge: 0000001000

Last Name: MICHAEL Transactions type: 02-NORMAL TRANSAC

First Name: BROWN Timetable type: A1-EMPLOYEES - 9.00

Company: MICRON-MICRONTEL Code reCount:

Date of birth: 25/06/1963 Date of hiring: 01/01/1985

Date of discharge: Date of next seniority step: Date of next level step: Date of start service: Date of end service: Date of contract expiration:

☒ Overtime authorised ☒ Festivity insertion

[Weekly timesheet](#)
[Time Sheet ->](#)

Personal Data Logging

The Personal Data logging module lets the user manage the traceability of logged data contained in the fields related to personal data groups (e.g. cost centre, employee qualification and level, and so on), issuing the statistical reports of a chosen result (e.g. working hours per cost centre during a specific period).

Microntel-DEMO2
Historized Movements Report
From 01/01/2010 To 31/12/2017

Code	Name	Company placement	Start date	End date
0000007	John Stewart	Cost Center: Customer care	13/12/2013	
		Cost Center: IT	31/10/2014	12/03/2015
		Cost Center: Sales	13/03/2015	
		Gr1-Area: AREA 2	13/12/2013	21/07/2014
		Gr1-Area: AREA 1	22/07/2014	
		Gr2-Sector: SECTOR 1	13/12/2013	
		Gr3-Office: OFFICE 1	13/12/2013	
		Gr4-Contract Type: CT-INDETERMINATE	13/12/2013	
		Dip: Employee	13/12/2013	
		Lev: 1 Level	13/12/2013	31/07/2014
		Lev: 2 Level	01/08/2014	01/08/2015
		Lev: 4 Level	02/08/2015	
		Company: MICRONTEL	13/12/2013	20/09/2014
		Company: TEST	21/09/2014	21/07/2014
		Company: MICRONTEL	22/07/2014	
0000005	Don Jackson	Cost Center: A	13/12/2013	
		Dip: WORKER	01/01/2013	
		Company: MICRONTEL	13/12/2013	

Intuitive and Flexible Work Time Management

Tables Management

Tables A:

- ▶ work times
- ▶ reasons
- ▶ periodical compensation
- ▶ overtime recalculation
- ▶ calendar of festivities
- ▶ group of reasons
- ▶ statistical prospects
- ▶ aggregated items
- ▶ correspondence absences/overtime
- ▶ weekly shifts
- ▶ holiday shifts
- ▶ continuous shifts

Tables B:

- ▶ personal data groups
- ▶ cost centres
- ▶ terminal plants
- ▶ company details
- ▶ transaction types
- ▶ group of expenses
- ▶ deadlines

Elaborations Management Anomalies Management Settings Management

- ▶ daily counting
- ▶ erase counting
- ▶ recalculation
- ▶ reasons reworking
- ▶ counting

- ▶ display and print all anomalies
- ▶ justification and resolution of the anomaly

- ▶ definition of reports
- ▶ settings of company details
- ▶ user management
- ▶ group counting operations

Report Management and Statistics

Micron lets the user customize the data extraction criteria, releasing reports in the following formats: ASCII / Word / Excel / Acrobat Reader

Stampings

- ▶ present/absent people
- ▶ check-in, checkouts
- ▶ stampings per terminal
- ▶ minimum gap control
- ▶ shift planning

Statistics

- ▶ total according to ID
- ▶ total according to group
- ▶ exceeding hours
- ▶ absence sheet
- ▶ aggregated items
- ▶ averaged worked time
- ▶ monthly summary
- ▶ statistics and work force

Personal data

- ▶ personal details
- ▶ personal data totals
- ▶ work force
- ▶ personal data statistics
- ▶ employee sickness data
- ▶ shifts



Precise and Reliable Work Time Management

Personal Card

- ▶ personal work time sheet
- ▶ justifications management
- ▶ insert absences
- ▶ print monthly summary
- ▶ print personal attendance sheet
- ▶ print stampings/results

The screenshot shows the MICRON web interface. The header includes the MICRONTEL logo, the text "MICRON web", and "Micron Time and Attendance Management". Below the header, there's a navigation menu on the left with options like "User data", "Import", "Countings", etc. The main content area displays a "Time Sheet - Time Sheet" for employee "0000005 Price Elton". It shows a calendar for October 2017 with a grid of dates and a "Date Card" for 13/10/2017. There are also sections for "Add stamping" and "Add result" with input fields for time entries.

MICRONTEL
MICRON web
Micron Time and Attendance Management

Version: 7.1.2
Wednesday 13/12/2017 MICRONTEL S.p.A.

Time Sheet - Time Sheet

Totals | Reasons insertion | Sickness practice | Weekly view | Print monthly prospect
Recount period | Shifts cycle | Monthly time sheet | Cost center time sheet

Display Time Sheet of
0000005 Price Elton [Back](#) [Next](#) [Change](#) [Personal data](#)

0002 Sales EMP EMPLOYEE SECT1 SECTOR 1
Day: C Count Info timetables X1 WORK PATTERN 8H

Date Card 13/10/2017 OK

October 2017

Mon	Tue	Wed	Thu	Fri	Sat	Sun
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Add stamping

08:00 Entry
12:00 Exit
13:00 Entry
18:00 Exit

Add result

Normal hrs 08:00
Extra hrs 00:30
TICKET 01:00





Infopoint Web for a dynamic company workflow management

Infopoint Web is the module within Micron that handles and conveys data from the Human Resource Department to the user. The system includes a procedure on the Web Server, accessible from any workstation connected to the company local network and equipped with a

web browser. Protected by a personal password authentication, the users can display on their workstation all useful information and perform any activity authorized by the Human Resource Department.

Operational features of Infopoint

Personal data

- ▶ display of personal details and role within the company
- ▶ display personal data totals
- ▶ authorizations of overtime monthly work

Justifications

- ▶ according to justification reasons
- ▶ missing stampings
- ▶ sending justification requests

Time card

- ▶ display the monthly attendance with daily detail
- ▶ request status
- ▶ anomalies
- ▶ justifications
- ▶ monthly card printing

Report

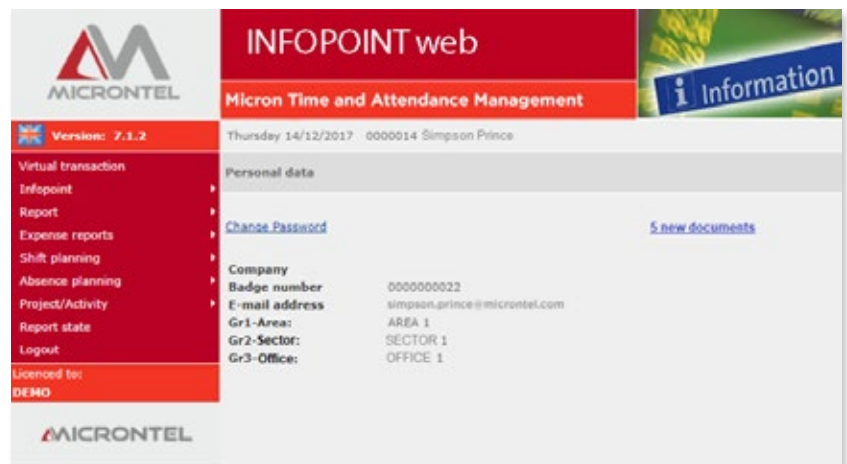
- ▶ present/absent people
- ▶ transits
- ▶ in/out stampings
- ▶ remaining values

Workflow

The Infopoint Workflow lets the user send a request for justifications and releasing authorizations notified via email. The employee can require justifications according to a list of reasons already inserted by the Human Resource Department, or insert a missing stamping and sending the request for authorization to the related manager. The data flow corresponding to the employee's request and the manager's authorization is notified and tracked via emails, automatically generated by the system.

Statistics reports

The Statistics Reports feature in Infopoint lets the Heads of groups, departments or cost centres compute statistical printings, potentially divided by personal data groups: cost centre, type of employee, sector, area.





Infopoint Web modules for any demand of the Mobile

Stamping App

Stamping App, available on Google Play and App Store, is the mobile app to clock in or out from any mobile device, even adding a specific Reason, precisely as if performed on the Time and Attendance panel itself. The employee chooses the clocking direction (in/out) and the related Reason. The system automatically creates a stamping event corresponding to the time clock displayed on the screen, which is synchronized with the MICRON and INFOPOINT installation server. Stamping App can be used on mobile devices like tablets and smartphones, with Android or iOS, with GPS location tracking with Google Maps API visualization, confirmed by the end user.

Employees can submit their clocking event performed through the app and require their manager's authorization in order to confirm it.



Virtual stamping

The clocking event can be sent even from a Personal Computer or a tablet by using the Virtual Stamping module, with the same logical features as the Stamping App.



Business Trip Management

The Business Trip Management module lets the user compute the staff worked and travel hours. It also allows the employee to manually add the worked and the travel hours, directly on the web interface.

Expense Report

The Expense Report module allows any authorized employee to submit a request for reimbursement of any expenses occurred during any missions/interventions/transfers outside of the company, during a specific period.

Upon the submittal of a request filled with all information regarding the business trip, the module sends an automatic email to the employee's manager, with a summary Excel file so that the corresponding reimbursement can be correctly authorized.



Transfer and Expense Account Planning

The Transfer and Expense Account Planning module consists of two phases: Planning and Balance

Planning: it allows the employee to request a time period for business trip in order to justify the absence, to enter any important information needed to plan the trip and to request an expense account.

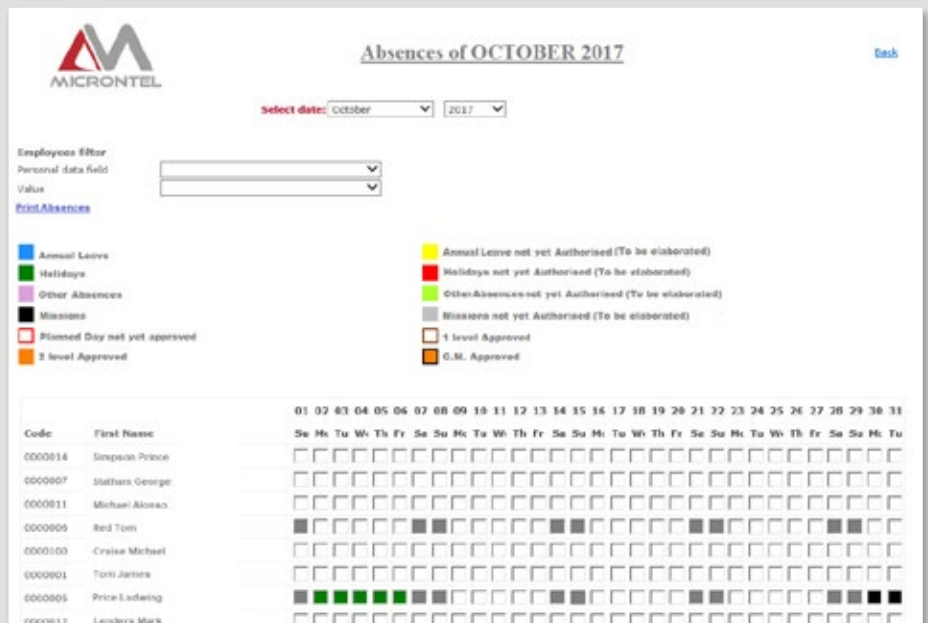
Balance: once the transfer has been concluded, the employee enters the actual costs incurred for it. When the total costs have been entered, the module sends an automatic email to the employee's manager, with an Excel summary including the trip data: time period, mission (customer or activity), location, detailed expenses, so that the manager can authorize the total balance.



Infopoint Web modules to optimize the company workflow

Absence Sheet

The Absence Sheet Planning module allows any managing groups, sectors or cost centers to set up a graphic visualization of the monthly absence situation of their team. The visualization includes both absences that have already been confirmed by the Human Resource Department, as well as absences pending authorization, in order to allow managers to make an overall evaluation of the availability of resources, according to which further requests for holidays or leaves may be either authorized or denied.



Absence Planning

The Absence Planning module allows managers to schedule absences (vacations, holidays, service leaves and so on) during a specific time period, in order to create a simulated calendar to control the periods of working overage without entering the justification on the employee attendance card.

Shift Planning

The Shift Planning module allows Heads to manage any variations/planning of employees work schedules and to get a summary of the variations made, or a general summary of the applied planning. The module features is completed with a report in PDF or Excel format, enabling the visualization of variations and/or planning made.

Overtime Management

The Overtime Management allows any manager to authorize or deny overtime work hours performed by his/her group of employees.

Documentation Management

The Documentation Management module lets the Infopoint users download any available document regarding time and attendance features, such as employee's time card, various notifications and so on. New documents to be read are notified to the user in the "Personal Data" section.

Alignment with Active Directory

The Alignment with Active Directory is meant to manage passwords through Single Sign-On authentication mode and synchronizes the personal data from the Windows Active Directory. It also simplifies login management, aligning it with the email account and with other staff data already inserted in the Active Directory.

Work Orders Management

The Work Orders Management module allows the user to create and plan any work order, to distribute the other employees' attendance according to several parameters (cost center, order, activity) and to display work hours depending on the employee and the order.

Furthermore, the model allows the manager to assign orders and activities to the employees.



Micron modules to fulfill any company requirement

Canteen Meal Booking Management

This module allows the user to carry out the counting of meal tickets accrued during any time period and to manage the reordering procedure with the restaurant ticket service managers, by using a text file or an Excel file as an online request. The inclusion of Reasons codification is required in order to identify the eligible employees (ex. ORDINARY) or the non-eligible ones (ex. ABSENCES) with the possibility to set a minimum hourly limit during the day. Lastly, the module can create the file to be transmitted to the service manager, dividing results for each company.

Labour Export

The Labour Export module is meant to export on ERP, on a scheduled or periodic basis, any data inherent to the working hours, dividing them by code, while defining the variation in status (e.g. changed cost center, change of site, and so on)

Cost Center Change Management

The system consists of a software module for managing the change of cost centers and one or more hardware panels installed in the areas of production departments. The module lets the user get summaries of work hours, divided by cost center, individual employee and time period, thus balancing the hours of attendance. It also interfaces with the industrial accounting procedures by using data exchange tables. The user is then able to view the work hours via web, and distribute them by cost center, work order or activity.

Canteen Management

The Canteen Management system consists of a Canteen Management software module and one or more data acquisition panels, which may be equipped with a printer to issue tickets. The Canteen Management offers two operating modes: Canteen Management with Meal Booking or Self Service and Canteen Meal Consumption Management.

Canteen Management with Meal Booking or Self Service

Canteen Management may be carried out in advance by using booking features, or in real time by using a self-service management. The booking and the self-service features allow the user to request meals, choosing the type and the menus.

With the Canteen Booking form, it is possible to print bookings made for the current day or for the next day according to time slots. The printouts of meals booked will be forwarded to the canteen service managers. The module also manages the time slots of canteen bookings, ending with the printing of bookings and provides a summary of the meals booked and consumed.

Canteen Meal Consumption Management

This module counts the meals consumed, providing information necessary for a potential debit on the payslip.





Micron modules to fulfill any company requirement



Bill Book Email Management

The Bill Book Email Management module allows the user to manage deadlines through the automatic creation of emails to a pre-established mailing list for events regarding new employees or discharges, contract expirations, deferrals and any type of deadline inserted by the Bill Book feature in the employee's personal data.

Just before the deadline, the notification or reminder - sent by email - is carried out according to a predefined period of advanced notice.

Moreover, the module generates parametric personal data printouts for deadlines.

Sick Leaves Import

The Sick Leaves Import module consists of a service meant to upload an XML file with the employees' sick leaves information, automatically downloadable from the INPS website. The user may manually insert sick leaves and print customizable reports to view all manual insertions.

Payroll Export

The Micron procedure is designed to carry out countings of work and attendance hours. However, in order to effectively fulfill any staff expectations, it must ultimately provide all the information required for the elaboration of payslips, thereby allowing the monetization of working hours.

The Micron procedure, which is already designed to export data to more than 150 payroll applications (the most commonly used ones on the market) can also be interfaced with any type of payroll procedure, as it adapts to the record layout issued by the payrolls themselves.

Micron can carry out the discrimination between monthly processing and hourly wage processing, taking into account different evaluations of the several Reasons that affect the processing of the payslip.

The export table towards payroll procedures contains all the Reason codes required by the payroll procedure, including potential additional items like title entries (e.g. retirement days, family allowances and so on).

