



case **history**



CLIENT

**Port Mobility S.p.A.**

FIELD

**Port services**

NO. OF EMPLOYEES

**136**

WEBSITE

**[www.civitavecchia.portmobility.it](http://www.civitavecchia.portmobility.it)**

#### ZUCCHETTI SOLUTIONS:

**HR Portal**

**Time & Attendance Project**

**Time & Attendance Workflow**

**Organizational Chart**

**ZScheduling**

**Safety Solution**

**HR Analytics**

#### ZUCCHETTI'S PARTNER:

##### TERASOFT

Terasoft is Zucchetti's reference agency in Rome and in the Centre & South of Italy. Starting 2004, Terasoft steadily developed following the evolution of the managerial needs of companies and professionals, that in a few years allowed the company to establish itself among Zucchetti's partners as one of the most important reference structures in the Italian territory.



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## HR Infinity a safe harbour for your human resources management

Port Mobility is a joint stock company created in 2004 in order to manage the concession of services of general interest (mobility, info mobility, maintenance, etc) in Civitavecchia, Fiumicino and Gaeta's ports (the so called "Rome's Ports").

In particular, Port Mobility manages parking and passenger transportation services, signposting and viability with connected maintenance, together with the flow of vehicles before boarding/disembarkment.



[www.zucchetti.com](http://www.zucchetti.com)

## CLIENT'S REQUIREMENTS

The client's needs were:

- \_the optimization of personnel management, the monitoring of employees' working activity and the training for the compliance with mandatory health requirements;
- \_the optimization of the workforce management and of the company-employee communication, thanks to the digitization of many procedures that had been managed with paper documents until that moment;
- \_having a proper reporting system for corporate insights.

The most important critical aspects were workforce management, since employees were located in different areas far away from each other (different car parks, operations room, info points) and the management of payroll and payslips that were elaborated completely manually with paper documents and that, therefore, required solutions capable of streamlining and automating processes.

## ACHIEVED PROJECT

By carefully analysing the client's needs, Terasoft suggested different Zucchetti's solutions that were able to automatically converge different tasks and to have a controlled flow and sharing of information based on the role played (and on the authorization to access data).

With ZScheduling the client can now plan employees' shifts and activities in a much easier way, even for the workers dislocated in other areas. Thanks to the shift scheduling tool, the designated area can:

- \_ assign shifts with a simple click, since the system elaborates shifts based on the rules and the algorithms provided during ZScheduling's configuration phase;
- \_ modify the shifts of each operator, in the single shift or in a selected period, even in case of particular situations, such as

unexpected absences or an increase in the passenger flow in the port (with subsequent opening of an additional car park);

- \_ insert justifications directly in the calendar;
- \_ view the number of available operators per time slot/shift in order to monitor the employee coverage;

\_ view the counters of each employee or of a whole department, together with holiday leave or permits, divided by "residual", "consumed", and "balance", in order to facilitate the Shift Area's operator in selecting possible collaborators for substitutions or additional rest days;

- \_ provide employees with the possibility to log in with a personal password, allowing them to monitor the assigned shift or the one of their colleagues in the same department;
- \_ print shift calendars.

The adoption of Zucchetti's HR Portal and Time & Attendance allowed the client to check through planned shifts, with related and possible justification requests and employees' absences, to optimize the management of timestamps and to publish payslips on employees' personal portal, who can in turn insert requests (holiday, permits,...) and visualize their status, check their monthly timestamps and much more information.

In this way, the company has been able to dematerialize paper flows, meet all privacy requirements, improve corporate communication, make available to its employees a tool through which they can consult personal and corporate information (payslips, holiday leave, timestamps, by-laws, etc) therefore reducing employee flow in the HR office.

Safety Solution can support in meeting the requirements for safety in the workplace and in managing specific training courses.

Moreover, thanks to HR Analytics, the client can utilize a tool capable of elaborating different types of reports (related to coverage), useful to support corporate management

## WHY ZUCCHETTI?

**Dott.ssa Susanna Abrusci**  
**Manager of HR, Safety&Security,**  
**Waste Management Departments.**

We chose Zucchetti after an accurate market research. Zucchetti's system allowed us to improve the management of all the paper documents that, passing from the Control Room to the shift area, arrived in the HR department often incomplete, with manual corrections, undermining the certainty of the data for time and attendance purposes. Currently, thanks to the HR portal, employees consult with a few clicks their own documentation, communications, procedure or company's announcements on tablet or smartphone. Not only. Thanks to the workflow, they also have the possibility to check timestamps, electronically advance all requests using the different justification typologies available, that range from holiday leave, to permits to overtime. With ZScheduling we are all online, including the control room and everyone sees all the shifts related to their sector, updated in real time.

Before Safety Solution we didn't have a system capable of precisely monitoring all those deadlines that are of vital importance when talking about security and health monitoring, alongside with the training courses that are planned by Port Mobility Spa. HR Analytics, instead, enabled us to create corporate reports that before were elaborated with Excel spreadsheets. The time required for reporting has therefore been reduced, together with room for error, allowing us to fully control the situation of employees concerning absence trends, overtime during the year and to make comparisons with previous years. We can say that we now have a dynamic view of the company with always certain and correct data.