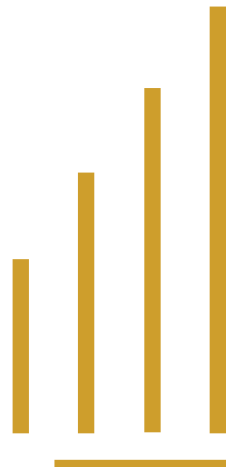


STUDIO DE GIORGI e ASSOCIATI

Dottori Commercialisti – Revisori Legali
via Motta 10, Milano, Italy

**EXCHANGE OF
ATTENDANCE
INFORMATION
AND RELATED DATA**



AGENDA

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INTRODUCTION



INTRODUCTION

This presentation aims at disclosing the technical rules to be followed in order to allow the **exchange of information on attendance of employees in the context of our payroll services**.

With the increasing level of **automation** and **security** in relation to the exchanges of information, we are implementing our **payroll portal** to a further level to be able to make use of your data in the sharpest way possible.



ATTENDANCE

ATTENDANCE

Attendance has to be marked on each month's payslip.

Employers should keep track of attendance on a monthly basis, and can populate attendance calendars, alternatively:

1. on a “current month attendance for current month payroll” basis, or
2. on a “prior month attendance for current month payroll” basis,

at their choice. The choice has to be consistent for all employees, preferably for the whole time of employment.

When the “**current month for current month**” scheme is applied, we need to receive attendance by the **2nd / 3rd calendar day** of the following month; when “**prior month for current month**” one is adopted, instead, we need to receive attendance by the **10th / 11th calendar day** of the following month.

ATTENDANCE

If you are using a time and attendance software at a centralized level (i.e. Workday, Monday, Toggl, Timely, etc.), or if you are already adopting a time keeping software, please, **forward** the below **instructions to your IT department** so to have them tailor its output to comply with our input requirements described below.

If, on the other hand, you are not currently adopting a time and attendance tool, please use the below instructions to send us the information, or **contact us** – in case you wanted to adopt **an Italian law compliant time and attendance tool**: we offer a comprehensive web-based solution to manage the task completely, from time keeping to approval flows.

In both cases, **exchange of info and testing** are **mandatory**.



INSTRUCTIONS



INSTRUCTIONS

1. FILE FORMAT

Attendance can be shared with us in an electronic format, by populating a **plain text file** (".txt" file type) that includes all the needed information for us to process the monthly run.

The processing of manual attendance is possible, on a temporary basis, to bring the process from launch to completion – but it bears the risk of human error.

INSTRUCTIONS

2. MANDATORY CONTENT OF THE ATTENDANCE FILE

Attendance .txt files must include:

COMPANY CODE *

EMPLOYEE CODE ***

DATE OF EVENT (expressed in YYMMDD format)

EVENT-TYPE CODE **

EVENT DURATION (in hours, with decimals, multiplied by 100)

* to be shared by DGTAX upon beginning of operations

** to be shared with DGTAX upon beginning of operations

*** NEW! We can now automatically adopt your employee codes, as opposed to ours, as long as only numeric

INSTRUCTIONS

3. OPTIONAL CONTENT OF THE ATTENDANCE FILE

Depending on your own time and attendance tool, your file may also include:

INPS OFFICE LISTING CODE

THEORETICAL AMOUNT OF WORKABLE HOURS

DAY TYPE

FILLER-TYPE CHARACTERS (can be placed in the output string; “0”
is allowed)

* to be shared by DGTAX upon beginning of operations

INSTRUCTIONS

TITLE	COM PANY CODE	INPS CODE	EMPLOYEE CODE	DATE	TYPE OF ABSENCE /LEAVE	AMO UNT	WORKED HOURS	WORKI NG DAY	TYPE OF USE
MANDATORY FIELD?	YES	NO	YES	YES	YES	YES	NO	NO	NO
EXAMPLE	21535	00	03547	230912	P1	2	6	0	-

1. Always fill in with your own 5 digit company code, as available on the portal
2. Always use “00”, unless otherwise stated
3. Fill in with Italian employee code. Only numeric fields are accepted.
4. YYMMDD, for every day where an event different than “working, in presence, for normal working hours” needs to be reported
5. Use one of the codes available in the next page, or provide us with the map of your codes
6. Express in hours, 0800 being the equivalent of “eight” and 0250 that of “two and a half”
7. Express in hours, 0800 being the equivalent of “eight” and 0250 that of “two and a half”
8. To be used when employees work on shifts (0=working day; 1=theoretically workable; 2=festivity, according to the Italian calendar shared at year beginning)
9. To be left blank or use “filler” character (i.e. “0”)

INSTRUCTIONS

PROPRIETARY EVENT-TYPE CODES

We **can adopt** your event-type codes, by **creating a map** to link our event type codes to yours.

An analysis of your current available codes is necessary and the creation of a map is also mandatory.

INSTRUCTIONS

NEW! EMPLOYEE CODES

Starting from November 2023, we **can adopt** your employee codes, by **creating a map** to link our own employee codes with yours.

An analysis of your current available codes is necessary and the creation of a map is also mandatory.

INSTRUCTIONS

Alternatively, should you need to create event codes for the Italian employees, you can refer to the list of most frequently used EVENT-TYPE CODES, as per the below.

CODE	DESCRIPTION	* ADDITIONAL INFORMATION NEEDED
AI	Non justified absence	
AL	Breastfeeding	
CM	Marriage leave *	Marriage certificate
DS	Blood donation *	Certificate of blood donation
FP	Day of vacation	
FS	National vacation	
H2	Handicapped assistance leave *	Certificate of handicapped assistance
I1	Accident *	Certificate of accident
M1	Sick leave *	Medical doctor certificate
M9	Optional maternity leave *	Medical doctor certificate
M8	Compulsory maternity leave *	Medical doctor certificate
MW	Smart working	
P1	Hourly leave (i.e. ROL)	
P2	Ex national holiday hourly leave (i. e. EX FESTIVITA')	
PD	Compulsory paternity leave *	Medical doctor certificate
PL	Mourning leave *	Death certificate
PNR	Unpaid leave	
PR	Paid hourly leave, not taken off from general counter	
PS	Tuition leave	
SC	Strike	



EXAMPLES



EXAMPLES

THE FLOW.

If you are using a time and attendance software at a centralized level (i.e. Workday, Monday, Toggl, Timely, etc.), or if you are already adopting a time keeping software, please, **forward** the **instructions** below **to your IT department** so to have them tailor their output to comply with our input standards.

It's a simple **output configuration** on the basis of a **standardized** set of rules, no significant changes to your system are needed; none, in fact – just “printing” instructions.

If, on the other hand, **you are not currently adopting a time and attendance tool**, please use the below instructions to send us the information, or **contact us** – in case you wanted to adopt **an Italian law compliant time and attendance tool**.

EXAMPLES

EXAMPLE 1.

Employee number 01827 took 30 minutes off on 12 October 2023 for donating blood; no other event marked in the rest of the month (i.e. the employee worked normally as per his 8 hour per day 5 days a week schedule).

Company DGTAX code: 012340

Filler: 0

Employee number: 01827

Date of event: 231012

Type of event: DS

Hours: 0,50

Filler: 00000

OUTPUT:

012340 0 01827 231012 DS 0050 00000

EXAMPLES

EXAMPLE 2.

Employee number 09826 has been on full days of vacation on 2, 3, 4, 5, 6 and 20 October 2023; no other event marked in the rest of the month (i.e. the employee worked normally as per his 8 hour per day 5 days a week schedule).

Company DGTAX code: 012340

Filler: 0

Employee number: 09826

Dates of event: 231002, 231003, etc.

Type of event: FP

Hours: 8

OUTPUT:

012340 0 09826 231002 FP 0800
012340 0 09826 231003 FP 0800
012340 0 09826 231004 FP 0800
012340 0 09826 231005 FP 0800
012340 0 09826 231006 FP 0800
012340 0 09826 231020 FP 0800

EXAMPLES

EXAMPLE 3.

Employee number 00034 has worked overtime on 10, 11, 12, 13 and 16 October; worked from home on 19 October for 6,5 hours and took 1,5 hour off on that same day; no other event marked in the rest of the month (i.e. the employee worked normally as per his 8 hour per day 5 days a week schedule).

Company DGTAX code: 012340

Employee number: 00034

Dates of event: 231002, 231003, etc.

Types of event: S1, MW, P1

Hours: various

Filler: 00000

OUTPUT:

012340 00034 231010 S1 010000000

012340 00034 231011 S1 010000000

012340 00034 231012 S1 015000000

012340 00034 231013 S1 015000000

012340 00034 231016 S1 010000000

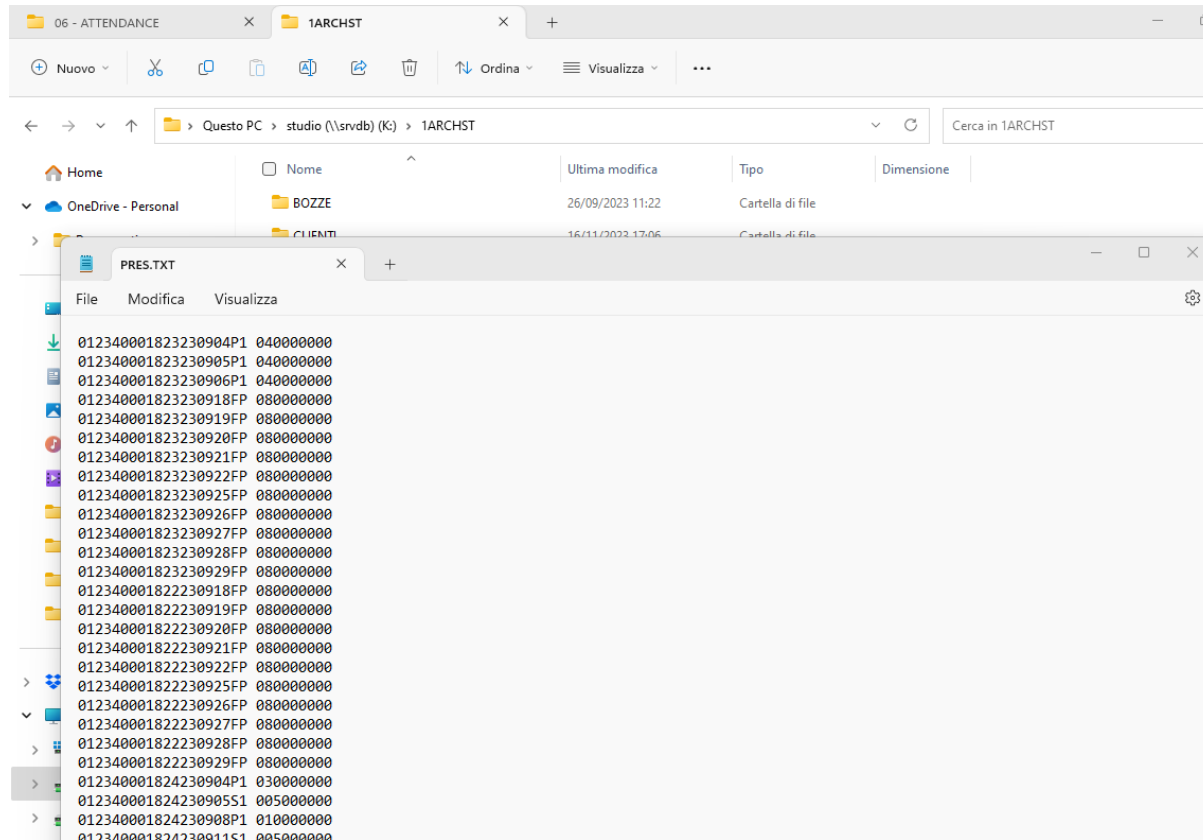
012340 00034 231019 MW 065000000

012340 00034 231019 P1 015000000

EXAMPLES

FINAL OUTPUT.

The below screenshot represents an image of the final output file shared by a large employee count customer (150+), with their own time and attendance software.



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