



Labor consultancy

Business consultancy

Trade union consultancy

Human resources management

Personnel management



the firm

Since it was established in 1979 in Milan, the firm has aimed to provide its Clients with a **highly qualified, dynamic and highly innovative service in the field of personnel administration** and labor consultancy, aimed at meeting the diverse needs arising from the ever increasing complexity of the world of work.

Thanks to the consolidated and **thirty-year experience on the field**, the firm has distinguished itself for the expertise gained especially in the field of **publishing, entertainment, industry and trade**.

Each client has its own needs and for this reason **studio leoni** aims at ensuring a highly personalized service (including through the adoption of the most appropriate management software) without abandoning high quality standards.

Among our clients, there are not only Italian and foreign companies but also sport associations (football teams of the highest level), international groups, non-profit bodies and natural persons.

our team

Currently, the firm consists of a team of **8** regularly chartered **labor consultants** (highly professional resources with great problem solving skills) and of **25 internal resources** (most of whom hold the position of managers and first-level employees), who work in a productive and collaborative environment.

As far as technology is concerned, the firm relies on its internal staff dedicated to technological facilities, both for payrolls, through a **systems analyst** specialized in payroll software applications, and for IT in general, through **2 computer technicians** dedicated to small daily configuration problems.

All members of the firm have at their disposal several monthly-updated **digital libraries** and they are constantly involved in **professional training courses** to provide frequent updating in order to respond to Clients' requests with efficiency, expertise and timeliness.

One **labor lawyer**, one **“senior” systems analyst** and one **communication consultant** complete the internal staff.

activities

labor consultancy

- Personnel management;
- Legal and administrative assistance in working relationships.

social security consultancy

- Management of the relations with social security and insurance Bodies about contribution and performance, and during checks, verifications and supervision about contribution;
- Consultancy in the entire field of social legislation.

trade union consultancy

- Industrial relations: management of the relations with inside and outside Trade union Organizations;
- Conflict management and prevention;
- Assistance in the event of recourse to the Cig (wage guarantee fund), the Cigs (special wage guarantee fund) and the individual or collective dismissal.

personnel administration

- Preparation of payslips;
- Calculation of contributions and taxes;
- Monthly, plurimonthly and annual preparation of the forms necessary for the payment of any mandatory contribution and for the statements to social security and welfare bodies and institutions;
- Management of industrial relations with public bodies and institutes;
- Determination of remunerations in the event of illness, injury, maternity and fulfillment of the respective obligations towards the bodies;
- Preparation of monthly savings and deferred compensation accruals, severance pay;
- Preparation of budgets;

social security representatives for foreign companies without a permanent establishment in Italy.

technology

In the performance of its professional duties, **the firm** resorts to the most advanced technologies to further guarantee quality and professionalism. **Studio leoni** makes use of an Internal **Gigabit network** on 2 levels. Different servers divided by type of service are connected to it: among these, it is worth considering the Firewall, an high-capacity "server file" for the internal distribution of documents, and a **VoIP telephone exchange**, to which a primary flow of **30 telephone lines** is connected. Thanks to it, each employee has an extension to be easily available.

Considering the email a decisive element for the efficiency of communication, both internal and to clients, **studio leoni** has set up **an internal email server** for several years: it is supplied with constantly updated antivirus and antispam softwares and allows every employee to have a specific email as well as the creation of internal **distribution lists** for the transfer of information.

The server, on which the program to carry out our professional work is installed, has been placed in an **external Webfarm** connected to the firm through **optical fibers**, thus ensuring 24/7 efficiency, 24-hours surveillance and **redundant and continuous backup**.

The printer fleet has been recently renewed, by installing some **55/ppm printers** that ensure not only high-speed in printing but also **full internal confidentiality** thanks to a user authentication system. This is only a part of the facilities the firm makes use of in order to be always **technologically advanced**.

lavoro & notizie

Being important to us to inform our Clients about the most important labor law news, our firm can rely on its own **study center** that releases newsletters about topics of primary interest for companies as well as **a real bulletin**.

"Lavoro & Notizie" is the twice-monthly magazine made up of several sections including the one dedicated to *news* (where the most important news in the field of personnel management is highlighted), the one related to *ministerial inquiry, review of the case law, special reports* (related to a topic of current interest) and a short summary of upcoming *expiration dates*.

The bulletin is sent to Clients for free by newsletter and it is also available online on the firm's website, in the Clients reserved area.

attendances

Our **firm**, thanks to the cooperation with Betam.it, makes use of the website Payweb for the management and the transfer of attendances from the client to the firm.

Payweb allows the client to enter the attendances of its employees into the website, thereby avoiding that the transfer of attendances is subject to transmission errors.

In order to detect the attendances it does not require the installation of clocks, but if they are already in use the attendances detected by the system can be easily imported through a guided procedure.

Being an online software, nothing will be installed on the client's servers, thereby ensuring the highest compatibility with all operating systems. Moreover, the access to the website can be made from any device connected to the Net, thereby allowing the highest flexibility. There are also many "summary" functions, connected to reasons such as monthly days of "illness" or vacation hours granted to everyone in one or more months, all exportable to excel for future processing.

portal

The website "**Leoni web**" was introduced a few years ago to **streamline and improve organizational processes** and to allow Clients (personnel management) to **look up** (save, print) **all their own employees' and partners' payslips online**, as well as all the documents that, in case, they wish to **view and modify online** (bank data, accounting notes, vacation schedule, etc..).

Moreover, the website "**Leoni web**" allows authorized employees, thanks to **Employee Self Service**, to receive their own **payslip by email**, i.e. to look it up (save it and print it) on the website itself, by appropriate login information.

leoni & partners