



# People, Training and HR Portal

Simplify human resources management, improve reporting, connect employees and help everyone work together more productively

## Transform your approach

Cezanne HR is a modern, modular Cloud HR solution that's designed to make your life simpler. Packed full of smart, time-saving features, it takes advantage of the latest internet and mobile technologies to take out cost and complexity; while still providing the features and flexibility today's businesses demand.

Built for UK and international organisations, Cezanne HR is trusted by tens of thousands worldwide.

## Centralise HR information

At the heart of Cezanne HR is the *People* module: the powerhouse of your HR operations. Built around an exceptionally comprehensive, secure HR database, *People* makes it easy to bring together all of your key HR data; from up-to-date employee profiles, training plans and compensation records, to the latest company policies.

## Streamline processes

*People* makes use of embedded workflows and notifications to keep HR processes running smoothly. For example, adding a new employee to the system can trigger a host of activities designed to ensure the right information is captured, and the right people are notified.

## Configure to fit

Cezanne HR reflects many years' experience of supporting the HR requirements of companies worldwide. It's flexible without being complicated, and designed to put you in control, so you can set it up to work the way you want it to.

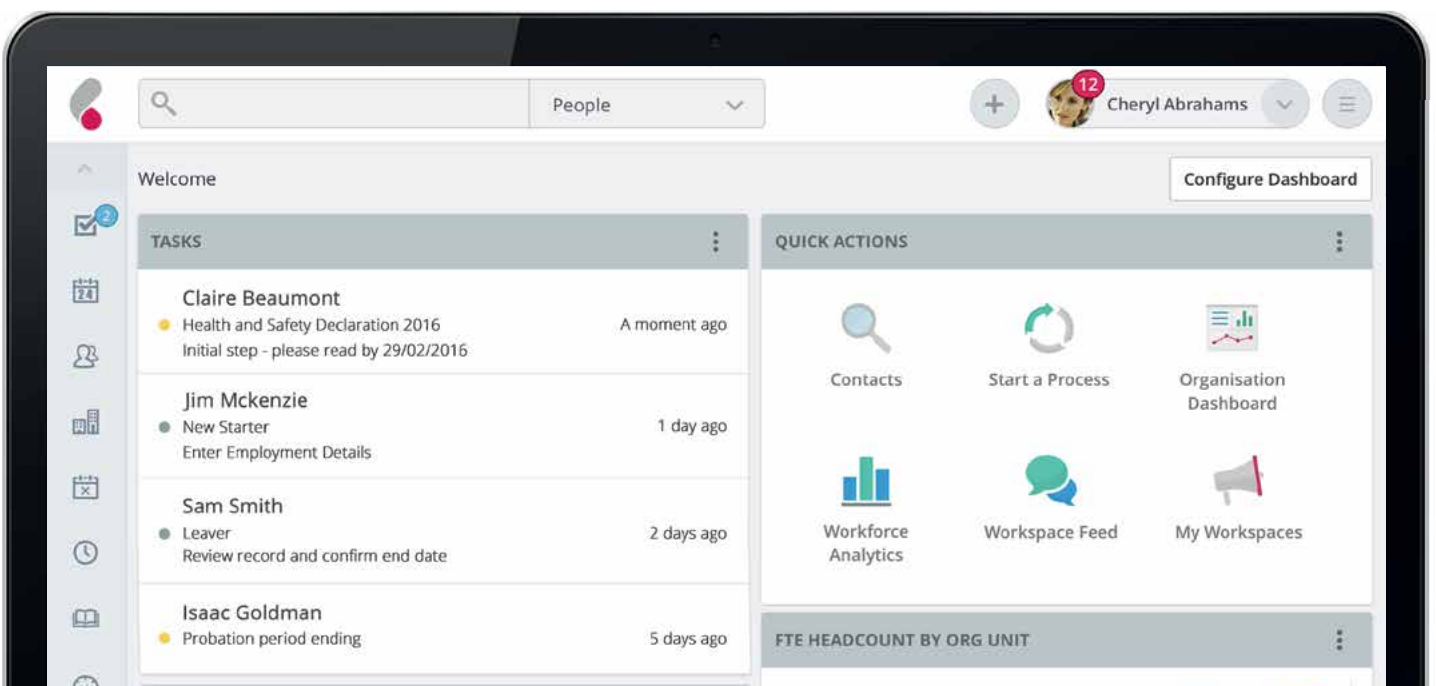
## Connect employees

Intuitive self service and advanced security means you can let managers and employees update relevant records, or help themselves to the information they need, from their PC, Mac, tablet or smartphone. You'll have control over the data, without the admin headache.

You'll also benefit from an integrated HR portal, where you can easily upload documents, share links, post messages and invite feedback. You can set up separate portals or workspaces for different groups of employees, perhaps to share information that's relevant to a specific department or country, or encourage team collaboration.

## Support legislative requirements

*People* makes legislative compliance more straightforward too. You can record health and safety incidents, capture grievance and disciplinary activities, store key documents, and stay on top of important dates, like visa renewals.

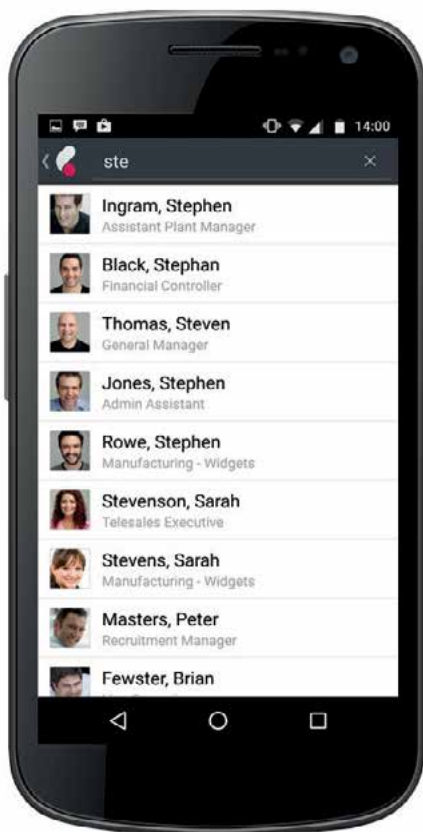


## Gain vital intelligence

Since all of your information is in one place, and easier to keep up to date, you'll benefit from faster, more accurate reporting. Graphical dashboards and a host of pre-configured queries, that can be customised to make your own, help you gain greater insight and make better informed decisions.

## Designed to grow with you

Since Cezanne HR is delivered online, in the Cloud, and designed to be used worldwide, it can easily scale to meet your changing needs. You'll be able to add new employees; set up new security roles; add divisions, companies or countries (and make use of the free language translations) whenever you want. Adding a new module is almost as simple. Just let us know, and we'll switch it on for you.



## Comprehensive and configurable

### PEOPLE FEATURES

- » **Flexible org structure:** set up multiple companies, divisions, departments, locations, cost centres, etc.
- » **Comprehensive employee profiles:** capture contact details, next of kin, photos, education, qualifications, career history, etc.
- » **Full employment records:** manage multiple employment contracts and assignments, and track career history
- » **Multiple working-time patterns:** cope with part-time workers and international requirements (e.g. working week starts on a Sunday)
- » **Training management:** plan, allocate, record and track requested and delivered development activities and the associated costs
- » **Compensation records:** keep a full history of all comp elements, including base salary, bonuses, benefits and pension status; import payslips; and exchange data with payroll systems (integrated payroll options available)
- » **Record assets:** keep track of company laptops, mobile phones etc.
- » **Legislative compliance:** dedicated screens for grievance & disciplinary, health & safety, visas & work permits etc., with alerts and notifications
- » **HR portal & social workspaces:** share documents, announcements and links. Invite feedback and tailor to different groups of employees or international requirements
- » **Document management:** upload or generate personalised documents, such as contracts or salary awards, with the option of document tracking
- » **Dedicated dashboards and reports:** fast access to key information, such as headcount, demographics and turnover
- » **Organisation charts:** quickly see relationships and map key data

### GENERAL CAPABILITIES

- » **Built for the Cloud:** achieve more with a system that's been built from the ground up to take advantage of the latest web and mobile technologies
  - » **UK & international:** powerful global features and multiple language translations included at no extra charge
  - » **Modular & scalable:** built to help you grow. Add employees, divisions, companies, countries, and new modules when you need them
  - » **Comprehensive & configurable:** straightforward for you to set the system up to work your way
  - » **Regular updates:** benefit from free, seamless delivery of the latest features, so you never get left behind
  - » **Secure by design:** roles-based security and advanced security at every level
  - » **Connect from anywhere:** use from your PC, Mac, tablet or smartphone
  - » **Intuitive self-service:** connect and engage employees, wherever they are
  - » **Approval workflows:** route tasks and authorisations to the right people at the right time
  - » **Alerts & notifications:** never miss an important date with automatic emails, reminders and tasks
  - » **Integrations:** benefit from an open API, single sign on, dual authentication, one-click export to Excel, and a host of other integrations, including payroll
  - » **Transparent pricing:** no upfront fees or hidden extras. Check out the subscription fees on our website
  - » **Trusted worldwide:** join tens of thousands of users in the UK and over 70 countries around the world
  - » **Fast to deploy and easy to manage:** our expert team can help you get up and running in just a few days or weeks, we'll even upload your core HR data for you for free
- Visit our website to find out more about how we support you.**

## About Cezanne HR

We've built something special at Cezanne HR; a powerful, configurable HR software solution that's simple to deploy, easy to manage and remarkably cost-effective, whatever the size of your business. As a team we've a long track record of delivering successful HR solutions to businesses worldwide. We've worked with companies of every size and across every business sector. That's why we decided from the very start to build an exceptionally robust and scalable SaaS platform for human resources management which, like our customer community, is growing all the time.

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