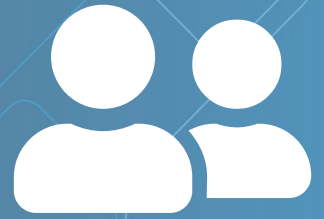


# People Management



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Save time, streamline HR administration,  
gain insight and help everyone work  
together more productively.



## Transform HR management

Cezanne HR is a modern, modular GDPR-compliant Cloud HR solution that is designed to make your life simpler. Packed full of smart, time-saving features, it takes advantage of the latest Cloud and workflow technologies to take out cost and complexity, while still providing the features and flexibility your business and your workforce demand.

Global at its core, with multiple translations available at no extra charge, Cezanne HR is trusted by HR professionals in the UK and worldwide.

## Stay in control

Importantly, Cezanne HR is purposely designed to put you in control. You can configure the system to reflect your processes, and add new employees, users, security roles, divisions, companies or countries at any time.

**And, with our robust, scalable infrastructure and regular program of free product enhancements, you'll benefit from a system that is designed to grow with you.**

## Simplify essential HR

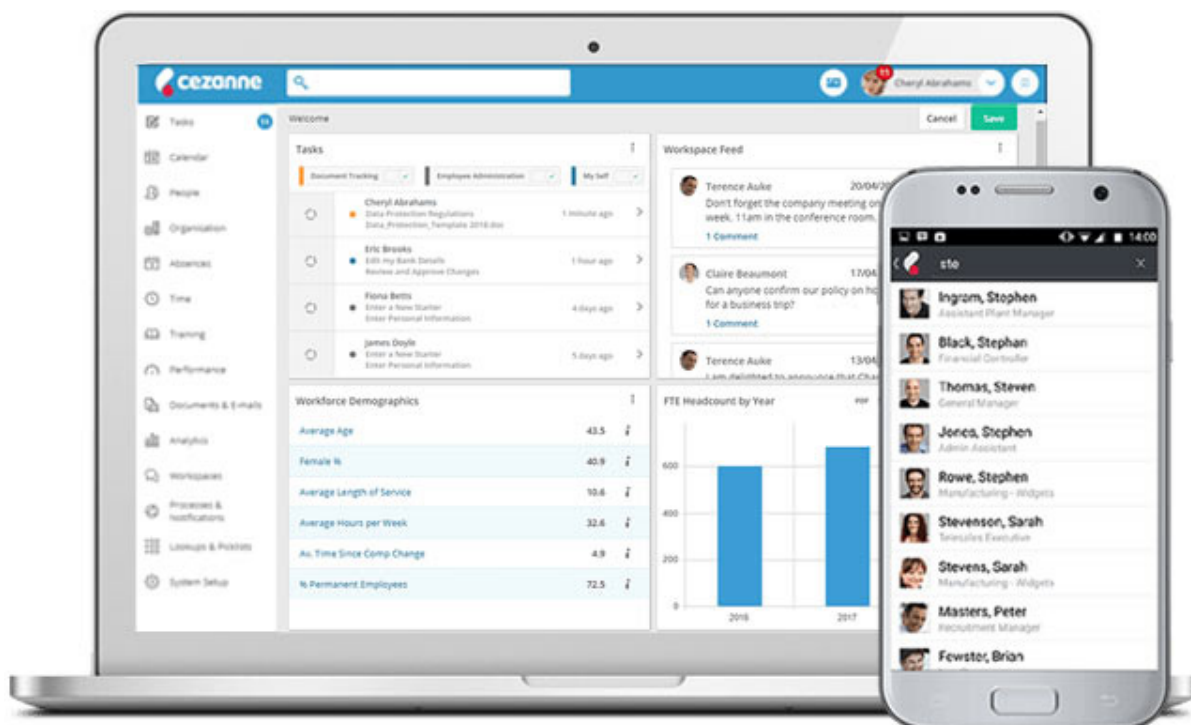
The People module is at the heart of your integrated Cezanne HR suite. Designed around an exceptionally comprehensive HR database, it combines extensive features for core HR management, including document generation and training administration with approval workflows, fast access to information and automatic alerts to save you time and help everyone work smarter.

For example, you can set the system up to trigger reminders for visa renewals, training certification expiry and much more. It's designed to do the chasing, so you don't need to.

## Connect employees

Intuitive self-service, advanced security and workflow approvals mean you can safely allow employees to update relevant records, submit forms or help themselves to the information they need from their PC, Mac, tablet or smartphone.

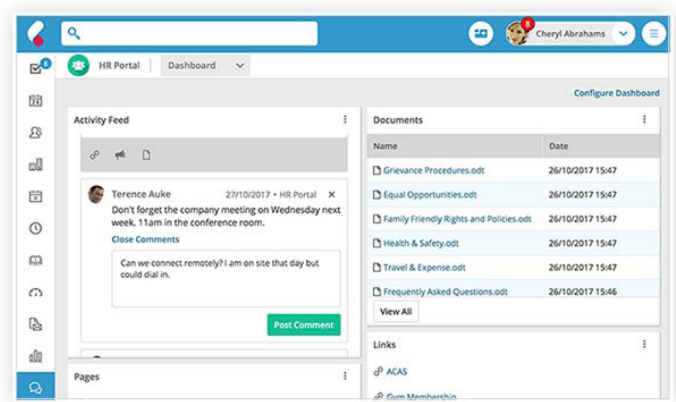
It's an effective way to reduce administration overheads, but retain control over data integrity and security.



## Create an information hub

People comes with integrated HR portals where you can 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 provide a focus area for team collaboration.

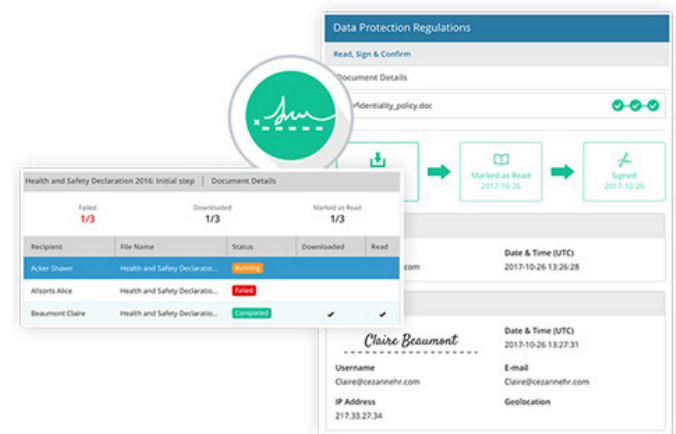


Connect employees and create information hubs with HR portals

## Support legislative requirements

Dedicated functionality helps make legislative compliance straightforward. You can record health and safety incidents, capture grievance and disciplinary activities, store key documents, and stay on top of important dates.

The integrated document management feature lets you create, send and track personalised communications - with e-signatures if required, and you have the option to create your own forms, with authorisation workflows, notifications and reporting.



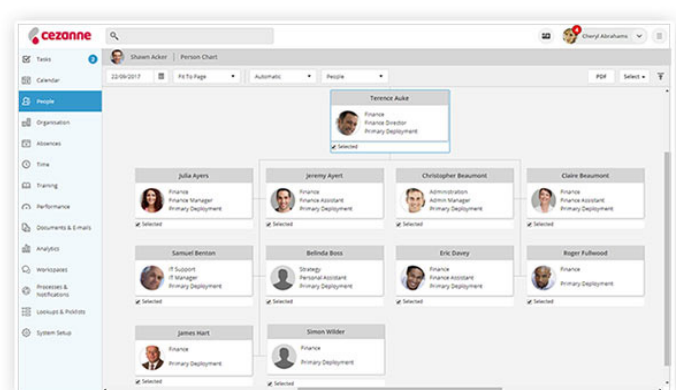
Create, send and track personalised documents

## Gain vital intelligence

Since all of your core HR information is in one place and easier to keep up to date, you'll benefit from faster, more accurate reporting. Graphical dashboards, pre-configured reports, report scheduling and ad hoc queries unlock the value of your HR data, so you and your colleagues can make better-informed decisions.

## Take a global perspective

With multi-country, multi-currency and multi-language support, and the ability to adapt processes and security rules to reflect different country or regional requirements, Cezanne HR has everything you need to better manage an international workforce.



Gain insight with graphical reports and dynamic organisation charts

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## Features overview

- **Flexible org structures:** set up multiple companies, divisions, departments, locations, cost centres, etc.
- **Comprehensive employee profiles:** keep a central record of 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 different contractual hours, 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 with associated costs
- **Compensation records:** keep a full history of all comp elements, including base salary, bonuses, benefits, company cars and pension status; import payslips; and exchange data with payroll systems (integrated payroll options available)
- **Assets:** track company laptops, mobile phones etc.
- **Legislative compliance:** make use of dedicated screens for grievance & disciplinary, health & safety, visas & work permits etc., with alerts and notifications
- **Form builder:** create your own forms with authorisation workflows, notifications and reporting
- **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 create personalised documents such as contracts or salary awards, with the option of document tracking and e-signatures
- **Dashboards and reports:** benefit from fast access to key information such as headcount, demographics and turnover, create adhoc queries, schedule reports and export to Excel
- **Org charts:** quickly see relationships and map key data
- **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:** GDPR compliant, with role-based access 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 80 countries around the world
- **Fast to deploy and easy to manage:** our expert team can help you get up and running in no time at all. 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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