



Timesheets and Time Tracking

Reduce administrative overheads, improve accuracy and make completing and approving timesheets faster and easier for everyone.

Stay on top of time

Cezanne HR's integrated Time module lets you take advantage of the data you already have in your Cezanne HR system to centralise and simplify how time is recorded across your whole organisation.

Capture the details you need

You'll have the flexibility to set up timesheets to collect the information your business needs, whether that's to drive payroll, client billing or simply help improve visibility and efficiency.

You can decide to record just the hours employees work, or break down time by projects, activities and type (for example, travel or overtime).

Route through your approvals

Time has been designed so that you can configure it to fit around your processes.

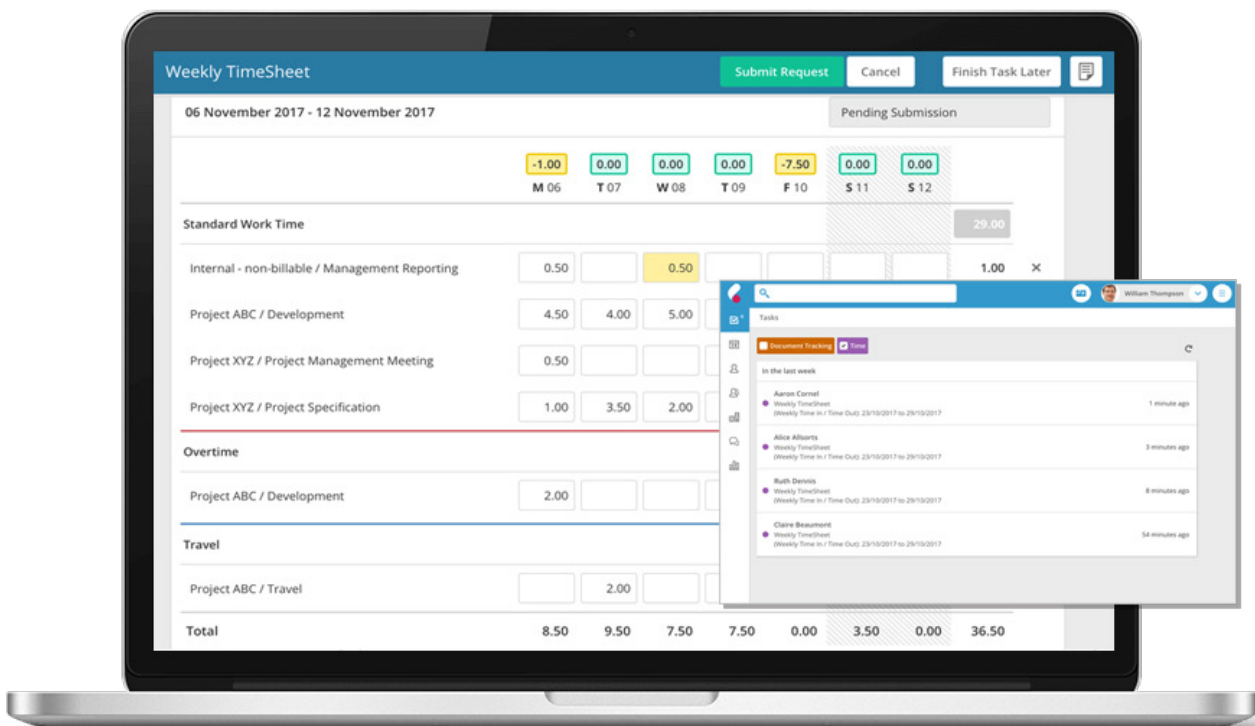
You can define who approves timesheets, including multiple approval steps, together with the permissions they have to edit, approve or reject timesheets, and who should be notified once a timesheet has been approved. This could be used, for example, to ensure finance are kept in the loop for billing or payroll.

Encourage completion

Once employees are associated with a timesheet, the system takes care of the rest; automatically generating timesheets on a weekly basis.

Employees are notified by email and can click through to their own timesheet, or pick them up from their task inbox in Cezanne HR.

Employees benefit from the same secure and familiar interface and, as timesheets can be accessed online 24/7, they can enter their data when it suits them. Perhaps from their home tablet or PC, and not when they are rushing to leave the office on a Friday evening.



Improve accuracy

Screens have been designed to help employees get data entry right first time. For example, they automatically reflect individual employee's working hours, and can be set up to show employees only the specific projects and activities they are working on.

Should an employee log time that doesn't match their hours, or enters hours on a non-working day, such as a bank holiday, they'll immediately see a visual warning.

Mistakes can be put right more easily and notes added to explain any anomalies.

Make sign off seamless

As soon as completed timesheets are submitted for approval, the system notifies the approving manager(s).

Should a timesheet be rejected, the employee is notified, so they can review and re-submit their information.

Benefit from data

Since timesheet data is now so much more accessible, you'll get much more value from it. For example you can:

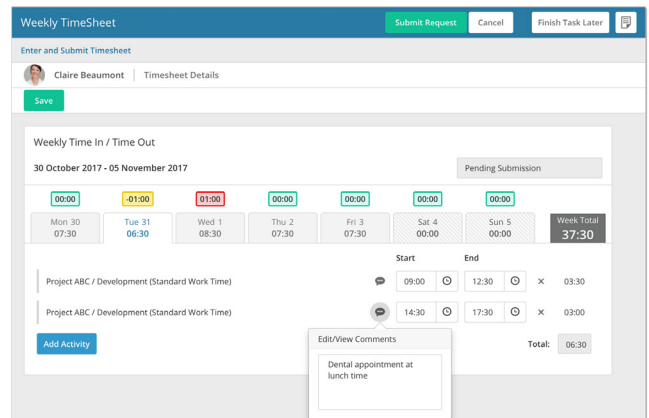
- Track time against specific projects; see the make up of billable and non-billable hours; and generate reports for billing
- Check on overtime and export data for payroll
- Gain insight into how much time is allocated to other activities, like training, mentoring or administration.

It's a powerful source of data that can help with everything from performance reviews to resource planning.

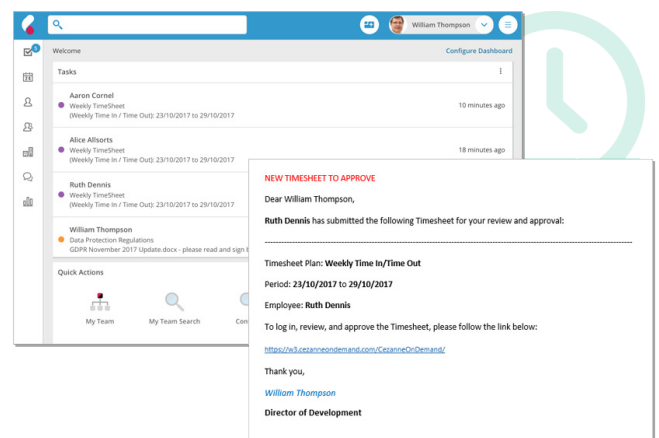
Combine with Absence

When used alongside Cezanne HR's Absence module, confirmed absences automatically appear in employees' timesheets.

Mistakes are less likely, and it's clear to both employees and approvers when employees are working, and when they are not.



Improve accuracy with simple-to-complete screens



Help streamline approvals with email notifications and tasks

Features overview

- **Flexible set up:** create as many different timesheets as you need, each with their own groups of employees, approval workflows, projects, activities, overtime criteria, etc.
- **Track start and end times or duration:** simple attendance recording, or more complex allocation of time
- **Working hours:** automatically generate timesheets based on the working time patterns held in the core People module
- **Project and activities:** create a central library of projects and associated activities, and tie to specific timesheets or allow ad hoc selection
- **Permission definition:** control the right to set up, see, edit and approve timesheets
- **Automatic distribution:** let employees know when timesheets are ready to be completed, and route through your approval process
- **Multiple authorisation:** enable one-step or two-step sign off (e.g. line manager and finance director)
- **Visual guides:** help employees allocate time correctly
- **Centralised data:** easily generate reports for payroll or analysis
- **Absence integration:** use alongside the Absence module for more accurate time recording
- **Data import:** upload data from third party clocking in and clocking out systems
- **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 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 smart phone
- **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.