

Timesheets and Time Tracking



Improve accuracy and make completing
and approving timesheets faster and
easier for everyone.

Stay on top of time

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

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

And, since your employees benefit from the same secure, familiar online interface as they do for other HR-related activities, they'll find completing timesheets more straightforward too.

Route through your approvals

You can define who approves timesheets, including multiple approval steps, together with the permissions each participant has 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 by automatically generating timesheets on a weekly basis.

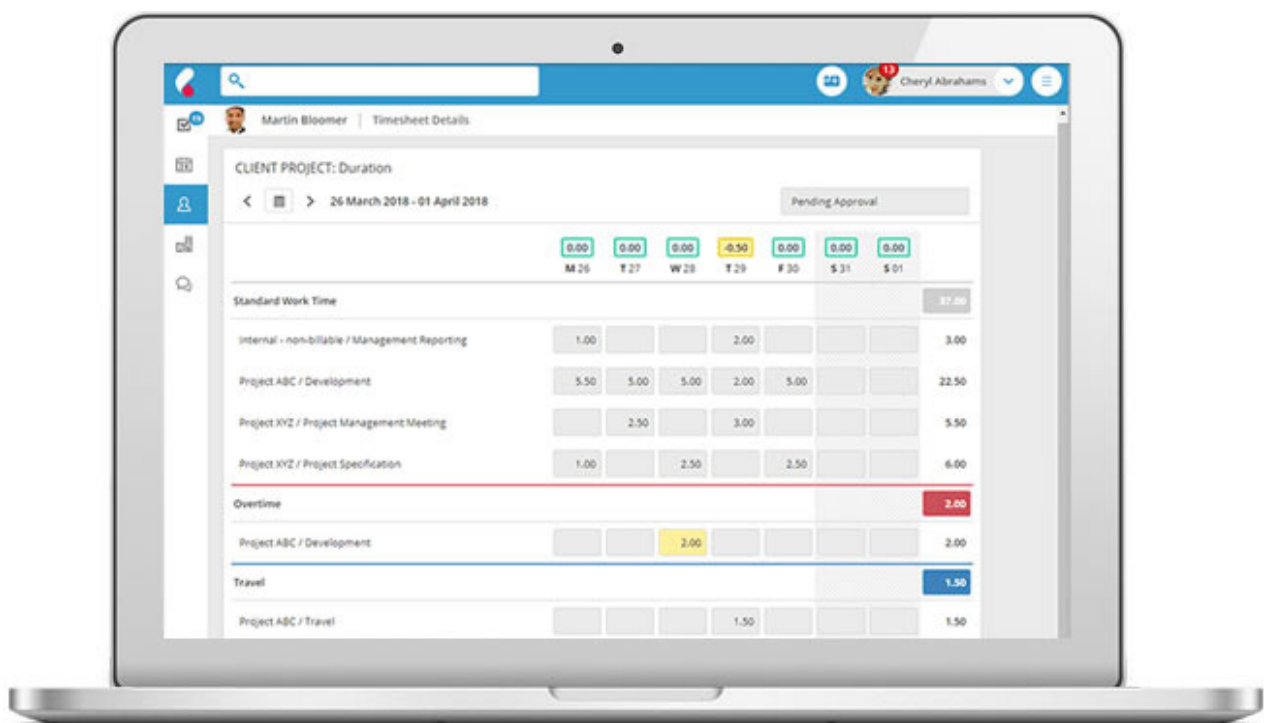
Employees are notified by email and can click through to their own timesheet in your Cezanne HR system, or pick them up from their task inbox.

You decide whether employees should just record the hours they work or should allocate their time against specific projects, activities and types such as travel or overtime.

Improve accuracy

Timesheets screens are 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.



Make sign off seamless

As soon as an employee submits their completed timesheet, the system notifies the approving manager(s) by email and updates their task inbox, helping to ensure the next steps in your sign off process can't be overlooked.

Should a timesheet be rejected the employee is notified immediately, so they can review and re-submit their information - with explanatory notes if required.

Gain insight

With all your timesheet data in a single system, timesheet administrators gain a powerful source of information that will help with everything from billing to resource planning and performance reviews. For example to:

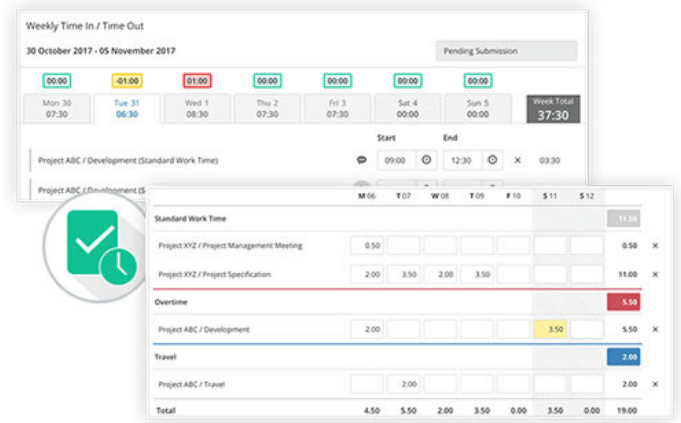
- Check on time spent on specific projects and see the make up of billable and non-billable hours
- Generate reports for billing
- Report on overtime and export data for payroll
- Gain insight into how much time is allocated to other activities such as training, mentoring or administration.

Timesheet administrators can check up on processes at any time, and chase up overdue timesheets or stalled approvals if needed.

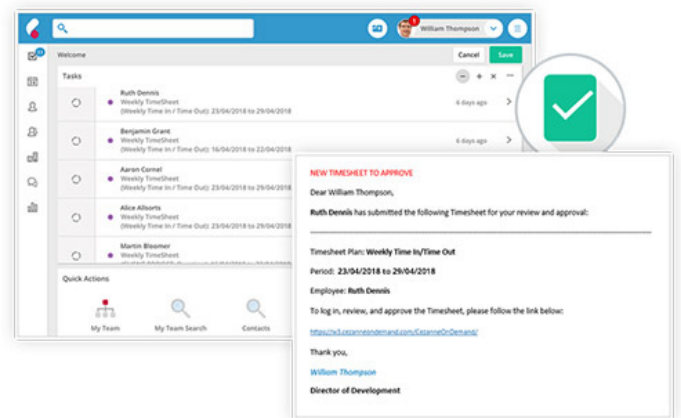
See booked absences

When used alongside Cezanne HR's integrated Absence management module, confirmed absences or public holidays automatically appear in employees' timesheets.

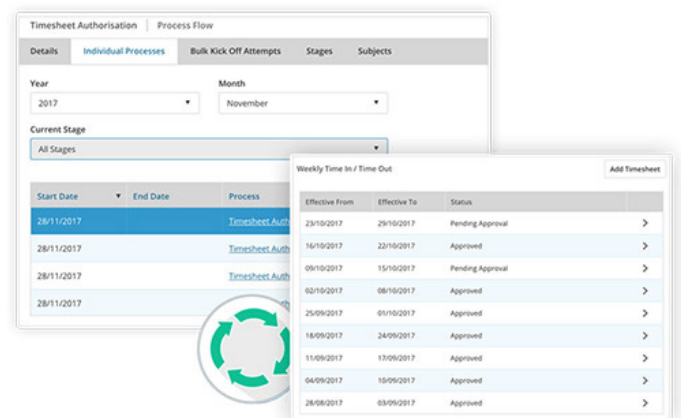
Mistakes are less likely as it's clear to both employees and approvers when employees are working, and when they are not.



Improve accuracy thanks to simple-to-complete online screens



Help streamline approvals with email notifications and task lists



Take advantage of centralised tracking and reporting

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:** designed to accommodate simple attendance recording, or more complex allocation of time
- **Reflect working hours:** automatically generate timesheets based on the working time patterns held in your core People module
- **Project and activity pick lists:** 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 and email notifications:** let employees know when timesheets are ready to be completed
- **Route through your approval processes:** submitted timesheets are automatically forwarded to approving manager(s) based on your rules
- **Multiple authorisation:** enable one-step or two-step sign off (e.g. line manager and finance director)
- **Visual guides:** help employees allocate time correctly
- **Accurate reporting:** centralised data: make it easier to generate reports for payroll or analysis
- **Absence integration:** use alongside Cezanne HR's 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.