



# Time Tracking and Management



Reduce administrative overheads, improve accuracy and make completing and approving timesheets faster and easier for employees and managers

## 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 *People* system, and the optional *Absence* module, to centralise and simplify how time is recorded across your whole organisation.

## Capture the details you need

You'll have the flexibility to configure *Time* to log the information your business needs, whether that's to drive payroll, billings or simply help improve visibility and efficiency. You can decide to just record the hours that employees work, or break time down by projects, activities and type (for example, travel or overtime). You'll have the option to select different approval workflows, and even use different approaches for different groups of employees.

## Encourage completion

Once employees are associated with a timesheet, the system takes care of the rest, automatically notifying them when they have a task to complete. Since *Time* is built on the same technology as the rest of the Cezanne suite, employees simply complete their timesheets using the same, secure and familiar Cezanne HR environment.

## Improve accuracy

Timesheets have been designed to be straightforward to complete. They can be set up to show employees only the projects and activities they are working on, and automatically reflect their working hours. If an employee logs time that doesn't match these hours, or enters hours on a non-working day (such as a bank holiday), the system warns them, so they can double check their entries.

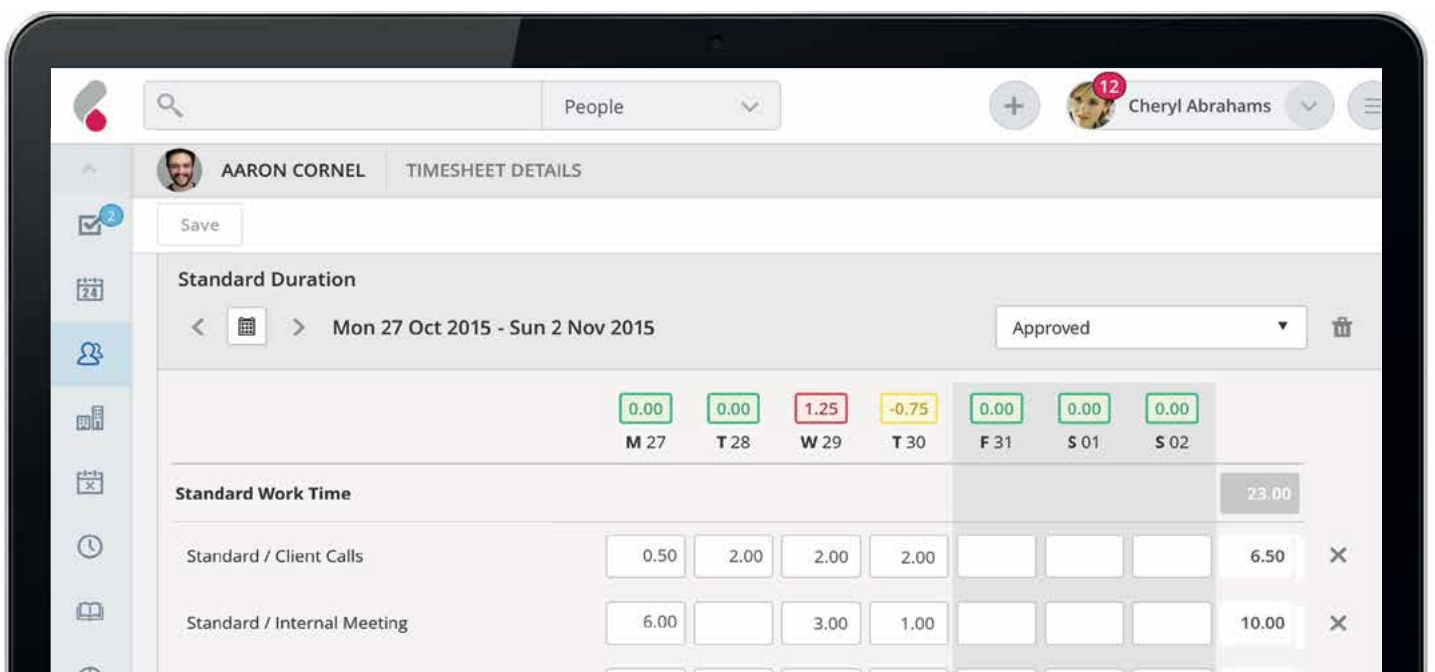
Since *Time* is in the Cloud, employees can complete their timesheets when it suits them. Perhaps from their home tablet or PC - and not when they are rushing to leave the office on a Friday evening.

## Make sign off seamless

As completed timesheets are submitted, the system automatically notifies the approving manager(s).

HR can decide who the approvers are (for example, the employee's supervisor, org unit manager, or someone who is responsible for a specific time plan), and what permission they have to edit, approve or reject timesheets.

If a timesheet is rejected, the employee is automatically notified, so can review and re-submit their information.



## Benefit from data

With all of your timesheet information in one place, you'll find it simpler to generate accurate information for payroll, and see how time is being spent.

For example; to track time against specific projects; see the make up of billable and non-billable hours; check on overtime; and review 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.

## Take an integrated approach

Use *Time* alongside Cezanne HR's optional *Absence* module and any time booked off or sick leave will automatically appear in the employees' timesheets. Mistakes are less likely, and it's clear to both employees and their managers when employees are working – and when they are not.

We've also made it simple to upload data from independent clocking in and out systems, so you can take advantage of the extra functionality of Cezanne HR for people and absence management.

## Comprehensive and configurable

### TIME FEATURES

- » **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 timesheet 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

### 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 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 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 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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