

Cezanne HR Global Features Overview



Global HR Capabilities

Already serving tens of thousands of employees in more than 80 countries worldwide, Cezanne HR is a proven HR software solution for mid-sized and growing international organisations.

GLOBAL FROM THE START

Cezanne HR is a modern Cloud HR system that's been built from the ground up to be global. You'll benefit from a solution that reflects decades of experience delivering secure and effective HR systems to organisations, large and small, worldwide. From the design of the database to the workflow engine, and from business logic to application functionality, Cezanne HR has global businesses and global HR processes at its core.

DIFFERENT BY DESIGN

With Cezanne HR, we've taken a fresh approach to HR software design, delivery and support. We've combined HR solution expertise with clever thinking; a passion for customer service; and the latest Cloud technologies, to deliver a modern, affordable and flexible HR system that is ideally suited to today's increasingly connected global organisations. Cezanne HR takes out cost and complexity, streamlines processes and connects employees, without sacrificing the flexibility, performance or security your business demands.

Unlike many other HR solutions, Cezanne HR is purposely designed to be quick to implement, easy to manage and configurable by you. From adding new users, offices or country locations, to defining multiple local working time patterns, holiday entitlements, performance reviews, and more, Cezanne HR gives you the freedom to flex the system to fit your needs today, and tomorrow.

“

Running a business can be complicated and has its own unique set of challenges. The people at Cezanne understand this and have designed a system that is flexible enough to cater to a very wide array of needs. When we opened our new offices, Cezanne was in support. When we grew, Cezanne was there. When we opened our US operation, Cezanne helped again. These guys have really thought it through.

”

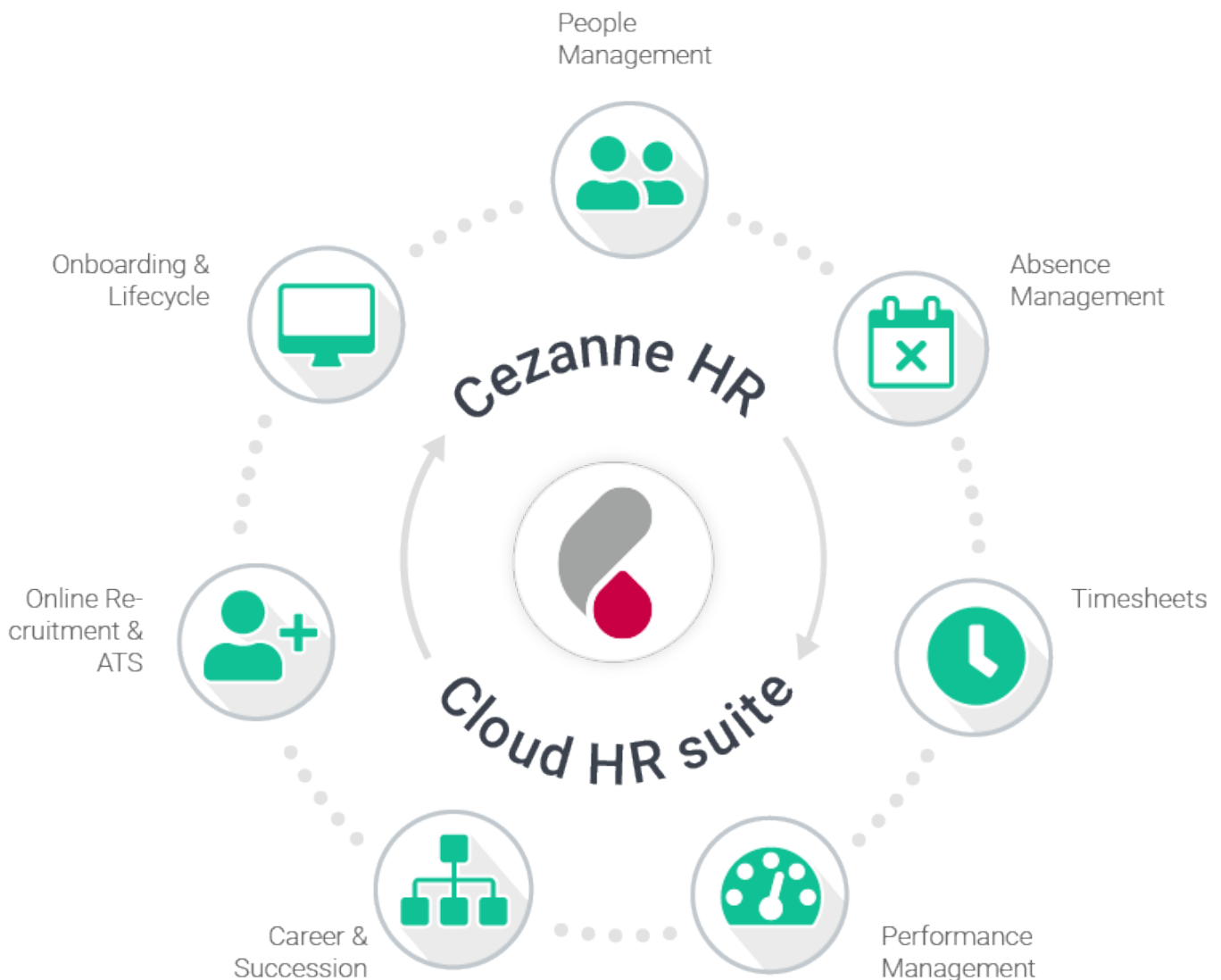
Blue Latitude Health

BEST PRACTICE FRAMEWORK

Cezanne HR is built around a comprehensive HR framework that reflects input from HR experts worldwide and current HR practices. You'll benefit from an extensive, internationally-focused and modular HRMS; time-saving authorisation workflows; automatic notifications and alerts; integrated HR portals; personalised HR dashboards and reports; configurable roles-based security; document management; integrated organisation charts and much more.

MODULAR APPROACH

Since not every company needs all of the features in the Cezanne HR suite, you can pick the modules you need, when you need them. And, you can take advantage of connectivity features, such as; integration with single sign on; payroll output and interfaces; and an open API, for interfacing with other systems.



GLOBAL AND LOCAL

Cezanne HR is designed to be straight forward to configure, so that you can fit it to different ways of working in different countries. You'll still benefit from a single source of up-to-date information and company-wide consistency where it matters, but have the freedom to accommodate local ways of working.

For example you can:

- **Route email notifications or authorisation workflows based on role or location:** perhaps to send a holiday request or sickness notification to the line manager in one division or country, and to HR in another.
- **Add multiple HR portals and workspaces:** with tailored content for different groups of employees. E.g. Employees in Spain could access different employee handbooks than those in the US, and managers in different parts of the business can share feedback or find advice that's relevant to their specific country.
- **Set up multiple document templates:** so you can easily send personalised communications to employees, such as letters confirming salary reviews, promotions or other work-related events, in the relevant language.
- **Define your own pick lists with translations:** so it's easier to ensure data consistency, as well as allow employees or managers to complete key information more quickly.
- **Create country-specific absence plans:** with different accrual and carry over rules, and country or regional public holidays.
- **Set up multiple performance reviews:** that reflect both global and local considerations, and route them through different types of participants and stages if required.

MULTI-LANGUAGE, MULTI-CURRENCY, MULTI-NATIONAL

With Cezanne HR, you benefit from all of the available language translations at no extra charge and, since the system supports non-Western character sets (e.g. Chinese, Arabic), fields can be completed in any language. Language translations are made by experts, and updated as new features are added to the system.

- UK English
- US English
- Spanish
- Italian
- Portuguese
- French
- Dutch
- German
- Turkish
- Romanian

Employees can select their own language preference, and also have the option to specify their preferred date and currency formatting. For example, Spanish-speaking employees in Mexico will generally want to use US date formatting (mm/dd/yy) while their colleagues in Spain will opt for dd/mm/yy.

DESIGNED FOR PC, MAC, TABLET OR MOBILE

To ensure the best experience for everyone, Cezanne HR makes use of the latest responsive design, HTML5 mark-up language and free-to-download mobile apps for iOS and Android. You and your colleagues can securely connect online at any time, and from the device of choice: perhaps a PC or MAC at work, a tablet at home, or a smart-phone while on the move. All that is needed is a connection to the internet and a modern web browser.



ROBUST DELIVERY, CONSTANT MONITORING

Global system availability and performance are obviously critical. You need your employees in Asia Pacific or the Americas to have the same speed and ease of access to Cezanne HR as those in Europe or Africa. Cezanne HR is delivered online, from a high-availability Cloud infrastructure hosted by AWS - the world's leading provider of Cloud infrastructure services. In addition to the monitoring and back up services provided by AWS, system availability and performance is independently monitored 24/7 across the globe. Should there be an issue, we will be notified, and can respond immediately.

We consistently deliver a robust, secure online service, with availability better than 99.99%

STRAIGHTFORWARD INTERNATIONAL ROLL OUT

Since you control who can access your HR system, the screens they see and the processes they are involved in, it's easy to roll out the system in the way that works for you. You have the option to provide local HR administrators with restricted access to HR data based on their roles and responsibilities, and choose when to provide wider access to managers or employees.

ENGAGED EMPLOYEES

Global organisations work together better when they can easily share ideas and information. Cezanne HR is designed to connect people with people, and people with information. Whether that's locating colleagues in another part of the business using the online directory; sharing announcements or documents via local or company-wide portals; providing managers with greater insight into their teams; or simply knowing when an important date is coming up, Cezanne HR will help everyone feel more connected, and work together more productively.

EXPERT SUPPORT

Our friendly team of multi-lingual product experts will be on hand to assist you. From advice on system setup, through training and consultancy, to on-going support for everyday questions, our goal is your success. As new features are released, we'll let you know how to make the most of them, and you'll have 24/7 access to our online support portal with its library of expert guides and webinars.



CORE CAPABILITIES

- **Multi-language:** benefit from expert language translations at no extra charge. Visit www.cezannehr.com to see available language translations.
- **Multi-country:** reflect your organisation structure, with the option to define multiple companies, office locations, divisions, departments and associated cost-centres.
- **Multi-currency:** record information in the local currency, with a base currency to enable organisation-wide reporting.
- **User roles:** control access to screens/data based on roles, responsibilities and locations. Create an unlimited number of "restricted HR" roles, so that local HR administrators only see screens/data relevant to their role. E.g. only salaries for their country or division.
- **Custom drop-downs:** set up your own pick-lists in multiple languages for consistency and improved reporting.
- **Editable workflows:** tailor pre-defined notifications to reflect different trigger dates or recipients to reflect local resources and ways of working.
- **Flexible notifications:** set up the notifications and reminders that are relevant for each country.
- **Variable working-time patterns:** set up as many different working-time patterns as you need, including Monday to Friday or Sunday to Thursday working week.
- **Local time zones:** automatically reflect the right time zones based on location.
- **Approval delegation:** temporarily delegate approvals to any appropriate manager (not necessarily in the same country).
- **Date and number formats:** let employees pick the formatting that's familiar to them.
- **Known as:** accommodate different naming conventions in different countries, and hold legal names as well as 'known as'.
- **Accruable training plans:** option to accrue training entitlement based on hours worked (e.g. to support French legislation).
- **Multiple employee/ HR portals:** create country-specific portals and share information with, or invite feedback from, specific groups of employees.
- **Personalised dashboards:** select from available dashboards options to display the information that's of most relevance.
- **Flexible search and reporting:** report on data across the whole organisation, or set up and save searches relevant to specific countries or teams.
- **Report scheduling:** set reports to run automatically based on local HR team or individual requirements.
- **Document generation:** set up and save multiple document templates, and generate, send and store personalised emails and documents in any language.
- **New starter process:** ensure that appropriate information is easier to collect by creating different joining steps for different groups of employees.
- **Output for payroll:** tailor reports to fit different payroll requirement in different countries. Or make use of the API to build your own data extracts.

ABSENCE MODULE

- **Set up multiple absence plans:** create as many different plans as needed, each with their own names and entitlement rules, and link them to different groups of employees.
- **Associate employees to more than one plan:** allocate employees to multiple plans (accruing and non-accruing), so it's easy to manage, track and report on any kind of absence, paid or otherwise.
- **Support different time periods:** create hourly, daily and weekly absence plans and ensure entitlements are accurately accrued and recorded.
- **Configure accrual rules:** select relevant option for each country. Includes: date entitlement accrued from (e.g. start date, specific day of the year), whether time off has to be "earned" before it can be taken, accrual period (e.g. monthly or yearly), seniority, rounding and carry over rules.
- **Automatically display relevant public holidays:** import or set up country and region-specific public holidays to enable accurate calculation of paid time off, diary scheduling etc.
- **Set mandatory non-working days:** define days that must be taken as holiday on a country-by-country or office-by-office basis.
- **Localise approval workflows:** choose different approaches for different absence types or countries. For example, to send a holiday to a line manager, while a sick leave notification goes to HR.
- **Benefit from localised screens:** for example, UK-specific screens for maternity, paternity and adoption leave.
- **Management dashboards:** personalise to reflect individual requirements, e.g. enable local HR or line managers to focus on a specific divisions or department.

PERFORMANCE MODULE

- **Tailor content to reflect local needs:** set up as many different performance forms as you need, with appropriate content for each of your operations.
- **Take advantage of available language translations:** benefit from translated navigation, field names etc.
- **Set processes:** select from different configuration options to route performance reviews through different stages, with different permissions over right to edit/review etc., to reflect local ways of working.
- **Personalised dashboards:** select from available options in order to reflect individual requirements. For example, to enable focus on a specific division or department.

TIME MODULE

- **Create multiple timesheets:** set up as many different timesheets as you need, tailored to individual groups of employees.
- **Route approvals based on your rules:** configure approval workflows to reflect local differences.
- **Take advantage of available language translations:** benefit from translated navigation, field names etc.
- **Export aggregated timesheet information by location:** for example, to reflect different payroll processes.



CEZANNE

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.

Call: +44 (0)20 7202 2727

Visit: www.cezannehr.com

Email: info@cezannehr.com

