



A quick introduction to Cezanne HR

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Welcome

Welcome to Cezanne HR, a cloud-based system that enables you to view and manage your HR information quickly and easily. Other benefits include:

- **Access 24/7** – Log in whenever and wherever you want – all you need is internet access and a web browser.
- **Compatibility** – Supported on multiple browsers and devices including laptops and tablets.
- **Stay in touch** – Easily find contact information for colleagues around the business.
- **Saves you time** – Check your latest holiday entitlement, request time off and access your calendar to see who's off.

This document provides a quick overview of the main features of Cezanne HR for Line Managers and Self Service users. For more detailed support, please use the online help.

Contents

1. Home Screen
2. Absences
3. Calendar
4. Other Functionality
5. Other Modules
6. Cezanne HR for Mobile

Home Screen

QUICK SEARCH

Line Managers can find members of their team by typing in part or all of their name

TOP BAR MENU

Contains a drop-down menu and shortcut to help you use and configure your account, e.g. Notifications, User Settings and Help.

SEARCHES AND SETS

Line Managers can use this button to open the Searches and Sets side panel.

SIDE MENU

The main way to navigate between screens.

E.g. Tasks, Calendar, Charts and Analytics.

The screenshot displays the Home Screen dashboard with the following components:

- Top Bar:** Includes a search icon, a 'People' dropdown menu, a user profile for Cheryl Abrahams with a notification badge (3), and a menu icon.
- Left Side Menu:** Contains icons for Welcome, Tasks, My Team, My Team Search, Contacts, Org Chart, My Personal Information, and My Contact Details.
- Welcome Section:** Displays a 'Welcome' message and a 'Configure Dashboard' button.
- TASKS:** A list of tasks for Terence Auke, including 'Timesheet Authorisation' and 'Review and Approve Timesheet (Standard UK Plan): 22/06/2015 to 28/06/2015'.
- QUICK ACTIONS:** A grid of icons for 'My Team', 'My Team Search', 'Contacts', 'Org Chart', 'My Personal Information', and 'My Contact Details'.
- MY ABSENCES SUMMARY:** A section with a green 'Add Absence' button and a progress bar for 'Holiday' (Total 28.00 Days, Taken 16.00 Days, Remaining 12.00 Days). It also includes 'Sickness' (Taken 2.00 Days, 1 Episodes) and 'Other' (Taken 0.00 Hours, 0 Episodes) summaries.

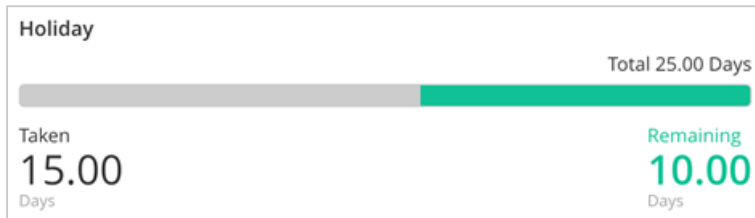
HOME DASHBOARD

The Home dashboard contains widgets such as Quick Actions, Tasks and My Absences Summary. Additional widgets and layouts are available by clicking 'Configure Dashboard'.

Absences

CHECK YOUR ABSENCE BALANCES

- Check Taken / Remaining entitlement for the holiday year.
- Track time off due to other absences (e.g. Sickness).



BOOK AND APPROVE AN ABSENCE

- Submit absences for approval.
- Approve absences for your team (Line Managers).

ABSENCE REQUEST

HOLIDAY OR OTHER ABSENCE

Start Date *

End Date *

PLAN YOUR HOLIDAY YEAR

- Save 'Draft' events.
- Review all absences using the Annual Overview.

January

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Calendar

With the Cezanne Calendar, it's easy to keep track of Absence Events, Development Activities and Public Holidays for you and your colleagues all in one place.

	Mon 15 June	Tue 16 June	Wed 17 June	Thu 18 June	Fri 19 June	Sat 20 June	Sun 21 June
Cheryl Abrahams				Sickness			
Jane Albrizzi		Activity: Managing Change					
Shawn Acker	Holiday						

VIEWS

Choose from four available views to display information:

Day	Week	Timeline Month	Month
-----	------	----------------	-------

EVENTS

Each Event Type is displayed using a different colour, making it easy to distinguish between them at a glance:

- Absences
- Development Activities
- Public Holidays

Holiday

Activity

Public Holiday

FILTER

Customise which of your colleagues are displayed on your calendar, using Filter Groups.

<input checked="" type="checkbox"/>	My Self
<input checked="" type="checkbox"/>	My Direct Subordinates
<input checked="" type="checkbox"/>	My Peers
<input checked="" type="checkbox"/>	My Manager
<input checked="" type="checkbox"/>	Sales


Other Functionality

TASKS

Receive tasks to complete, e.g. absence requests and appraisals.


☒ Absence ☒ Time

IN THE LAST WEEK

 Cheryl Abrahams


Absence Request

You have an un-submitted request for Holiday

 Terence Auke

Timesheet Authorisation

Review and Approve Timesheet (Timesheet Plan): 15/06/2015 to 21/06/2015

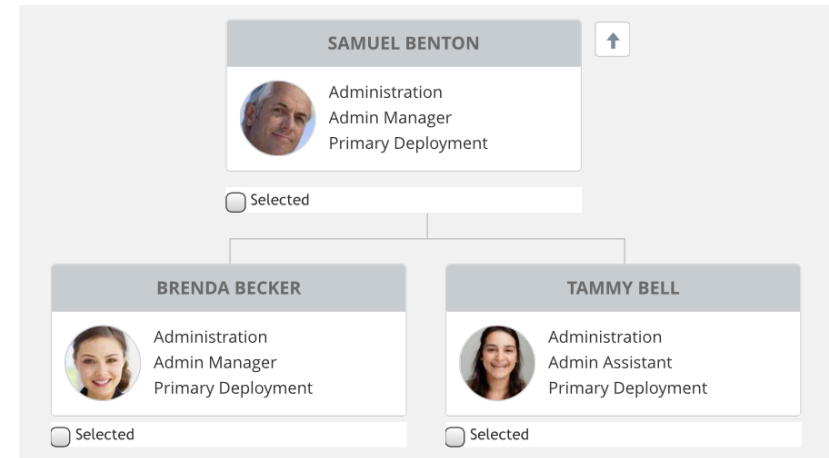
 Terence Auke

Absence Request

Holiday Plan Standard UK: 1.00 Días requested from 16/06/2015 to 16/06/2015
Total Taken This Year: 17.00 Days, Remaining: 8.00 Days


CHARTING

View how your team and company are structured.



CONTACTS LIST

Quickly find your colleagues' contact details.



Brenda Becker (CEZ03)
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Omnicrom UK


Administration

Admin Manager

Management Level

WORKSPACES

Share ideas and contribute to group discussions.

 News and Announcements

Activity Feed >

Documents >

Links >

Pages >

Other Modules

PERFORMANCE

Complete, submit and view performance appraisals.

Client Retention

Target

Increase client retention by 10%

80%

80%

TIME

Record activities in weekly timesheets and submit for review.

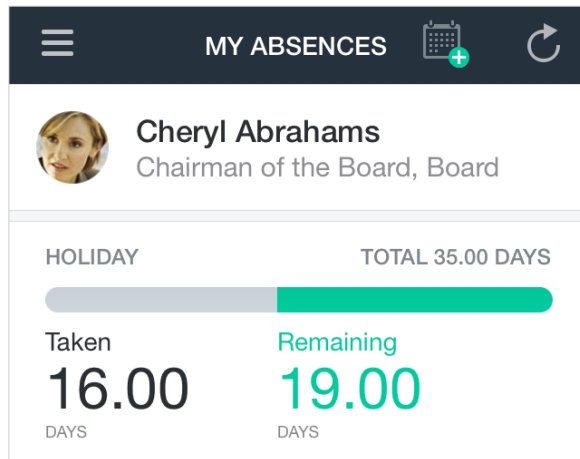
<		>	Mon 6 Apr 2015 - Sun 12 Apr 2015					Approved	
			0.00	0.00	1.00	-1.00	0.00	0.00	0.00
			M 06	T 07	W 08	T 09	F 10	S 11	S 12
Bank Holidays			●						
Standard Work Time									22.50
ABC Website Redesign / Client Meeting				7.50	8.50	6.50			22.50

Cezanne HR for Mobile

The Cezanne HR Mobile application is available for Apple and Android devices.

MY ABSENCES

Check the balance of your absence plans

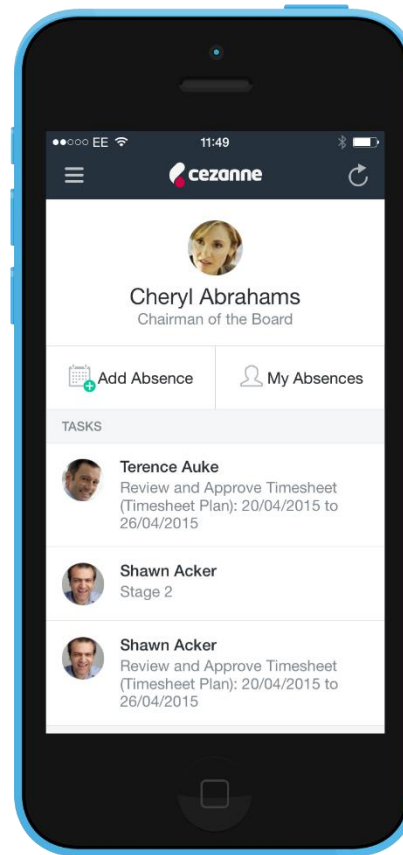


CONTACTS

Search for your colleagues' contact details

The screenshot shows the 'CONTACTS' screen with a search bar containing 'Tammy'. Below the search bar, a result for 'Bell, Tammy' is shown, with the role 'Admin Assistant, Administration'.

Name	Role
Bell, Tammy	Admin Assistant, Administration



REQUEST/APPROVE ABSENCE

Request an absence to be sent for approval

The screenshot shows the 'REQUEST/APPROVE ABSENCE' screen. It has a header with 'Cancel', 'REQUEST ABSENCE', and 'Submit' buttons. Below, it shows a 'Holiday' request for the date '22/04/2015'. The 'From' and 'To' fields are both set to '22/04/2015 - Start of day' and '22/04/2015 - End of day' respectively. The 'Reason' field is set to 'Holiday'.

Field	Value
From	22/04/2015 - Start of day
To	22/04/2015 - End of day
Reason	Holiday

CALENDAR

Check who's off over the next month

The screenshot shows the 'CALENDAR' screen. It displays a calendar view for the month of April. The 'TODAY' section shows '22 APRIL' with a holiday for 'Terence Auke' from '09:00 - 18:00'. The 'TUESDAY' section shows '28 APRIL' with an absence for 'Christopher Beaumont' from '09:00 - 17:30'.

Date	Event	Time
22 APRIL	Terence Auke Holiday	09:00 - 18:00
28 APRIL	Christopher Beaumont Ab...	09:00 - 17:30