A quick introduction to Cezanne HR

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

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.

| | Cheryl Abrahams ⌄ ☰ |
| People ⌄ | **3** |

Welcome   Configure Dashboard

TASKS ⋮

Terence Auke
Timesheet Authorisation
● Review and Approve Timesheet   27 minutes ago
(Standard UK Plan): 22/06/2015 to
28/06/2015

QUICK ACTIONS ⋮

My Team   My Team Search   Contacts

Org Chart   My Personal   My Contact
                 Information   Details

MY ABSENCES SUMMARY ⋮

Add Absence

Holiday
                                    Total 28.00 Days

Taken   Remaining
16.00   **12.00**
Days   Days

Sickness   **Other**
Taken   Episodes   Taken   Episodes
2.00   **1**   **0.00**   **0**
Days (Rolling Year)   Hours (Rolling Year)

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).

Holiday

Total 25.00 Days

Taken
15.00
Days

Remaining
10.00
Days
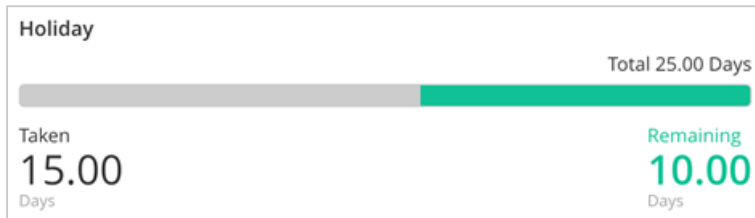
BOOK AND APPROVE AN ABSENCE

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

ABSENCE REQUEST   Submit Request   Cancel Request

HOLIDAY OR OTHER ABSENCE

Start Date *
19/06/2015

End Date *
19/06/2015

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   Holiday
- Development Activities   Activity
- Public Holidays   Public Holiday

FILTER

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

- ✔ My Self
- ✔ My Direct Subordinates
- ✔ My Peers
- ✔ My Manager
- ✔ Sales

Other Functionality

TASKS

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

CHARTING

View how your team and company are structured.
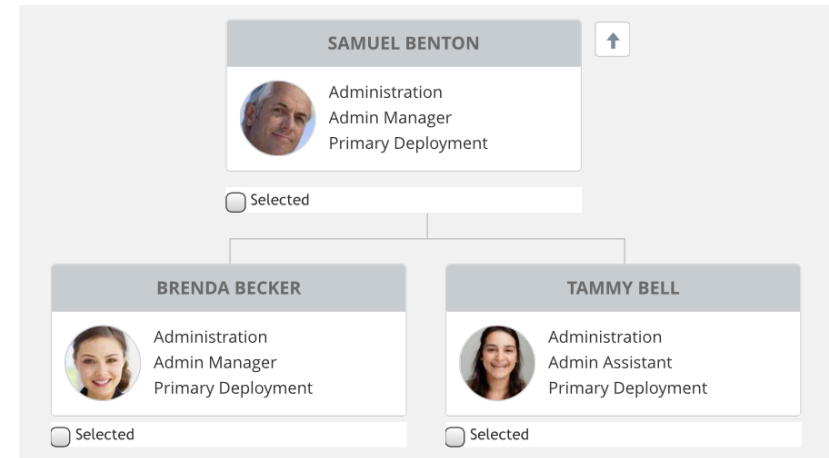
CONTACTS LIST

Quickly find your colleagues' contact details.

WORKSPACES

Share ideas and contribute to group discussions.

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

	M 06	T 07	W 08	T 09	F 10	S 11	S 12	
	0.00	0.00	1.00	-1.00	0.00	0.00	0.00	
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.

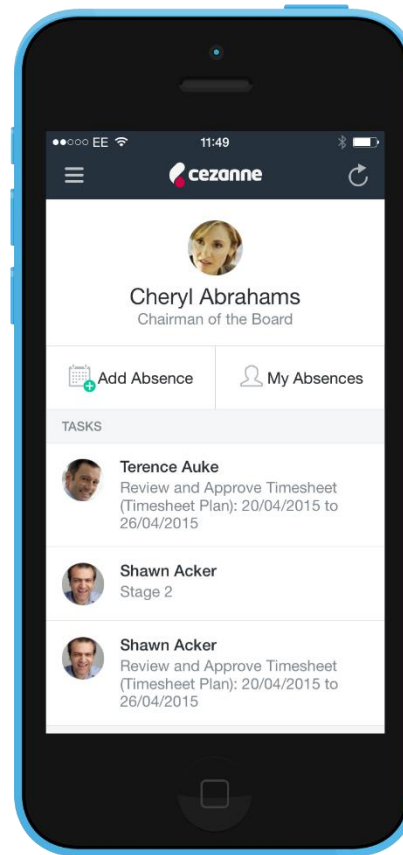## MY ABSENCES

Check the balance of your absence plans

MY ABSENCES

Cheryl Abrahams
Chairman of the Board, Board

HOLIDAY   TOTAL 35.00 DAYS

Taken   Remaining
16.00   **19.00**
DAYS   DAYS
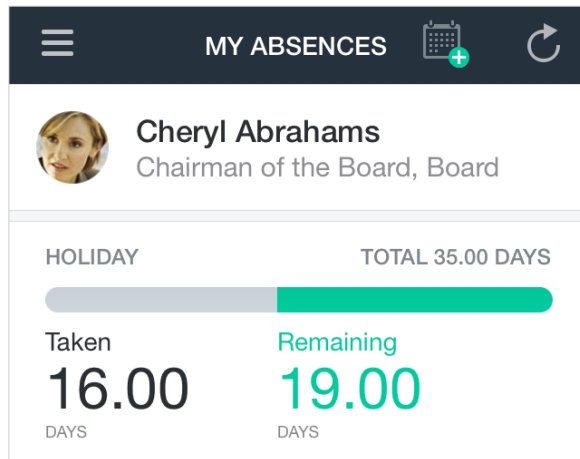
CONTACTS

Search for your colleagues' contact details

CONTACTS

Tammy

Bell, Tammy
Admin Assistant, Administration

●●○○○ EE 🔋   11:49   ✻ 🔋

cezanne

Cheryl Abrahams
Chairman of the Board

Add Absence   My Absences

TASKS

Terence Auke
Review and Approve Timesheet
(Timesheet Plan): 20/04/2015 to
26/04/2015

Shawn Acker
Stage 2

Shawn Acker
Review and Approve Timesheet
(Timesheet Plan): 20/04/2015 to
26/04/2015

Download on the App Store   ANDROID APP ON Google play

REQUEST/APPROVE ABSENCE

Request an absence to be sent for approval

Cancel   REQUEST ABSENCE   Submit

Holiday

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

CALENDAR

TODAY   22 APRIL

Terence Auke Holiday
09:00 - 18:00

TUESDAY   28 APRIL

Christopher Beaumont Ab...
09:00 - 17:30