

Software that delivers the power to transform HR and engage employees

Proven to significantly increase efficiencies, reduce operating costs and deliver insightful reporting. Delivers the tools and time-savings you need to move from transactional to transformational HR.

Simplify and connect HR

Civica HR Software is designed to simplify and connect every aspect of Human Resource Management in medium to large businesses, education and local government organisations.

Our software delivers the tools and time-savings you need to move from transactional to transformational HR. Its use is proven to significantly increase administration efficiencies and reduce operating costs through process automation and connecting disparate systems. Whilst advanced reporting provides immediate access to accurate information for strategic analysis.

Functionality can be further enriched by adding dedicated modules for recruitment, training and performance review to form a complete HR Information System (HRIS).

Powerful integration

To maximise efficiencies across your HR and people teams and drive employee engagement, we recommend combining it with our popular Civica HR Payroll Self-service module.

The Civica HR & Payroll suite features HR, payroll, time management and employee self-service options, enabling you to build a HRIS that fully meets your needs. The powerful integration and digital employee engagement features provided have been proven to maximise efficiencies across HR and people teams.

Multi-company system

Civica HR software can cope with the most complex of structures. It supports unlimited companies, locations, departments and cost-centres.

Post-based

Civica HR is a post or establishment-based system. Every employee's job description, the skills that they require, their contractual terms, the remuneration and benefits that they receive and who they report to is defined ultimately by the post that they are in. If they change post or job then these things will also change. And here lies the benefit of an establishment-based system like Civica HR over a person-based HRIS: all these key details are held against the post so you don't have to re-enter them for every employee that holds that post, or change employees' details every time they change job. This doesn't mean that you lose the flexibility to deal with exceptions - simply that processes run a lot more smoothly with a lot less input from you.

Benefits include:

- ▶ Employees can hold more than one post
- ▶ Easier administration
- ▶ Simplified recruitment
- ▶ Automatic workflows
- ▶ Improved security
- ▶ Easier to generate organisational charts
- ▶ Improved reporting and analytics.



Increased efficiency



Better insight



Improved engagement

Main benefits:

- ▶ Increased administration efficiency and reduced operating costs
- ▶ Connected data and process automation
- ▶ Improve insight with real-time reporting and analytics
- ▶ Better employee experience through digital engagement.

"We now have a single source for all data, which reduces errors and saves time ...and access to more comprehensive and powerful reporting. These increased efficiencies have enabled us to provide a better service to our staff, with fewer resources"

Hannah Clarke, Head of HR,
Yorkshire Dales National Park Authority

Trusted HR software partner
for over 300 organisations
throughout the UK



Civica HR key features

- ▶ **Workflow and process automation** - Make sure things within your company happen exactly when they should by automatically triggering processes. These include a handy wizard to react to any date related activity by triggering emails and alerts, built-in request and authorisation workflows and custom workflow module.
- ▶ **Dashboard interface** - See your chosen key performance indicators displayed as charts plus tasks that need your attention.
- ▶ **Reporting** - Includes a huge suite of customisable standard reports and charts, a custom report writer, quick enquiry wizard and report scheduler.
- ▶ **Multi-level security** - Define exactly what data users can access or read.
- ▶ **User defined screens** - Create custom screens and fields according to your needs.
- ▶ **Company and contractual details** - See where each employee fits with a built-in organisation chart. Record contractual information, work schedules, payroll, pensions, key dates and more.
- ▶ **Employee details** - Record and report on personal details, skills and qualifications, absence and lateness, performance, benefits, employment checks, accidents, driver information, WTD and more.
- ▶ **Employee history** - Record and report on every aspect of an employee's history with your company including career, education, medical details, flexible working, references, maternity/paternity and previous employment.
- ▶ **Documents and photos** - Create mail merge communications and automatically record them. Store documents and photos relating to applicants, employees, posts, vacancies, training courses etc.
- ▶ **Absence and lateness** - manage every type of absence including holidays, sickness and TOIL, with Bradford scoring built-in. This can be done by an HR Administrator or by line managers where the Civica HR Payroll Self-Service module is used. View absences on a handy map, see the absence stage an employee has reached and set triggered alerts.
- ▶ **Qualifications and skills** - Record qualifications, languages and skills. Set up a list of criteria by which performance is to be measured within the company, record whether a person possesses a skill and attach a grade. Identify skills gaps and add employees to training plans.
- ▶ **Company benefits** - Record all the benefits that an employee has, select contribution levels and record P11d data all in one screen with real-time total reward statements available via employee self-service.
- ▶ **Employee performance** - Everything you need to manage grievance, disciplinary, capability and conduct procedures.

- ▶ **Health and safety** - Detailed accident reports can be recorded and linked to employee absence records, along with details of any resulting liability claims. Record any health checks that are required and ensure they stay current. Thorough risk assessments can be carried out via Employee Self-Service.

Optional modules

Expand the functionality in your Civica HR software by adding:

- ▶ Civica Recruitment
- ▶ Civica e-Recruit
- ▶ Civica Training
- ▶ Civica Performance Reviews.

"Civica HR software has already delivered immediate efficiency benefits and cost savings."

Manny Richter,
HR Director, Bostik UK Ltd

Click here for more information about [HR Payroll self-service](#)



Civica Payroll

Multi-company **UK payroll software** with HMRC PAYE RTI Recognition

Streamlined and accurate payroll, pensions and benefits management. Proven to significantly cut the time taken to administer payroll by automating processes and connecting data.

Streamline payroll and pensions

Civica Payroll Software is designed to streamline payroll, pensions and benefits management in medium to large businesses, education and local government organisations.

Created with the needs of the busy payroller at its centre, Civica payroll performs fast and accurate calculations supported by tools to improve efficiency, automate processes and connect and share data. Its flexibility and multi-company structure make it equally well suited to both in-house and client payroll processing.

Drive digital engagement

To maximise efficiencies in your payroll services and drive employee engagement, we recommend combining Civica Payroll with the popular Civica HR Payroll Self-Service module. Managers and employees can then manage expense and mileage claims, payment requests, sickness and holidays, as well as securely access current and past payslips, P60s and P11Ds whenever they wish.

Powerful integration

For end-to-end connectivity across all your people processes integrate your Payroll software with other solutions from the Civica HR & Payroll suite. This features integrated HR, payroll, time management and employee self-service options, enabling you to build a HRIS that fully meets your needs.

The powerful integration and digital employee engagement features provided have been proven to maximise efficiencies across HR and people teams.

Shared payroll services

Civica's Enhanced payroll service offers you the flexibility of in-house access to payroll software for data entry and ad hoc reporting, but we take care of the actual processing, including RTI and payslip production.

Education payroll

Civica Payroll software is suitable for individual schools and colleges and for multi-academy trusts. It handles term-time only working, employees with multiple posts, teachers' pay spines, local government and teachers' pensions.

Client payroll

A proven solution for the payroll service environment handling unlimited companies and offering a number of specialist tools for bureau professionals including a client web portal.

Construction Industry Scheme payroll

Civica Payroll Software has HMRC recognition for the Construction Industry Scheme (CIS). It holds details of Subcontractors and their payments, allowing verification online and submission of their monthly returns online.



Assured compliance



Payroll self-service



Automate and connect

Main benefits:

- ▶ **Ensure legislative compliance including statutory payments, auto-enrolment and the Apprenticeship Levy**
- ▶ **Drastically reduce payroll administration time through process automation and employee self-service**
- ▶ **Reduce environmental impact with the use of e-payslips, P60s and P11Ds**
- ▶ **Improve insight with detailed reporting and accurate data including Gender Pay Gap reporting.**

"Using Civica's Payroll software has been amazing – we can now administer the monthly Payroll in a fraction of the time – just a day and half, when it used to take a week"

Sue Edwards, Payroll Manager, Thurlow Nunn Standen

Civica Payroll key features

- ▶ **Dashboard** - Provides an at-a-glance view of the RTI status of each pay group, as well as alerts from HMRC.
- ▶ **Government Gateway** - Automatically updates rates and values, downloads notifications and files returns to HMRC. Supports Gender Pay Gap reporting and The Apprenticeship Levy.
- ▶ **Multi-company** - Up to 9,999 companies with different departments, locations, cost-centres, holiday and absence schemes, SCP, pay grades, currencies, working patterns and much more.
- ▶ **Post-based** - Multiple employees per post and multiple posts per employee, with split costing and aggregation of earnings.
- ▶ **Pay group details** - Maintain comprehensive details, define rules and calculation formulae for up to 9,999 different pay groups.
- ▶ **Flexible output options** - Payslips, cheques, etc. can be designed to your requirements. A full range of reports is available from the system, including an audit trail.
- ▶ **Quick calculations** - Execute a quick calculation of an employee's gross-to-net pay and even see their full payslip.
- ▶ **Holiday and absence** - Statutory plus numerous company schemes. Supports part-time employees, those in multiple posts and zero hours workers.
- ▶ **Expense and mileage claims** - Process expense and mileage claims through direct entry or automatically via self-service.
- ▶ **Pensions and auto-enrolment** - Automates the monitoring of workplace pension eligibility, postponement, opting out and 3-year reminders in line with legislation. Supports multiple pension schemes including Occupational Final Salary, Stakeholder, Personal and Group Personal schemes, LGPS and Teachers Pensions Scheme. A link to PenServer is also available.
- ▶ **Expenses and benefits** - Supports the payroll of Benefits in Kind (BiK) and multiple salary sacrifice schemes. Integrated P11D module provided Gross pay scheme for pension contributions. Interfaces with flexible benefits providers.
- ▶ **Payment options** - Supports multiple currency payment by BACS, Autopay, credit transfer, cheque and cash.
- ▶ **Powerful reporting** - Huge suite of standard reports, drag and drop query tool plus custom report writing wizard. Flexible audit trail reporting.

"The time taken to administer the weekly and monthly payroll has reduced from five days to just ten hours a month."

Gary Bowcock, IT Manager,
Cottage Delight



experience providing payroll software to the private and public sector

Civica Payroll Services

Payroll bureau services that integrate with **Civica HR and Payroll software**

Managed payroll services for businesses, local government and education from a BACS accredited provider.

Your expert payroll partner

With a flexible range of payroll software and services on offer, whether you want to outsource your payroll entirely, or just the final payslip production, then Civica can help.

Bureau or fully managed payroll service

Simply provide us with your data each period and we will ensure your employees are paid accurately and on time and that RTI data is sent to HMRC. If you opt for our fully managed service then we will also provide a helpline for employee queries on tax and NI.

We provide a secure self-service portal for you to enter employees, leavers, changes, period variations, sickness and also view payslips and P60s.

We offer the choice of either printed or secure e-payslips and P60s.

Expenses and benefits

Civica can process employee expense and mileage claims, payroll benefits in kind (BiK) and produce P11Ds - both printed and secure electronic versions are available.

Company pensions

Civica can help you meet your workplace pensions responsibilities by monitoring employees' eligibility for auto-enrolment into your company pension scheme. This includes managing postponement, opt-outs and automatic re-enrolment in line with legislation. We can output data to Pensionsync or create bespoke outputs in line with your provider's requirements.

We can cater for multiple pension schemes for each employee including Occupational Final Salary, Stakeholder Schemes, Personal Schemes, Group Personal Pensions, Teachers Pension Scheme and Local Government Pension Schemes. We can also interface to Penser for civil service pensions.

Enhanced payroll service

A shared approach to payroll that includes all the features of our standard bureau service but with the additional flexibility of in-house access to your own payroll software for data entry and ad hoc reporting. We take care of the actual processing, including RTI and payslip production. You can have your payroll software installed in-house or hosted and managed, and we can help you decide which is right for you.



Increased
convenience



Increased
flexibility



Reduced
risk

Main benefits:

- ▶ **Increased convenience with minimal up-front investment**
- ▶ **Reduction in overheads associated with specialist staff and dedicated space**
- ▶ **Reduced risk of employee fraud**
- ▶ **No investment in ongoing training or keeping up-to-date with payroll legislation**
- ▶ **Flexibility to cope with peak periods in your business**
- ▶ **No need to worry about key staff being absent or leaving.**



Civica is a BACS approved bureau which means that we receive a 3-yearly independent assessment of our business practices, standards, procedures and controls.

Civica Payroll Services

Civica HR integration

To complement our payroll services, we also offer the very latest in integrated HR software and Time and Attendance systems to seamlessly manage employee data throughout your organisation. Our flexible solutions supply everything you need to ensure you can outsource where it makes commercial sense and keep control of in-house processes that suit your business needs. Our secure interface with Civica HR means there is no need to re-enter data into two systems, saving time and reducing the likelihood of errors. Where Civica HR Payroll Self-Service is used your employees will also benefit from access to current and historic payslips, P60s and P11Ds.

Payroll services for education

Civica offers payroll services for multi-academy trusts, schools and colleges. This includes managing spinal column points, the processing of all payroll information, all HMRC submissions, payment of staff by BACS credit and the disbursement of all third-party monies and reports.

Our friendly and knowledgeable payroll team has many years combined experience of education and Local Authority payroll and extensive knowledge of applying pay and conditions of service for Teachers and Support Staff. We fully understand the requirements for implementing Teachers Pensions and can output the required Monthly Data Collections (MDC). We are also set up to cater for LGPS regulations and can on request build LGPS Returns if needed.

Schools can opt to combine our payroll services with Civica HR software for a fully integrated solution that works with their MIS software for completely streamlined employee management.

Civica Payroll Services key features

- ▶ Initial set up of your payroll
- ▶ A web portal to enter new employees, leavers, changes, period variations, sickness and also view payslips and P60s
- ▶ Printed or e-Payslips, P60s and P11Ds
- ▶ Process starters, leavers and amendments
- ▶ Nominal Ledger file extract
- ▶ Mid-period calculations for new starters
- ▶ Process variable pay instructions
- ▶ Calculations of PAYE and all statutory requirements
- ▶ Holiday pay calculations
- ▶ Statutory and company sick pay calculations
- ▶ Statutory maternity, paternity, adoption and shared parental leave calculations and schedules
- ▶ Company maternity scheme creation
- ▶ Expense and mileage claims
- ▶ Benefits and P11D processing
- ▶ Gross to net calculations
- ▶ Process in year tax code change
- ▶ Payroll reconciled monthly
- ▶ Re-runs of your payroll
- ▶ Standard reports provided securely and electronically
- ▶ Experienced and friendly helpdesk support.

Optional services

- ▶ BACS bureau service (employee, 3rd party and HMRC payments)
- ▶ Auto-enrolment – we can monitor eligibility and provide communications for employees and pension providers at a small extra cost
- ▶ Bespoke reporting
- ▶ Employee helpline for tax and NI queries (fully managed)
- ▶ Integrated HR software
- ▶ Integrated time and attendance software.

Click here for more information about [Civica HR](#)



Civica Recruitment

A dedicated recruitment administration module to complement **Civica HR software**

Streamlines the management of the employee life-cycle and ends duplicated data entry through intelligent joined-up processes and manager engagement.

Simplify and automate recruitment and onboarding

The Civica Recruitment module streamlines the administration processes associated with recruiting and onboarding new employees and features a graphical dashboard so recruiters can view key metrics and keep on top of activities in line with the targets that have been defined.

Automatically create vacancies

When an employee leaves, Civica HR can automatically create a vacancy in the recruitment module, using the job description, skills and competencies for that post. Vacancies can also arise from a new post being created by HR or being requested by a manager with the relevant authorisation. Existing employees can view vacancies and apply online via Civica HR Payroll Self-Service. If you would like external applicants to apply for jobs via your website then just add Civica e-Recruit.

Maintain applicant records

Record comprehensive details on each applicant – these can be manually entered by the user, by the applicant where e-Recruit is used, or imported from external sources – and keep track of their progress through the recruitment process. Standard facilities exist for purging applicant data to help you stay compliant with legislative requirements.

Managing interviews

Facilities are provided to shortlist applicants for interview and send communications to successful and unsuccessful applicants using mail merge. Users can define interview dates and times, schedule in applicants, specify interviewers and send communications.

Notes for interviews can be recorded and documents attached.

Making job offers

Should an applicant be successful then users can record a range of information that will form the basis of their job offer and future contract. Successful candidates can be transferred from the recruitment software module to the Civica HR database with one click. There is no need to re-enter data.

Reporting and analytics

In addition to the metrics and KPIs displayed on the user's dashboard, Civica Recruitment includes a suite of standard reports to support the recruitment process and analyse the effectiveness of your strategies and advertising. Custom reports can also be created.



Streamlined processes



Simplified shortlisting



Valuable metrics

Main benefits:

- ▶ **Processes are streamlined throughout the employee life-cycle minimising data entry**
- ▶ **Simplify and automate communications with applicants**
- ▶ **Ensure pre-employment checks are completed**
- ▶ **Empower managers to take ownership of recruitment activities for their team**
- ▶ **Provides valuable metrics and detailed analysis to support organisational goals.**

"The whole recruitment process is handled automatically from receiving the application form to completing the HR records. I really like that - it saves a lot of time"

Ann Stewart, HR Manager, St Andrews Links Trust

Civica e-Recruit

Civica e-Recruit complements the Civica Recruitment module by enabling recruiters to post vacancies to an online recruitment portal and for applicants to apply for them.

From leaver, to vacancy, to application, to on-boarding the Civica system streamlines processes throughout the employee life-cycle, minimises data entry and provides valuable metrics to help you meet your organisational goals.

Your own recruitment website



► Reflects your corporate identity

Civica e-Recruit enables you to create your own personalised home page with an easy-to-use content editor. Facilities are provided to describe your organisation, what makes you special and why potential employees should join your team. The portal is fully customisable to reflect your company's branding.

► Ask the questions you need

Civica e-recruit gives you the flexibility to create unlimited application forms so you can capture the exact information you need for each and every vacancy – or create generic application forms for different types of role within your organisation. Simple tools enable you to create questionnaires with multiple choice answers, simple yes/no, free text, multiple choice and more.

► Dashboard for recruiters

Your recruitment administrator is provided with a handy dashboard to alert them to new applications and to view KPIs. When they're ready they can simply import applicants into the Civica Recruitment module for shortlisting.

Vacancies



► Create vacancies with ease

The e-Recruit system helps you take information already held about a post in Civica HR and automatically turn it into a vacancy to publish in Civica e-Recruit. The solution includes a clever editor so you can create a job description that will draw candidates in and edit it if changes are required after publishing.

► Automated deadline tracking

The system will automatically remove any vacancies that are past their closing dates. Vacancy information is saved for future use should that post ever need filling again.

Applicants



► Creating profiles

Applicants can create and save their own detailed profiles with secure log-in facilities. This includes contact details, qualifications, experience and education. Applicant details are automatically deleted after a specified period of time, ensuring you meet your data protection requirements, including GDPR.

► Searching for jobs

Applicants can view an overview of all vacancies available at your company. Plus detailed information about each vacancy.

► Applying for jobs

When an applicant spots a vacancy they would like to apply for, their saved information automatically populates their application form, so they do not need to re-enter data if applying for multiple roles – just answer any additional questions.

"The recruitment module will save us a huge amount of time and enable us to keep a log of all previous candidates... we won't have to duplicate effort"

Helen Morrell, HR Manager, Day Aggregates

CIVICA

Civica Roster

A module that **automatically creates schedules** using employees' availability and skills

Civica Roster is a proven solution for hotels, leisure, residential care and education organisations.

Supporting your changing business needs

For some organisations projects and workloads can change from day to day and week to week – and with it the people required. The Civica Roster module will help you pick the right people for your teams every time, quickly and easily, streamlining workforce planning throughout your organisation. Simply define the roles that need filling and the software automatically finds available people with the correct skills to fill them and then shares this information with employees.

Simplify workforce planning

Easily plan working schedules according to your organisation needs across multiple companies, sites, departments, cost centres, locations and teams. Users can set up unlimited roles or jobs and define the skills required to do them, establish daily work groups and then build these into weekly schedules. Users can set-up rules for the minimum and maximum times an employee can work, along with specifying rest days and be confident that hours will be managed in line with Working Time Directive requirements.

Dynamic digital communication

Share shift and availability updates with employees using Civica HR Payroll Self-Service and automated emails. A handy SMS tool with auto-accept feature enables users to share and fill last-minute shifts quickly and easily.

The right person for the right job

Pick the right people for your team every time with detailed rules and constraints. Civica Roster complements the Civica Time and Attendance module which holds detailed information on each employee's skills and their availability. It will look to this information to find available employees with the correct skills to fill shifts and automatically creates a roster. If there are any shifts that cannot be filled due to holidays or sickness, then Civica Roster will suggest appropriate employees for the user to select manually.

“Due to the nature of the theatre business we have complex staffing arrangements... Civica was able to deliver on every aspect and we really liked the look of the system.”

Pamela Dowds, Director of Finance,
Newcastle Theatre Royal



Plan work
schedules



Engage
employees



Ensure WTD
compliance

Main benefits:

- ▶ Plan detailed working schedules according to your business needs
- ▶ Automatically find available employees with the correct skills to fill shifts
- ▶ Share availability and shift information with employees via self-service, email and SMS
- ▶ Ensure employees are appropriately qualified for key roles
- ▶ Manage hours in line with Working Time Directive requirements.

A proven solution for hospitality, leisure and educational facilities.



HR Payroll Self-Service

Online access to **HR and payroll information** whenever your employees need it

A simple and cost-effective way to reduce the administrative burden on your HR and payroll team and to improve employee engagement.

Deliver better services

Civica's HR Payroll Self-Service module is an intuitive manager and employee self-service web portal where users can securely access tailored HR and Payroll information, make updates, bookings and requests 24 hours a day. It is also available as a mobile app.

Improve data accuracy and availability

Ensure the data you hold for employees is up to date. Employees can update their personal details, next of kin and bank details as and when they change. Provide secure access to company contact lists and emergency contacts.

Empower managers

Give line managers the tools and information required to take ownership of key HR processes for their teams. They can manage absence, performance and development, team changes, workforce scheduling and more. Managers can also access tailored reporting to keep track of the metrics that matter to them.

Engage employees

Provide access to the HR and payroll information that your people want when they need it so that they can own their development and career progression and plan their time. Discover what matters to your people with surveys and questionnaires and deliver company messages to their dashboards.

Digitally drive processes and policies

Civica HR and Payroll Self-Service drives the processes that support your company's policies, ensuring things happen when they are supposed to by providing employees with a personalised to do list, alerts and reminders. Employees can access policy and procedure documents whenever they need and HR can easily alert people to any changes, with digital sign-off facilities.

Simplify holiday and absence requests

Employees can check their holiday balances, view when colleagues are off and make informed holiday requests for their line manager or a nominated substitute to authorise. This feature can also be used to manage any type of planned absence, such as TOIL and medical appointments, in line with your company policies.



Reduce administration



Engage employees



Improve data accuracy

Main benefits:

- ▶ Delegate responsibility for key tasks to employees and managers
- ▶ Reduce requests for information and document copies
- ▶ Enabling paperless HRP using online bookings and processing.

"Civica's self-service portal is intuitive, easy to use and everyone is able to pick up and use it very easily. Since using it to administer some of our HR functions it has created efficiencies both for our employees, managers and the HR team."

Angela Downing, Senior HR Business Partner, Housing Plus Group

Helping Yorkshire Dales National Park Authority provide a better service to employees with fewer resources.



Civica HR Payroll Self-Service key features

Record and manage sickness absence

Enter sickness absences, upload supporting documents and trigger workflows for any follow-up actions required according to the employee's absence stage. What's more, if an employee has had holiday for a particular date declined and subsequently reports in sick the manager will be notified so that appropriate action can be taken.

Track and review performance

Managers and employees can use self-service to manage performance reviews and appraisals. Employees can review their competencies and objectives and provide updates on their progress towards meeting them. Facilities are also provided for carrying out capability and conduct reviews.

Manage training and development

Users can view and create new CPD records, submit training requests, evaluate training courses they have attended, view their training history and training plans.

Pay, benefits and expenses

Employees can view their pay and benefit details, including a total reward statement, along with current and historic payslips, P60s and P11Ds. They can record expense and mileage claims and upload receipts for their manager to authorise. Managers can make reward decisions including requesting salary changes and one-off payments. Multi-stage authorisation can be imposed for this and other areas.

Manage recruitment and requisition

Civica HR Payroll Self-Service is great for environments such as retail where managers need to make hiring decisions locally on a regular basis. They can make requisition requests, review vacancies and job applications and form shortlists. Managers can even administer starters and leavers using the system. HR users can publish vacancies to self-service for employees to view and apply for.

Plan and manage working times

Where Civica time management solutions are in place managers and employees can use self-service to plan, record and authorise working hours and activities. This includes clocking-in and out, completing and authorising timesheets, swapping shifts, viewing and editing rosters and approving time allocation.

Health and safety

Facilities are provided to enter accidents and near misses and review and accept risk assessments.

"The feedback we received from the user workshops was overwhelmingly positive...The system is so intuitive to use that we didn't experience any reluctance from staff, in fact it was the exact opposite!"

Stewart Ross, Business Systems Manager, Genius Foods

Additional benefits

- ▶ **Improve employee engagement with instant access to information as they need it**
- ▶ **Share workflow tasks and communications**
- ▶ **Encourage ownership of management and development activities**
- ▶ **Improve data accuracy and policy adherence**
- ▶ **Employees can update their personal details quickly and easily**
- ▶ **Provides real-time insight into absence and other KPIs.**

Civica Time & Attendance

Plan and track shift patterns, hours worked and absences for employees and casual workers

Proven to significantly increase efficiencies and reduce operating costs associated with managing and paying people who are working variable or flexible hours.

Plan and manage flexible working

If your company operates shifts, has non-salaried employees working varying hours, or is one of the increasing number of organisations to offer the benefit of flexible working practices, then Civica's Time and Attendance Software will make planning and keeping track of employees' hours, and ultimately paying them, much simpler.

Workforce planning

Easily plan daily, weekly and annual rotas using regular, rotating and continental shifts. Plan ahead for individual, team or group absences including shut downs and even plan workforce efficiency programs such as demand scheduling. The software will automatically identify working time directive non-compliance risks and apply rules to support your company policies. If you would like to automatically create schedules using employees' availability and skills then Civica also offers an integrated Roster module.

Recording, monitoring and biometrics

Capture the hours that employees start, finish and take breaks using the latest clocking-in technologies including biometrics and options for mobile workers. The system will automatically recognise the different rules that apply to each employee and alert you to exceptions.

Holiday and absence

Set up and maintain holiday and absence schemes, record absences and lateness and easily report on attendance issues.

Empower supervisors

Civica Time and Attendance gives managers the tools and real-time information they require for decisive management. They can maintain employee records, monitor presence, manage absence and lateness, carry out shift swaps and approve overtime.

Simplify payments

The system produces accurate payroll and billing data for both employees and agency workers and output either electronically to Civica Payroll or via reports to a third-party payroll system.

Powerful integration

To maximise efficiencies, we recommend combining it with our popular Civica HR Payroll Self-Service module. For end-to-end connectivity across all your people processes integrate with other solutions from the Civica HR & Payroll suite. It features HR, payroll, time management and employee self-service options, enabling you to build a HRIS that fully meets your needs. The powerful integration and digital employee engagement features provided have been proven to maximise efficiencies across HR and people teams.



Faster calculations



Reduced absence



Optional clocking-in

Main benefits:

- ▶ Reduces the need for employees to complete timesheets
- ▶ Speeds the calculation of hours and processes for payroll purposes
- ▶ Eliminate data entry inefficiencies and inaccuracies with in-built integration to HR and Payroll.

"The ability for employees to log their hours worked has improved visibility of actual hours worked. This has enabled employees to receive swift payment of overtime and provided management with an accurate view of costs versus productivity."

Stewart Ross, Business Systems Manager, Genius Foods

Cottage Delight cut payroll administration time **from 5 days to just 10 hours per month**



Civica Time & Attendance **key features**

- ▶ **Clocking-in systems** - Automatically capture working times using biometric readers, fobs, browser, mobile apps and more.
- ▶ **Support for your policies & rules** - Recognises when your employees are working and the different rules that apply to them, including start and end times, break times, penalties for clocking in late or clocking out early, overtime rates, handover limits and much more.
- ▶ **Holiday & absence management** - Set up and maintain holiday and absence schemes, record absences and lateness and easily report on attendance issues.
- ▶ **Build shifts & rotas** - Practically limitless shift database enables users to use regular, rotating and continental shift patterns to build daily and weekly patterns and annual rotas.
- ▶ **Employee records** - Maintain employees' personal details, holiday and absence records and the skills that they possess.
- ▶ **Supervisor facilities** - Tools for line managers to maintain employee records, monitor presence, manage absence and lateness, carry out shift swaps and approve overtime.
- ▶ **Workforce planning** - Monitor in advance any planned absences by department or teams including global absences and shut downs.
- ▶ **Simplify payroll** - Accurately calculate hours of work and absences for payroll and transfer details directly to Civica payroll software.
- ▶ **Accurate real-time reporting** - Large suite of custom reports, including absence and infringements to rules, plus custom report writer.

"Flexitime is a great benefit that we offer and now we can manage it even more efficiently with Civica – the staff really like that they can see exactly where they are with their 'banked hours'."

Tracy Turnbull, HR Manager, Daikin Applied (UK)

Additional benefits:

- ▶ **Accurate payroll and billing data for both employees and agency workers**
- ▶ **Reduce absence and lateness with real-time information for supervisors**
- ▶ **Support the introduction of workforce efficiency programs such as demand scheduling**
- ▶ **Reduce working time directive non-compliance risks.**

Click here for more information about [Civica Payroll](#)



Civica Timesheets

Track employee working hours across multiple companies, projects and activities

A self-service portal for employees to record their working times and activities, providing accurate data for payroll and billing.

Easy-to-use and web-based

Civica's easy-to-use timesheets are delivered via the Civica HR Payroll Self-Service module. They enable users to keep track of employee working hours, across multiple companies, along with the projects and activities being worked on, for budgeting, billing and payroll. A handy calendar view allows the user to easily view weekly and monthly totals for particular projects, and show overall work patterns for all projects.

Manage clients, activities and projects

Administrators can set-up the categories that users will be able to record time against. This includes the clients, the projects, the activities and the rates at which the work is to be charged or paid.

Insight into employee activity

Keep track of employee working hours across multiple companies along with the projects and activities being worked on. Employees can complete their own online timesheets and benefit from automatic clock on / off and a handy project timer. If employees only ever work on one contract per day time can be recorded on a per-day basis. Where multiple projects and activities are being worked on each day a detailed breakdown can be recorded.

Manage absence

Record holiday, time off in lieu and other absences, automatically generating employee absence records in the main Civica HR and Payroll system.

Expense and mileage claims

Users can enter expense and mileage claims and upload receipts. Where Civica Payroll is used individual expense codes can be set up to calculate VAT automatically.

Produce accurate payroll data

When all the timesheets have been completed and checked, the data can be seamlessly transferred to Civica Payroll. Here each activity will be automatically attributed to the correct employee and cost centre. Data can also be exported to a csv file or Microsoft Excel for simple import into other systems.

Automatic calculation of invoices and reports

The Civica Timesheet module comes with a suite of editable reports as standard to enable you to view details of not only employee timesheets but also time spent on clients' projects. Users can use the Custom Reports Wizard that is part of the core Civica HR and Payroll solution to build their own reports.

Project Timer

This is a very useful way of tracking and recording time spent on each project/activity on the day it actually happens. The user can log out or even switch off their PC: the timer will continue working until the Stop Timer button is clicked. The timesheet will then be populated.



Track activities



Accurate payroll



Support billing

Main benefits:

- ▶ Greater insights into employee time management
- ▶ Keep track of working hours across multiple companies
- ▶ Manage and track projects and activities
- ▶ Simplify billing with each activity being attributed to the correct cost centre.

"The main benefits that came as a result of the implementation were cost and time savings coupled with having total control of a system and the management information it produces."

Shaun Russell, Finance Manager, China Fleet Country Club

A proven solution for education, housing, local government and commercial environments

