



INTRODUCTION TO CEZANNE HR

FOR FURTHER QUERIES – PLEASE CONTACT YOUR
LINE MANAGER

THIS PRESENTATION AIMS TO COVER:

- Line management responsibilities
- User Set Up
- The general features the system offers
- Annual leave and absences
- Cezanne Help function

RESPONSIBILITIES – WHO DO I GO TO FOR WHAT?

Line Manager:

- Line manager should always be first port of call for any queries regarding annual leave, pay, absences.
- Individual/one off agreements e.g. swapping days, working days in lieu etc
- Holiday queries – consult your line managers first

HR:

- Changes agreed between line manager and staff, which changes terms of contract e.g. permanent working pattern changes, additional hours/roles etc.
- Line manager will send clear and written notification to HR of change including effective from and to dates

USER SET UP

From: donotreply@cezannehr.com <donotreply@cezannehr.com>

Sent: Wednesday, December 9, 2020 11:48

To:

Subject: Welcome to Cezanne HR

Dear BOB

Welcome to Cezanne HR. your new cloud based HR system.

Your Username is: **WORK EMAIL ADDRESS**

To activate your account, please follow the link below:

<https://w3.cezanneondemand.com/CezanneOnDemand/-/CoventryRugbyGPAlliance/Account/Set?t=b0898189ac264603926d93c326aeb0dd>

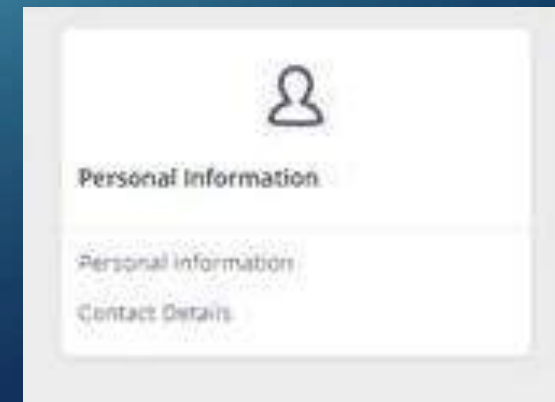
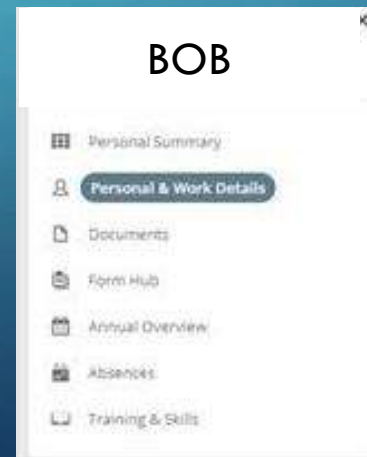
Thank you,
Cezanne HR

LOGINS

1. User receives welcome E-mail
2. Click within 24hrs!!!
3. Create new password

PERSONAL/ CONTACT DETAIL CHANGES

- Once you have logged in to Cezanne, please update as much of your Personal Details & Contact Details as possible.
- It is your individual responsibility to keep your personal information as up to date as possible. E.g. changes to address, phone numbers, next of kin, emergency contact details, medical conditions etc.
- **Access this by:**
- **Myself >> Personal & Work Details >> Personal Details or Contact Details**



	Weekday	Start Time	End Time	No. of Hours	Start Time	End Time	No. of Hours	Total Hours
	Monday	09:00	12:45	3.75	13:15	17:00	3.75	7.50
	Tuesday	09:00	12:45	3.75	13:15	17:00	3.75	7.50
	Wednesday	09:00	12:45	3.75	13:15	17:00	3.75	7.50
	Thursday	09:00	12:45	3.75	13:15	17:00	3.75	7.50
	Friday	09:00	12:45	3.75	13:15	17:00	3.75	7.50
	Saturday			0.00			0.00	0.00
	Sunday			0.00			0.00	0.00

WORKING PATTERNS

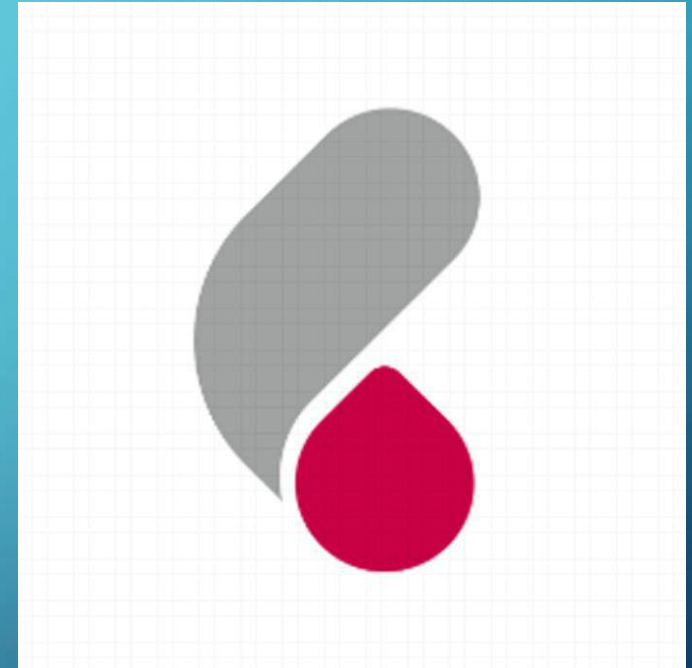
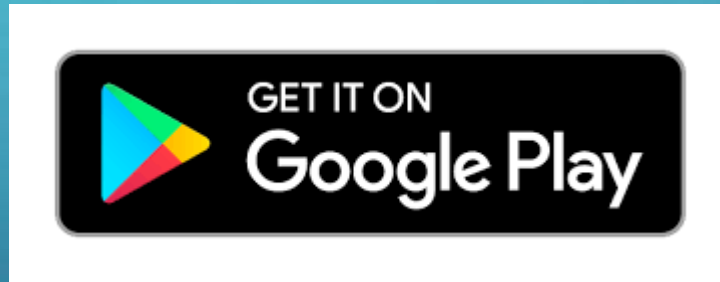
KEY NOTES

- Must be accurate and up to date to calculate holiday correctly

• Any formally agreed changes in working patterns must have written confirmation from your line manager to refer to in order to change this.

- Must have equal half days to ensure that half days are calculated correctly

SELF SERVICE



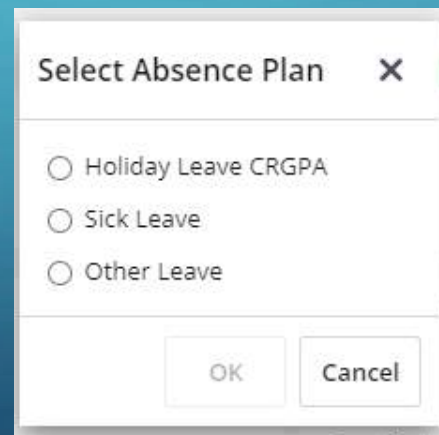
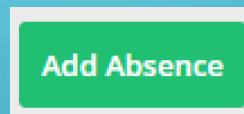
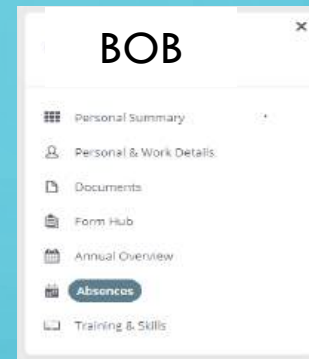
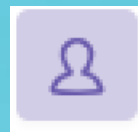
Access this by:

1. My Self

2. Absences

3. Add Absence

4. Select Holiday



HOW DO I
BOOK
HOLIDAY?

Start Request

Holiday or Other Absence

Start Date *

End Date *

Commences *

Finishes *

Absence Reason *

Notes

Absence Status

Approved By

Attach Files

4. ENTER START OF ANNUAL LEAVE

WHAT SHOULD I PUT IN NOTES?

AS MUCH APPROPRIATE INFORMATION AS POSSIBLE TO INFORM YOUR LINE MANAGER + SAVE

Access this by:

Self Service

- **My Self >> Absence >> Other
>> Add New**



Select Absence Plan X

☐ Holiday Leave CRGPA

☐ Sick Leave

☒ Other Leave

OK Cancel

HOW DO I BOOK TIME IN LIEU?

- If you are requested to work on your non-working day or on a bank holiday, a day off in lieu should be agreed with the line manager, within month before payday.
- Request your day in lieu as 'other leave'.

Access this by:

Self Service

- **My Self >> Absence >> Sick Leave >> Add New**

A screenshot of a 'Select Absence Plan' dialog box. It has a title bar with a close button (X). Inside, there are three radio button options: 'Holiday Leave CRGPA', 'Sick Leave', and 'Other Leave'. The 'Sick Leave' option is circled in red. At the bottom, there are 'OK' and 'Cancel' buttons.

Select Absence Plan X

☐ Holiday Leave CRGPA

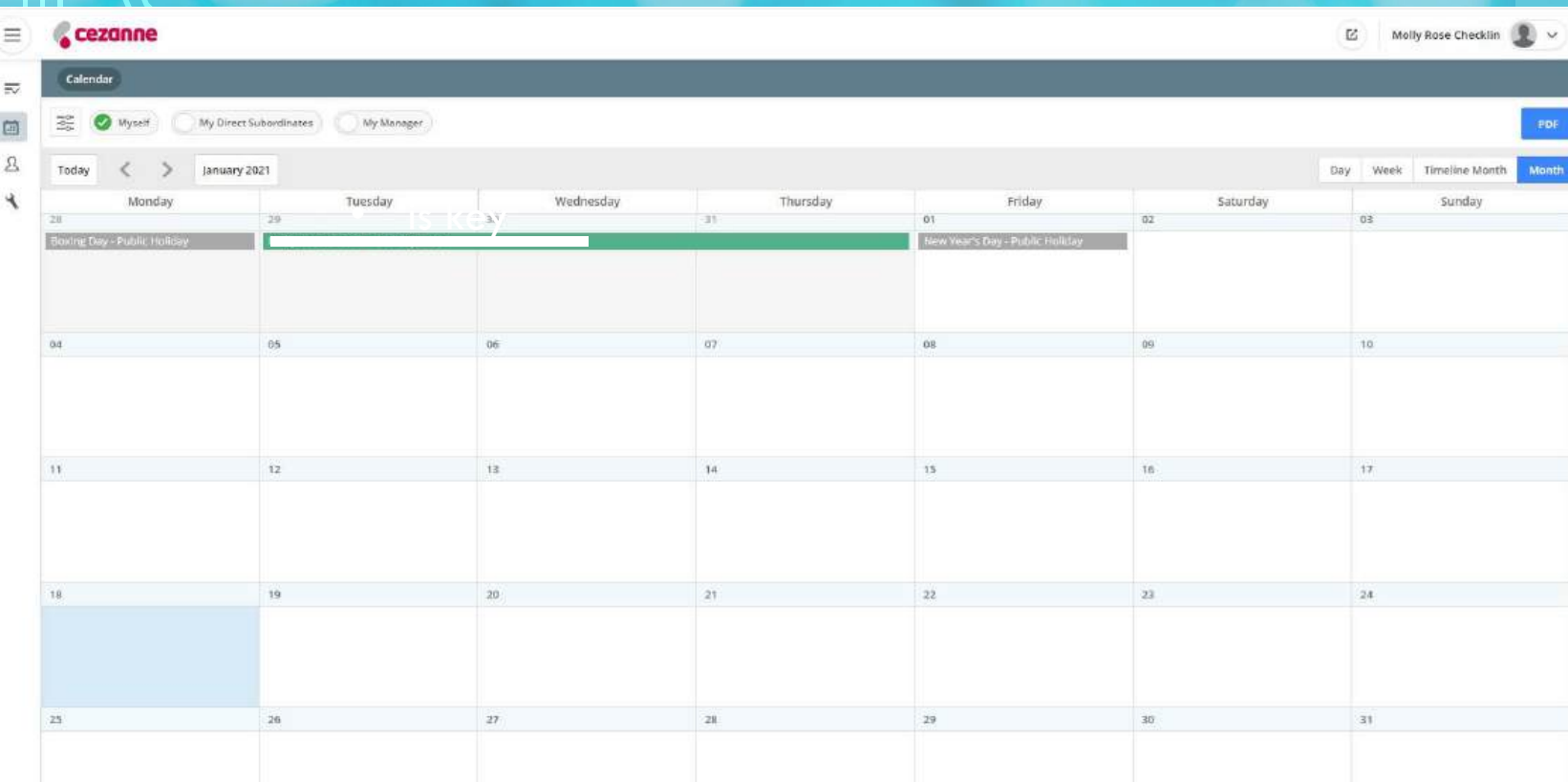
☒ Sick Leave

☐ Other Leave

OK Cancel

HOW DO I BOOK SICK LEAVE?

- **You must follow the organization's absence notification procedures if unable to attend work.**
- **Sick leave can be added by employee or their line manager.**



ABSENCE CALENDAR

- You can view your schedule leave and any upcoming bank holidays, using the calendar.
- You can also view any potential clashes with peers, when requesting leave.
- You are not able to view notes on absences and these are strictly for line manager view only.
- You can download calendar as PDF.

Access this by:



FORM HUB!

- Key staff and line managers' activity forms are available on Cezanne HR, which can be completed and saved in your Cezanne HR account. These forms include:
 - Performance Review Meeting Forms
 - Probation Review Meeting Forms
 - Return to work form
 - Employee Health Questionnaire
 - Mental Well-being self assessment

CEZANNE HR HELP!

- You can find Cezanne HR 'Help' in top right corner >> Hover over Profile >> Help
- It provides an extremely helpful user-friendly guide for immediate questions and can instantly provide answers to queries
- If you do not find your answer, please consult your line manager first. If line manager is unsure about anything, they will contact HR.

