Civica HR

Digitally engage employees and maximise efficiencies in people teams

Our cloud HR software helps busy people teams streamline processes and reduce costs by empowering employees and applicants to manage their own data.

It combines powerful automation with insightful reporting and analytics to drive deeper insight, greater productivity, improved responsiveness and transformed outcomes.

Civica HR is designed to simplify and connect every aspect of people management, delivering a seamless user experience across mobile and web for your people team, new and existing employees alike.

Why choose Civica HR?

Our software covers the entire employee life-cycle, including recruitment and onboarding, contractual arrangements, training and development, managing absence and performance. Process automation, connected data and digital and mobile employee engagement features deliver demonstrable efficiency savings. Whilst flexible and intuitive reporting provides fast access to accurate data and analytics, with users citing time savings of over 90%.

Our product roadmap provides ongoing development and enhancements and we supply regular updates at our user groups and forums keeping customers up to date with the latest developments.

With powerful workflow and integration capabilities at its core, Civica HR can help enhance your digital transformation strategy via:

Single sign-on – integrates with Active Directory to enable a single sign-on interface, enhancing corporate wide security, simplifying identity management and reducing overheads

Intuitive digital experience – dashboard interface displaying real time metrics and tasks, with intelligent search for easy navigation

Powerful integration - connected data is key to improving efficiency and collaboration across your organisation. Build a solution that meets your needs with fully-integrated HR, payroll, time management and web API options

Multi-company capabilities – can cope with the most complex of structures. It supports unlimited companies, locations, departments and cost-centres

Post-based structure - with multiple employees per post and posts per employee for easier administration, simplified recruitment and onboarding, automated workflows and improved charting and analytics

Specialist education options – statutory reporting, enhanced right-to-work checks and management information system integration for schools and colleges.

Welcome to Civica

Civica is proud to be the UK's largest software company focused on the public sector, which we have served as a trusted partner for over 30 years.

Our products and services are used by 2.5 million professionals across national, regional and local government, health and care, housing, education and democracy. They deliver improved outcomes for 90 million citizens.

Our deep sector and technology expertise helps our customers to meet unprecedented challenges as they sustain and enhance public services. Through greater digitisation and automation, a growing use of cloud solutions and smart use of data, we help address rising citizen expectations for innovative and efficient public services around the world.

We have a strong commitment to delivering social value and sustainability, which includes supporting our customers' Net Zero ambitions, creating software with sustainability built in and reducing our own impact on the planet.

Certification Number 663
ISO 9001
ISO 14001
ISO 27001
ISO 22301
ISO 45001

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Civica HR features and benefits

Features

Developed in partnership with HR professionals, Civica HR manages employee and applicant records, tasks, documents and data across the entire organisation:

- Workflow and process automation
- Customisable and flexible reporting and charting
- Recruitment and onboarding with e-Recruit options
- Detailed employee, contractual and career records
- Electronic document and photo storage
- Create documents and contracts with mailmerge
- Manage holidays, absence and lateness
- Manage talent by recording skills and qualifications, analysing skills gaps and developing training plans
- Administer training courses, bookings and budgets
- Keep track of company benefits and automatically generate total reward statements
- Manage a range of performance and appraisal schemes
- Record disciplinary and grievance cases, including capability and conduct processes.

Benefits

Civica HR provides a range of service benefits to support a paperless environment for people and senior leadership teams and the employees and applicants that they support:

- Improves consistency and speed of access to information
- Productivity and efficiency improvements through automation and data integration
- Improves insight with real-time reporting and workforce analytics
- Reduces the cost of capturing, storing and sharing applicant and employee information
- Better employee and applicant experience through seamless digital engagement, supporting improved recruitment and
- retention rates
- Provides an improved understanding of talent challenges to support organisational goals
- Intuitive environment for ease of use
- Simplifies recruitment and onboarding with built-in requisitions and vacancy management
- Easily generate organisational charts with the flexibility to manage complex structures.

HR for Education

Civica's HR for Education option expands our HR software to provide the tools needed for managing human resources in schools, multi-academy trusts and colleges. Additional features include:

- Enhanced right-to-work checks
- Specialist reporting including School Workforce Census (SWF), Staff Individualised Record (SIR), Single Central Record (SCR) and additional Right to Work checks reports
- Interfaces with school management information systems (MIS): Capita SIMS, Capita SIMS Primary, iSAMS and Progresso
- Education-focussed dashboard with KPIs
- Integrated education payroll software or payroll service available
- Strong user community to drive the product roadmap.

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