

Civica People Hub (HR & Payroll)

Digitally engage employees and maximise efficiencies in people teams

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

Our easy-to-use cloud software makes HR transactions easier, more automatic, and more intelligent. It will help you transform your people processes by using more connected ways of working, delivering efficiencies to your organisation and improved services to employees. It combines powerful automation with insightful reporting and analytics to drive deeper insight, greater productivity, improved responsiveness and transformed outcomes.

Why choose Civica People Hub?

Our software covers the entire employee life-cycle, combining recruitment and onboarding, contractual arrangements, training and development, managing absence and performance with HMRC-recognised payroll, pensions and benefits management. 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. 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 & Payroll Enterprise can help enhance our digital transformation strategy via:

Flexible and scalable - Digital360 EDM can be used to support a single department, or scaled up to underpin an entire organisation, with features and capability designed for each service area.

Simple and intuitive user interface - the browser based, responsive and device agnostic design ensures users can access critical information from different locations and complete work quickly and efficiently.

Demand management - the evolving demand on council services can be better managed and customer satisfaction improved. The extensive communications tool, enterprise search and accurate real-time back-office integration mean customer enquiries and requests can be dealt with promptly and efficiently.

Transforming service delivery - the low code workflow tool helps drive consistency and improve support for employees from front to back office. Business processes can be streamlined and automated, work can be scheduled, allocated and prioritised to deliver service efficiencies and transformation.

End-to-end service fulfilment - get the most from your investment with seamless integration to back-office systems. Real-time information is presented in a single user interface to enable end-to-end processing and faster fulfilment of customer requests.

Informed and accurate decision making - deliver meaningful insight and management information based on real-time data to provide a deep understanding of customer cases and staff workloads.

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.

Civica People Hub features and benefits

Features

Developed in partnership with people and payroll professionals, the software manages HR and recruitment processes, payroll and pensions, documents and data across the entire organisation:

- Flexible workflow and process automation
- API/Integrations with third party systems
- 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
- 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
- Manage company benefits including Benefits in Kind and total reward statements
- Pensions and auto-enrolment
- Expense and mileage claims
- Multiple currency and payments options
- Manage a range of performance and appraisal schemes.

Benefits

Civica HR & Payroll Enterprise provides a range of service benefits to people and senior leadership teams and the employees and applicants that they support. Significantly cutting the time taken to administer payroll:

- Improves consistency and speed of access to information
- Reduce risk with assured HMRC compliance across payroll, pensions and benefits management
- 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 self-service engagement, supporting improved recruitment and retention rates
- Provides 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.

Education Specific

This option expands our software to provide the tools needed for managing human resources, payroll and pensions in schools, multi-academy trusts and colleges. Additional features include:

- Education contracts - term-time only working and teachers' pay spines
- Local Government & Teachers' Pensions Schemes - with outputs to MDC / MCR and the iConnect service
- Monthly and annual pensions extracts - with simple output to Microsoft Excel
- Enhanced right-to-work checks
- Specialist reporting including School Workforce Census (SWF), Staff Individualised Record (SIR), Single Central Record (SCR)
- Interfaces with school management information systems (MIS): Capita SIMS, Capita SIMS Primary, iSAMS and Progresso
- Education-focussed dashboard with KPIs
- Strong user community to drive the product roadmap.



Certification Number 663
ISO 9001
ISO 14001
ISO 27001
ISO 22301
ISO 45001
ISO 27701