

Civica HR

Engage employees and transform people management

Work smarter and deliver better outcomes, with connected people and processes.

Civica HR simplifies and connects every aspect of people management. It combines automation with analytics to drive deeper insight, greater productivity and improved responsiveness.

Accessible from anywhere

Optimized for the Cloud with an intuitive web UI, so it's easy for your people team, employees and applicants to use. Our multi-level security keeps data safe.

Connected data for better collaboration

All solutions in the Civica HR & Payroll suite are fully-integrated. Choose from HR, payroll, time management, mobile app and web integration options to build a solution that fully meets your needs.

Scalable and future-proof

Our software can cope with the most complex structures. It supports unlimited companies, locations, departments, and cost-centers. It's easy to customize with your own screens and terminology. Our post-based structure means:

- Employees can hold multiple posts
- Easier administration
- Simplified recruitment and onboarding
- Automatic workflows
- Improved security
- Easier to generate organizational charts
- Improved reporting and analytics.

Recruitment and onboarding

No need to purchase separate recruitment software: Civica HR joins the dots on employee lifecycle management. Create vacancies automatically when someone leaves, or a new role arises. We include everything you and your managers need to manage applicants, shortlisting and interviews and to onboard new employees. Simply add our e-Recruit module to add a dedicated applicant portal.

Why choose Civica HR?

- Empower employees to be more self-sufficient, allowing staff to focus on administration instead of employee service
- Improve employee experience through digital engagement
- Communicate data across multiple departments for a single source of data
- Increase efficiency and reduce operating costs
- Improve data insight with real-time reporting and analytics.



Civica HR key features

Find what you need fast

Our intuitive user dashboard displays real time statistics, data on the user's team and tasks that require attention. The intelligent search feature makes finding what you need quick and easy.

Empower employees

Information and people processes are available for employees and managers to self-serve at any time – online or via our mobile app.

Automate processes

Make sure things happen exactly when and as they should with built-in triggers and workflows.

Make better decisions

Includes an extensive suite of customizable standard reports and charts, a custom report writer and report scheduler.

Simplify workforce planning

See where each employee fits with a built-in organization chart. Record contractual information, work schedules, payroll, pensions, key dates and more.

Understand your employees

Record and report on personal details, skills and qualifications, absence and lateness, performance, benefits, employment checks, accidents, driver information, working time directive and more.

Access records you can trust

Record and report on every aspect of an employee's history with your organization including career, education, medical details, flexible working, references, maternity/paternity and previous employment.

Easy contracts and comms

Create personalized bulk and individual mail merges and automatically record them. Store documents and photos relating to applicants, employees, posts, vacancies, training courses etc.

Control absence and lateness

Manage every type of absence including holidays, sickness and PTO. View absences on a handy map, see the absence stage an employee has reached and set triggered alerts.

Develop your people


Record skills and qualifications, analyze skills gaps and develop training plans. Civica HR also includes practical tools for running training courses, managing budgets and for employees and managers to make training requests and bookings.

Incentivize with benefits

Record all the company benefits an employee has, select contribution levels and record data all in one screen. Our real-time total reward statements help employees understand the value.

Track and improve performance

Our flexible design supports most performance review and appraisal methods. This includes competencies and objectives and peer-to-peer/manager-to-peer recognition. All are completed online with dashboards and reporting to monitor progress and outcomes. We also include everything you need to manage grievance, disciplinary, capability and conduct procedures.



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