



Jane Systems - managing the process, not just the data

How often do you hear your customers complain about the inconsistency and unreliability of their personnel recording systems? Well, there's no need for further frustrations thanks to the Workflow Management software developed by HR and payroll specialists, Jane Systems.

Jane's Workflow Management provides fully automated business procedures or 'workflows' that manage the actual process, rather than just the data. Predefined elements are built into the software and are activated after the first 'action' in the relevant procedure takes place.

Jane Systems Director, Nigel Sargent, explains:

"Many workflow software products have evolved from document management, database or electronic mail systems. These options can be complex and costly as they are used across a variety of other applications and are not always the best solution for HR workflow control. As our system is fully automated, it consolidates the requirements of personnel and payroll departments through streamlining and simplification. The result is the improved efficiency of many business processes, which eliminates many unnecessary steps."

Jane Workflow also provides better process control through the improved management of business procedures achieved by the standardisation of working methods and the availability of audit trails. Consistency in the procedure makes it more difficult for employees to avoid responding to or acting on specific actions that are generated by the system.

Nigel adds:

"For example, if someone is off sick for a certain number of days but is not certified, then an automatic email is generated to advise the employee and /or the manager. If the certificate is still not received within a given time frame, then another course of action begins, such as an email to the line manager. This can then generate a further procedure, such as a letter to the employee, which the system automatically creates through mail merge."

"Standard personnel systems simply record the absence and that's it. In addition to recording the absence, our system takes over the management of the process, moving from a basic recording system to a proactive communications tool that controls the actions for you. The end result is improved efficiency and customer service through a software control process that can be designed and adapted in line with changing business needs."

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