



Jane Systems - integrated solutions for charitable and voluntary organizations

Jane Systems offers a flexible and affordable HR and payroll system that meets the complex requirements of charitable and voluntary organizations. Our software, which integrates seamlessly with key financial applications such as Microsoft® Dynamics GP, has been extensively tried and tested within the similarly structured organizations like the further education and housing association sectors.

As a result, the Jane HR and payroll solution is now proving popular among charitable and voluntary organizations as well as NGO's whose systems and analysis needs differ from those of commercial organizations.

There are many cost- and time-saving benefits generated through the Jane HR and Payroll software. For example, the Personnel module integrates with CRB monitoring requirements, which is particularly important for people working with children or vulnerable people.

Payroll wizards

One of the main advantages of the Jane Systems software is for organizations working within formalized rates and fixed scales of pay for different roles and functions. Those who work in this way can have problems when it comes to annual pay rises. Through a series of wizards, the integrated Jane HR and Payroll software automatically changes an employee's rate of pay within the limits of the fixed salary scales established by the organization and imposed by the system.

Many charities and voluntary organizations are still making these pay adjustments manually, mainly because pay awards are often processed late, particularly if they are subject to negotiations. As a result, the personnel and payroll departments have to go back through the payment history and backdate pay awards. As well as updating rates of pay from the date of agreement and implementation, the Jane Payroll tracking wizard automatically interrogates the historical salary payments and makes the corrections in line with an employee's pay award.

Overtime and holiday pay

The system also has the same functionality for employees who are paid overtime, which is usually calculated at an hourly rate. If pay agreements are delayed and employees are paid overtime at their old rate of pay, then after the new award is introduced, the Jane Payroll wizard will again automatically calculate an employee's additional entitlement.

Most charitable and voluntary organizations employ a number of part-time employees, such as cleaners, shop staff and care workers, whose hours can vary from week to week. There is now a legal entitlement for anyone working over a certain number of hours to receive holiday pay on a pro rata basis according to hours worked. The problem is that most of these part-time employees don't know how many hours they have worked until the end of the year. The Jane Payroll holiday entitlement facility calculates this entitlement historically, in a similar way to the backdated pay function.

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Split analysis

A further advantage of the Jane HR and Payroll system is a split analysis option, which also integrates with the Microsoft Dynamics GP ledger, providing a complete analysis of a department or site's salary, including NI and pension contributions. This analysis is especially useful when employees work as a shared resource across more than one department or location. Through split analysis journals that are dynamically created within GP, this facility provides full details of the staffing costs incurred by each department and shows how the final calculations have been reached.

Additional modules

Within the Jane HR and payroll systems, there is also the flexibility of buying in additional modules according to an individual organization's needs. For example, the staff development module enables the proactive management of staff training needs, including expenditure on staff development. The software also monitors certain critical elements of training, such as those that qualify as part of a company's professional development programme. It can also link back to an organization's own internal appraisal system to ensure requirements are fulfilled.

There is an integrated recruitment module available that has all the appropriate mechanisms of capturing candidates' details for a speedy interview and appointment process. This module uses technical features such as web-based applications that can be accessed through an organization's own website or can be linked to recruitment agencies that have their own capture mechanisms. There is also the option for electronic selection of data from PDF application forms. .

For further details on the Jane Workflow Management module, contact Jane Systems by email to

nigel.sargent@jane-systems.co.uk, or phone on **01792 522224** or visit our website at **www.jane-systems.co.uk**.

Jane Systems is a Swansea-based human resources and payroll software specialist that offers a suite of dynamic and flexible products as well as independent functional components designed to meet the HR requirements of any modern organization. Solutions cover all elements of HR requirements, including personnel, staff development, recruitment, payroll and e-HR.