



Jane – Personnel Manager

The Jane Personnel Manager allows an organisation to keep a complete employment history of past, current and potential employees associated with an organisation.

An indefinite number of user defined data elements may be created and associated with any element of the module providing an easy but powerfully adaptive solution to all information gathering and retrieval needs. The comprehensive personal and organisational details combine to enable the production of individual profiles and extensive selective analysis including statistical returns.

The efficient provision of statistics allows for effective internal management by providing details of the deployment of employees as well as ensuring all statutory requirements are met.

This enables the planning and costing of all manpower requirements to ensure the correct quantity and quality of staff are available to meet current and future operational needs. This subsequently leads to the identification of strengths and areas for potential improvement in terms of skills and abilities of individuals to achieve the optimum level of performance.

Employment History

Information can be recorded on an indefinite number of previous employment roles. A potential new employee's work history is collected and this information is then verified against information documented in their personnel file. The data collated will allow for identification of gaps in a new employee's cv, provide comparisons with information obtained through reference interviews and confirm compliance with industry requirements and guidelines. This information can be used to complement the Credentials record to form part of an employee's overall skill profile.

Suitability to Work Checks

Criminal record checks and suitability to work checks are an essential element of many organisations' employee screening programme, particularly in the financial sector or those dealing with children or vulnerable people. All criminal record checks and other specific suitability to work checks and risk assessments can be recorded, updated and monitored on an individual employee's personnel file for future reference and suitability for alternative roles within an organisation.

Absence Monitoring

Information can be recorded regarding sickness, special leave, leave of absence, sabbaticals, maternity and paternity details as well as standard holiday allowances, long service leave and future approved leave. All entries are reflected in the employee record diary for quick and efficient interrogation. This data may then be used for any occupational sick pay schemes by accumulating weekly and cumulative totals of sick absence.

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Performance Records

This sub system records all aspects of performance appraisal and development. It provides details of training and development activities already undertaken and those planned for the future. It also provides a skills profile, giving an indication of potential development opportunities within an organisation.

Training & Credentials

Information is recorded primarily on an employee's formally recognised qualifications, but is also used to record information about an individual's skills profile. This information can then be utilised to identify any relevant training already carried out in a previous employment or any training gaps required for a new role.

Historical and planned records of training and development exercises are recorded for each individual. The planned training can be identified with activities and actions recorded within the performance monitoring described above. Movements in grade and position are then recorded to provide historical information on career pathways.

Probationary Reporting

The system monitors and controls the elected procedure for probationary reporting, providing reminders of reports due and following up reports which are outstanding.

Disciplinary Procedure and Grievances

This records information of staff subject to disciplinary procedures so that their performance can be monitored and reviewed at the appropriate intervals.

In addition, employee grievances are recorded, assessed and actioned in line with an individual organisation's policy and procedures, with all outcomes and further actions assessed and monitored accordingly.

Pensions

Pension scheme membership is classified primarily as a source of any potential interface with a Payroll or Finance system, but also to record historical contributions across a potential number of schemes in staggered phases over an extended period of time.

Equal Opportunity and Extended Equality Monitoring

The Jane Personnel Manager incorporates employee details as required by the Equal Opportunities Act providing statistical breakdown of staff by sex, ethnic origin or other discriminating factor.

In addition, the module allows for extended equality monitoring for regions which require more extensive details of an individual in relation to religious beliefs, sexuality, political allegiance, etc...



Medical Information and Health Checks

Details of registered disabilities or related disabilities can be recorded as well as first aid credentials. The system can also accommodate details of medical check-ups for the purpose of a health record at the pre-employment stage and on an on-going basis. This is particularly important for organisations who do not have a dedicated occupational health team and all medical information and health checks are the responsibility of the HR department.

Pay Grade and Scales

Pay grades and scale tables are recorded for each category of employee so that comparisons and projections of staff costs can be undertaken. This also forms the foundation of the potential interface to a Payroll module or Financial application.

Permits

Details of employees' permit entitlements and records are collated and managed. These include references to permits such as car parking, building access and general security information. In instances where specific work related permits are required, like permits for working in confined spaces, any internal or external checks of an employee's authority can be verified quickly and easily.

Holiday Allowances

Annual leave entitlements are calculated based on employee profile information such as job category, length of service etc... Additional allowances are also recorded based on factors such as years worked or performance as well as the accumulation of optional roll over agreements. For part time employees or new starters, the software automatically allocates and records pro-rata holiday entitlements.

Notes

All of the facilities within the Jane Personnel Manager can have notes attached to them. Each note is of indefinite length and can be accumulated over a period of time when the information becomes available.

Additional Records

Further details can be recorded to capture information on:

- Allocation of business related equipment such as laptops, mobile phones, etc..
- Leaving details including reasons and destination.
- Next of Kin and Emergency contact information.
- Potential and actual retirement details
- Details of further earnings other than salary
- Generally, information which is of interest to an organisation.



Employee Diary

A number of the functions described above will have review dates attached to them which indicate the next stage in progressing a particular activity. This information is brought together into one of a number of diaries so that all activities can be managed effectively.

Diaries include an employee diary allowing a selected employee view only. Alternatively, there is an administrators diary which is a comprehensive Work flow control mechanism as it presents activity based information for a user to pursue on a day by day basis.

Information from both the Employees' and Users' diary can be interrogated by a day by day diary, useful for 'at a glance' reviews of daily activity, and/or by examining the detail associated with a particular employee or activity.

Associated Data

The modules of Jane Systems Human Resources suite offer extensive information gathering facilities and a high degree of functionality to accommodate most operational environments. In many circumstances the information requirements are particular to an environment or more commonly links to 3rd party elements such as scanned images, spreadsheets or word processing documents. This application allows an indefinite number of user defined data fields to be attached to any area of application functionality, the primary elements being the Personnel and Activity records.

The Activities Manager

The Activities Manager has been designed to accommodate traditional post/job descriptions including short and long term contracts. This also provides the flexibility of defining a more comprehensive suite of goal orientated activities to be matched and distributed appropriately across the available resources described in the other modules.

The Recruitment Module

This module assists in effective recruitment, promotion and planning of the deployment of human resources within an organisation. The budgeted or authorised establishment for a department would provide the basis for deciding the number of staff required and at what levels. In addition to recording and monitoring the day to day recruitment and promotion activity, information on future requirements can be provided based on objective assessments and an examination of turnover.



Payroll Interface

For organisations who already have an established Payroll solution or who outsource this activity, it is crucial to eliminate and duplication of activities and to ensure harmonisation of data between the two systems. The Jane Systems Payroll interface provides data in industry standard formats to enable third party payroll systems to gather the required data from your Personnel system efficiently, accurately and securely.

This module includes advanced functions, such as adjustments, voids and special rate bonus payments. A flexible user defined entry format ensures a perfect fit to any organisational set-up and processing requirements.

The Structure Manager

In any working environment a number of hierarchies may exist which reflect departmental, pay grade, managerial and other types of organisational structures, especially in the public sector. Application functionality within the Jan Systems Personnel modules has been included to accommodate the commonly encountered structures. The purpose of this sub module is to allow an administrator or user to create their own multi tiered hierarchy of an indefinite number of levels.

Analysis

The Jane Systems Personnel data analysis and extraction can be approached in a number of ways. Primarily the Human Resources modules includes an Analysis Repository which provides an extensive number of flexible standard reports designed to present you summarised statistical and detailed information at the press of a button. This is complemented by Report Writing facilities and integration to desk top tools to present a comprehensive analysis solution.