



Jane Personnel Manager – Workflow

Jane's Workflow Management provides fully automated business procedures for HR workflow control. The workflow software manages the actual process rather than just the data. Predefined elements are built into the software and are activated once the first 'action' in the relevant procedure takes place.

HR Workflow Control

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.

The Jane Systems software is fully automated and it consolidates the requirements of Personnel and Payroll departments through streamlining and simplification. The result is improved efficiency of many business processes which eliminates many unnecessary steps.

Management of Business Procedures

Jane Workflow also provides better process control through 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 which are generated by the system.

For example, automatic emails are generated to advise managers if an employee is off sick for a number of days but is not certified. If the certificate is not received within a given timeframe, then another course of action begins, such as an email reminder to the employee or an email alert to the line manager. This can then generate a further procedure like a letter to the employee which the system automatically creates via 'mail merge'.

Proactive Communications Tool

Unlike standard personnel systems simply record the absence, the Jane Systems workflow module takes over the management of the process, moving from a basic recording system to a proactive communications tool which controls the actions for the HR department.

The end result is improved efficiency and customer service through a software control process which can be designed and adapted inline with changing business needs.