Jane's innovative suite of applications covers all aspects of HR including Recruitment, Payroll, Skills, Talent & Performance Management, Learning & Development, Salary Review, Self-Service, Workflows and much more.

Whether you are looking for specific stand-alone modules or a totally integrated HR management solution, we have all the components necessary to successfully manage every stage of the employee life cycle - from applying for a vacancy - all the way through to retirement.

The flexibility incorporated into all of our HR modules enables you to easily adapt your systems when you implement new organisation structures and procedures. A key component of successful change is always the people based information systems you have developed which enable you to plan for progress by optimising the resources to hand.

Agile people management systems enable your organisation to benefit from business advances by dramatically reducing the impact these changes have on daily working practices.

Jane's Personnel module records a wealth of information about your employees from the basics such as name and contact information to salary history, staff development and disciplinary records and building up a complete employment history of all current, past and potential employees.

In addition to all of the standard information described below, you can also define your own. You can create a limitless number of user-defined data elements which combine with the extensive base Personnel record to provide an easy to use but powerfully adaptive solution to all your information-gathering needs.

Jane's Personnel module gives you the ability to view your organisation as a variety of different structures and focus on the detail of individual employees. In any working environment a number of hierarchies can exist that reflect departmental, pay grade, managerial and other types of structures, especially in the public sector. Using Jane you can create your own multi-tiered hierarchy with an unlimited number of levels and have clear visibility from a variety of perspectives.

The extensive provision of reporting and statistics promotes effective internal management, by providing details of the deployment of employees as well as ensuring all statutory requirements are met. This enables you to plan and cost all manpower requirements to ensure the correct quantity and quality of staff is available to meet current and future operational needs. Subsequently, this leads to the identification of strengths and weaknesses, highlighting areas for potential improvement in terms of the skills and abilities of individuals and ultimately helping you to achieve the optimum level of performance from your most valuable asset – your staff.

Employee Records

The basic employee record encompasses all the standard information about an employee and can be set up from data migrated from existing systems, created as a successful candidate in the recruitment module or simply manually entered as a new employee record. The employee's reference can be system generated in any format defined by you or manually assigned.

Notes

You can attach notes to all the facilities in the Personnel module. Each note is limitless and can be accumulated over a period of time when the information becomes available.

Documents and Attachments

Documents can be attached to any HR record such as written details of appraisals, the employee's CV or application form, signed receipts for loans of business equipment, signed employment contracts and so on.

Extended Records

Further details can be recorded to capture information on:

- Allocation of business-related equipment, such as laptops and mobile phones
- 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
- Any information of interest to your organisation.

Additional Data

Jane Personnel allows an unlimited number of user-defined data fields to be attached to any area of the application functionality. With this feature you can personalise your system according to your own specific requirements and accommodate your own organisational language. This gives you the sophisticated dynamic functionality of a robust product with the appearance of a bespoke system.

Employee Diary

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

Included is an employee diary allowing a selected employee only view. Alternatively, there is an administrator's diary, which is a comprehensive workflow control mechanism, because it presents activity-based information for a user to monitor and manage on a day-by-day basis.

Information from both the employee's and user's diary can be interrogated as a daily, weekly or monthly diary, useful for 'at a glance' reviews of daily activity, or by examining the detail associated with a particular employee or activity.

Employment History

Information can be recorded on an unlimited 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 enables you to identify 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 and general suitability-to-work checks are an essential element of many organisations' employee-screening programmes, 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 record. You can use this for future reference and to check the employee's suitability for alternative roles within your organisation.

Employment Terms

Extensive details about an employee's term and conditions may be recorded including their start date, department, location, line manager, whether they are a union member or work in a hazardous environment. You can attach the contract document signed by the employee to this record.

Funding

If any external body provides a financial contribution to the costs of employing a particular member of staff, you can record the details of the funding including the amount as a value of percentage and the period for which the funding applies so it can be taken into account in management costing.

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 can then be used for any occupational sick pay schemes by accumulating details of sickness absence. Comprehensive reporting can highlight where absence is an area of concern giving you greater vision, control and management and allowing for future planning.

Performance Records

This subsystem 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

Using Jane's Personnel system you can record an employee's formally recognized qualifications and their skills profile. This information can then be used to identify any relevant training already carried out in a previous employment or any gaps in skills 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 that are outstanding.

Disciplinary Procedures and Grievances

You can record 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 appropriate action taken in line with your individual organisation's policy and procedures, with all outcomes 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

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

In addition, the module allows for extended equality monitoring for regions that require more detailed reporting of an individual in relation to religious beliefs, sexuality, political allegiance, and so on.

Medical Information and Health Checks

You can record details of registered disabilities or related disabilities 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 that 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

You can record pay grades and scale tables 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 when specific work-related permits are required, such as 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 and length of service. Additional allowances are also recorded based on factors such as years worked or performance, as well as the accumulation of optional rollover agreements. For part-time employees or new starters, the software automatically allocates and records pro rata holiday entitlements.

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 to define a more comprehensive suite of goal-orientated activities to be matched and distributed appropriately across the available resources described in the other modules.

The Structure Manager

ing environment, a number of hierarchies can exist that reflect departmental, pay grade, managerial, and other types of organisational structures, especially in the public sector. The Structure Manager enables you to create your own multi-tiered hierarchy with an unlimited number of levels. This can be maintained and reviewed from within the Personnel module or passed to charting technologies, such as Visio, to provide clear visibility from a variety of perspectives.

Analysis and Reporting

The Jane Systems Personnel data analysis and extraction can be approached in a number of ways. The HR modules include an analysis repository that provides an extensive number of flexible standard reports designed to present you summarized statistical and detailed information at the press of a button. This is complemented by report-writing facilities and integration to desktop tools to present a comprehensive analysis solution.

Payroll Interface

For organisations that already have an established payroll solution or who outsource this activity, it is crucial to eliminate any duplication of activities and to ensure the harmony of the data between the two systems. The Jane Systems payroll interface provides data in industry-standard formats to link to third-party payroll systems efficiently, accurately and securely.

This facility within the Personnel module allows you to capture additional elements destined only for the Payroll provider such as adjustments, voids, and special rate bonus payments. A flexible user-defined formatter ensures a perfect fit to any organisational setup and processing requirements.

HR Queries

Reports are a vital tool in enabling decision makers to make well informed decisions. The ability to report accurately and instantly is not only an essential tool in evaluating circumstances as they exist now but also in providing confident predictions of the future.

Using the HR Query Tool you can select and filter data, design the report layout and send the results to any one of a number of facilities which maximises its presentation and deployment for the general benefit of your organisation.

Simple to use, yet powerful, Jane's HR Query Tool can filter data according to your preferences and generate a report in a few easy steps. Editing existing reports is effortless. Fields can be easily added or removed from a query using the field explorer window. Similarly, selection criteria can be applied to ensure only the information appropriate to your requirements is presented. Layout, grouping and even sub totals can be applied by simply dragging and dropping the required column into the grouping zone. Saved reports can be made private or they can be shared with other users.

The Security Access model defined in Jane's System Administration module enables different users to request a "public" report but only see the information appropriate to them. If a user does not have access to a particular data item then that data item will not be displayed to that user. Similarly, if the user only has access to a certain sub-set of employees, such as only employees in their team, then they will only see the records of their team.

Once the base report data has been selected, it can be developed in a number of ways. By a single click of the Excel icon on the Jane desktop the details are instantly loaded into Excel for further use. Similarly, data can be loaded into Word in readiness for use in a mail-merge document. If grouping has been applied to the report, then when the details are transported to excel only the summarised elements are exported in readiness for use in pivot tables, charting wizards and so on. This enables summary analysis such as head counts by Ethnic Origin, Gender, Nationality, Department, Location etc. to be presented in chart form in Excel with a few simple icon clicks.

As important as it is to analyse data in the database, it is often more critical to review the data not in the database. For example, a query can be created within minutes to extract a simple list of appraisals conducted since the start of the calendar year, however the important issue for a HR team is pursuing the appraisals which have not yet been performed and subsequently not recorded. By using Exception Queries the results can be inverted to tell you of the details which are not present.

HR Queries can be further exploited in the HR Portals as either Self Service or Authorised User views of the system. As a Self Service Query only the details for the employee making the request in the HR Portal will be presented. As an Authorised User Query only the details in the team of the Line Manager or Supervisor making the request will be presented.

Not only can these details easily be viewed in the SharePoint based HR Portal using specific Jane facilities but additionally they can be viewed as more sophisticated reports and charts using Microsoft's state of the art reporting facilities in SQL Server Reporting Services (SSRS).

Real-time data from one global source presented in the required format and promptly delivered to the appropriate decision makers is critical to the success of a changing organisation.