



## AUTHORISED USER PORTAL

Jane's Authorised User Portal gives instant access to any information in your Jane HR and Payroll system to key decision makers, such as line managers, empowering them to more effectively manage their 'team'.

Providing these decision makers with the information they require and the tools they need to control it can improve the way they monitor the performance, efficiency and development of their employees leading to major benefits to your organisation as a whole.

If any operational functions are currently performed using pieces of paper we suspect it can be deployed through the Self Service and Authorised User HR Portals.

Using the AU Portal you can enable managers to take full responsibility for data capture and authorisation. By providing these users with the data they require, they are in a position to manage information such as reporting sickness and return to works, instigating appraisals, or authorising holiday requests and expense claims by self-service users. They can also view absence trends and react to critical events, such as probationary reviews. This devolution of authority actually improves the quality of data and encourages widespread use, without losing control over either data integrity or security.

The provision of more accurate information to a wider audience enables decision makers to understand, monitor and manage the activities of their most essential resource; their staff and support their continued development. They can utilise this wealth of accurate and up-to-date information to guide their decision making, which ultimately results in the delivery of the success which every organisation seeks, through the streamlining of business processes.

This provides resilience within your organisations which enables your teams to not only effectively fulfil their current roles but also enable them to efficiently adapt to future requirements and changes to objectives which inevitably result in changes to reporting structures and activities.

Change does affect people so the provision of effective people management systems is critical in enabling your teams to deliver the goals of your organisation.

Jane's AU Portal is a highly configurable application enabling you to alter content, labels, links, and even provide user specific views if required to enable each user to fulfil their own operational remit. Industry standard style-sheets and logos can be used to ensure the HR Portals reflect your unique corporate identity.

You can also include HR policies, internal knowledge repositories or external links such as the HMRC, pension providers, benefit providers and other influential external bodies. You can configure business processes for different users or user groups, and design process steps which reflect requirements that are unique to your organisation.

Using the Workflow module, managers are kept up to date with all actions. They receive email notification when they have requests that need authorisation and are made aware of up-coming events such as probation reviews or appraisals.

The overall effect of implementing a Portal is to release valuable HR resources from processing transactions to concentrate on more valuable duties resulting in a more cost efficient and successful provision of service by your HR Professionals.





## AUTHORISED USER PORTAL

### Key Features Summary

- Jane's AU Portal has the capacity to perform any HR or Payroll function.
- Completely ensures the security of the data - line managers only access their own staff.
- Reduces the administrative burden placed on your HR team by distributing basic tasks to line managers and employees.
- Simplifies procedures and provides information which allows line managers to make informed decisions.
- Automates HR processes ensuring they are completed in a more timely and efficient manner.
- Reduces your business's carbon footprint, by removing the need for paper-based forms, processes and pay slips.
- Improves the accuracy of information by devolving the maintenance to the manager responsible for it.
- Instant reporting from a single source of live information ensuring up-to-date results.
- Provides a complete audit trail and archive.
- Internal and remote workers can all access information on one central system.
- Delivers workforce intelligence to those who need it - the managers, HR professionals and decision makers of every level.
- Improve collaboration by the connection of people to people and people to resources and information.
- Derive far more effective business processes
- Support large workforces and numbers of transactions.
- Deliver reports, status messages, and approval requests to managers for their authorisation.
- Used in conjunction with the Self Service portal and Workflow module you can extend the total Jane solution to be a comprehensive process driven enterprise solution.

### Authorised User Portal - In Action

- View and authorise employee expense claim requests.
- View and authorise employee time-sheets submissions.
- Create, review and submit job appraisals for members of staff.
- Instigate role transfers, promotions, re-grading and terminations.
- View and authorise employee training requests and bookings.
- Enrol employees on training programmes.
- Manage the recruitment process.
- Match candidates' skills and qualifications to a position or vacancy.
- View and authorise employee holiday requests.
- Record and manage employee absence due to sickness.
- Analysis absence information against departmental resources to make informed decisions on approving leave requests.
- Change employees pay rate, grade step and grade point.
- Re-hire new and ex-employees.
- Delegate responsibilities to subordinates and/or management.
- Route information of any type according to user-defined business rules.

