HR PORTAL – SELF SERVICE

Jane's HR Portal uses browser technology to reach users who normally would not be able to access or use an organisation's HR systems, enabling data capture, review and analysis by a much wider audience.

Using the SharePoint technology from Microsoft, including SharePoint Foundation which is free, the breadth of facilities made available through the combination of technologies allow any HR & Payroll team to present their specific requirements to their operational audience - your staff.

This opening-up of communication channels between employees, their line managers and the Payroll and HR teams, saves your organisation both time and money.

Using a company Intranet or Internet site, employees can take responsibility for maintaining the data that pertains to them. By putting the onus on staff to keep personal information up to date, you will improve the quality and accuracy of the information you hold. Costs and time spent on administration is reduced and, as a result, payroll and HR specialists are able to spend more of their time on strategic issues and problem-solving, rather than sorting forms and entering data.

The availability of online payslips often provides an immediate cost-saving benefit. Typically any organisation will contain a proportion of employees who are not concerned about receiving printed payslips each pay period, and many of those that do simply require a facility to review the information, a printed document is not a necessity. Payslip production can subsequently be dramatically reduced to a specified subset of employees and in many cases eliminated altogether. Occasional requirements by individual employees for a formal printed payslip for the current, or any historical pay period can be achieved themselves using one of a number of printing facilities available in the Self Service Portal.

The Jane Self-Service and Authorised Users HR Portals allow your workforce to review and update employee-specific information, online via a browser, reflecting any element of their personal and professional development.

Self Service facilities devolves responsibility for the initial data capture to the employee themselves when performing common tasks such as requesting leave, submitting expenses, requesting attendance on pre-planned training events and contributing to on-going appraisals.

This is complemented by the Authorised User Portal which is designed to provide a higher level of access and facilities for users such as line managers to authorise leave requests, expense submissions, manage training events and their team's appraisals.

The User Profiles automatically created in SharePoint by the Jane Web Services allows features already existent in SharePoint to be used to provide additional benefits familiar to social computing. Social tags, links, documents, newsfeeds, blog posts, general notes and other items related to each user (employee) which allows them to track the information in which they are most interested can all be managed from the HR Portal. This subsequently enables organisations to target content to users based on their role.

Devolving the accessibility of this information as well as the capacity to instigate changes enables organisations to dramatically reduce the resources required in central HR teams so that they can be deployed elsewhere such as acting as consultative partners which culminates in a more cost efficient and responsive provision of service by your HR Team.

Key Feature Summary

The Self Service portal can accommodate any HR function you like. Listed here are some examples successful implemented by current customers.

Review holiday allowances showing leave taken and the remaining balance for the current and next year.

Enter a request for annual leave.

Submit an expense claim.

Enter details into timesheets and submit for payment.

View outstanding training needs and targeted training requirements.

View full training record.

Enter a request to attend a scheduled training event.

Register specific training requirements.

Contribute to the appraisal process through electronically modelled forms.

View or print, current and historic payslips and P60s.

View a complete absence history.

View and print employment and salary histories.

Review and update personal information (address, emergency contact details, next of kin & bank account details).

Enter their private vehicle information.

Access a company contact address book

View company documentation, policies and procedures

Manage personal resumes.

View internal job vacancies and submit applications.

Update skills, competencies, accomplishments and qualifications.

Review and request benefits.

Track performance objectives.

Perform self-assessments.

Indicate work preferences.

Create public view of their user profile which is visible to all other users.