



WORKFLOW

Workflow: Managing your business processes.

Jane's Workflow module can transform your HR software from just simple record keeping into a fully automated system which does the work for you.

Many business processes can be both repetitive and subject to error. However, if you map such processes onto workflows you can automate and monitor them. This increases productivity by cutting out manual processes thus reducing the potential for error and improving quality.

You can set up workflows to define how and when documents, information and tasks are to be passed from one party to another. You can have clear visibility of what stage a particular process has reached at any time. You can define sets of rules describing how actions are to be performed giving you greater consistency in your working practices. And, if your business processes are subject to quality control, you can ensure compliance by using the full audit trail produced by workflow.

Automated Business Processes

Defining workflows can be used to automate virtually any standard or unique process you use. You can monitor your system for activities and then set off the action that comes next - whether it is emailing an employee, notifying a line manager, or sending a report to an executive. You simply define the trigger for the process you want to monitor and then define the actions you would like it to take. Once defined, workflows can be easily adapted in line with changing business needs.

Improved Efficiency

Workflow provides better process control through the improved management of business procedures. Implementing workflow software can increase productivity by cutting out time consuming manual activities. It can standardise working practices reducing the potential for error thus improving overall efficiency. Consistency in procedures also makes it more difficult for employees to avoid responding to or acting on specific actions that are generated by the system.

Workflow allows you to stay on top of potential issues with triggered, action-oriented alerts. These alerts can be sent via Jane's desktop alerts, tasks, email or phone to an individual or to a group.

Auditing and Monitoring

If you have quality accreditation to one of the international or regulatory standards then you will need to be audited and demonstrate compliance. Automated workflows not only manage each step in the business process but also generate a full audit trail to demonstrate compliance. Furthermore, this gives you visibility of where you are in any particular process; shows the steps that have already been taken and those that are to follow.

Designed for HR Departments

Many workflow software products have evolved from document management, database or electronic mail systems. These facilities can be complex and costly because they are used across a variety of other applications and are not always the best solution for managing HR issues. The Jane Workflow module specifically addresses the requirements of the Personnel and Payroll departments through streamlining and simplification. Originally designed by consulting HR personnel it is continuously reviewed and enhanced with efficiency and good practice in mind.





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Workflow in Action - Some Examples

Absence Monitoring

Unlike standard personnel systems that simply record a period of absence, the Workflow module can take over the management of the process. By communicating with line managers and employees, requesting sick notes and monitoring returns to work, Workflow transforms it from an information recording system into a proactive communications tool that fully controls the actions for the HR department.

Suppose an employee is absent due to uncertified sickness for more than 7 days. Workflow sends an email to them requesting a certificate and copies it to their line manager. If there is no response, a reminder email is sent to the employee and an alert to their line manager. Lack of response to this, could generate a letter to the employee using mail merge and a further alert to their line manager, and so on.

If you are also using the Jane HR Portal then you can embed a link to the appropriate intranet page which performs the capture of information or Authorisation of existing requests so that the Line Manager can perform an action instantly.

New Employees

Workflow can be a powerful tool when it comes to the numerous processes involved in dealing with new employees and leavers.

Email alerts can be dispatched to Security or IT departments making them aware of new employees and leavers. Formal contracts can be created, using built in mail merge integration with Word, utilising information recorded on the HR Record. New employees can be enrolled in induction training programs and their participation recorded on their Staff Development record.

Alerts - Pension Auto Enrolment

Desktop alerts can be scheduled to run automatically on a specified interval such as once a day, week or on a particular day of each month. They can be generated when certain Pension Auto Enrolment scenarios are identified such as:

- An employee previously ineligible for auto-enrolment reaching the age of 22.
- An employee previously ineligible for auto-enrolment reaching the required earnings limit.

Equipment Management

If an issue of property has been recorded in Jane, such as the use of a laptop or a mobile phone, then upon an employee leaving your organisation an email can be sent to them requesting the return of the equipment. Additional notifications can be sent at the same or different times to named individuals, departments, Line managers etc. to request their involvement in monitoring the return of the property.

There are many situations where implementing workflow software increases productivity by eliminating manual processes, reducing the potential for error and improving efficiency.

