



Jane Systems - Personnel Manager

The Jane Personnel Manager includes a comprehensive range of personnel features to meet the diverse requirements of any organisation.

The complete integration of Jane Personnel Manager with the Jane Payroll software dramatically reduces duplication of information and effort which in turn eliminates the likelihood of error. This compatibility makes Jane Personnel Manager the ideal choice for organisations looking for an all-encompassing package which integrates at all levels with **Dynamics GP**.

This module allows an organisation to keep a complete employment history of past, current and potential employees associated with an organisation.

An indefinite number of user defined data elements may be created and associated with any element of the module providing an easy but powerfully adaptive solution to all information gathering and retrieval needs. The comprehensive personal and organisational details combine to enable the production of individual profiles and extensive selective analysis including statistical returns.

The efficient provision of statistics allows for effective internal management by providing details of the deployment of employees as well as ensuring all statutory requirements are met.

This enables the planning and costing of all manpower requirements to ensure the correct quantity and quality of staff are available to meet current and future operational needs. This subsequently leads to the identification of strengths and areas for potential improvement in terms of skills and abilities of individuals to achieve the optimum level of performance.

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 may then be used for any occupational sick pay schemes by accumulating weekly and cumulative totals of sick absence.

Performance Records

This sub system 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

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 which are outstanding.

Disciplinary Procedure

This records information of staff subject to disciplinary procedures so that their performance can be monitored and reviewed at the appropriate intervals.

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.



Employment History

Information can be recorded on an indefinite number of previous employment roles for an employee and can be used to complement the Credentials to form part of the employees overall skill profile.

Additional Records

Further details can be recorded to capture information on:

- Equal opportunities monitoring by statistical breakdown of staff by sex, ethnic origin or other discriminating factor.
- Leaving details including reasons and destination.
- Next of Kin and Emergency contact information.
- Potential and actual retirement details
- Work permit applications and review management.
- Generally, information which is of interest to an organisation.

Pay Grade and Scales

Pay grades and scale tables are recorded 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.

Notes

All of the facilities within the Jane Personnel Manager can have notes attached to them. Each note is of indefinite length and can be accumulated over a period of time when the information becomes available.

Employee Diary

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

Diaries include an employee diary allowing a selected employee view only. Alternatively, there is an administrators diary which is a comprehensive Work flow control mechanism as it presents activity based information for a user to pursue on a day by day basis.

Information from both the Employees' and Users' diary can be interrogated by a day by day diary, useful for 'at a glance' reviews of daily activity, and/or by examining the detail associated with a particular employee or activity.

Associated Data

The modules of Jane Systems Human Resources suite offer extensive information gathering facilities and a high degree of functionality to accommodate most operational environments. In many circumstances the information requirements are particular to an environment or more commonly links to 3rd party elements such as scanned images, spreadsheets or word processing documents. This application allows an indefinite number of user defined data fields to be attached to any area of application functionality, the primary elements being the Personnel and Activity records.

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

The Recruitment Module

This module assists in effective recruitment, promotion and planning of the deployment of human resources within an organisation. The budgeted or authorised establishment for a department would provide the basis for deciding the number of staff required and at what levels. In addition to recording and monitoring the day to day recruitment and promotion activity, information on future requirements can be provided based on objective assessments and an examination of turnover.



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.

Credentials

Information is recorded primarily on an employee's formally recognised qualifications, but is also used to record information about an individual's skills profile.

Medical Information

Details of registered disabilities or related disabilities can be recorded as well as first aid credentials and can also accommodate details of medical check-ups for the purpose of a health record.

Payroll Interface

The Payroll Interface readily adapts to the unique needs of any organisation, providing payroll input management that is accurate, efficient and secure. This module includes advanced functions, such as adjustments, voids and special rate bonus payments. A flexible user defined entry format ensures a perfect fit to any organisational set-up and processing requirements.

The Structure Manager

In any working environment a number of hierarchies may exist which reflect departmental, pay grade, managerial and other types of organisational structures, especially in the public sector. Application functionality within the Jan Systems Personnel modules has been included to accommodate the commonly encountered structures. The purpose of this sub module is to allow an administrator or user to create their own multi tiered hierarchy of an indefinite number of levels.

Analysis

The Jane Systems Personnel data analysis and extraction can be approached in a number of ways. Primarily the Human Resources modules includes an Analysis Repository which provides an extensive number of flexible standard reports designed to present you summarised statistical and detailed information at the press of a button. This is complemented by Report Writing facilities and integration to desk top tools to present a comprehensive analysis solution.

Review

The Human Resources modules are designed to make resource management more productive with time saving features that provide employees throughout an organisation quick and easy desk top access to mission critical information. This culminates in an integrated systems offering total empowerment to help meet the challenges and goals of workforce management.

For further information, contact Jane Systems on 01792 522244.