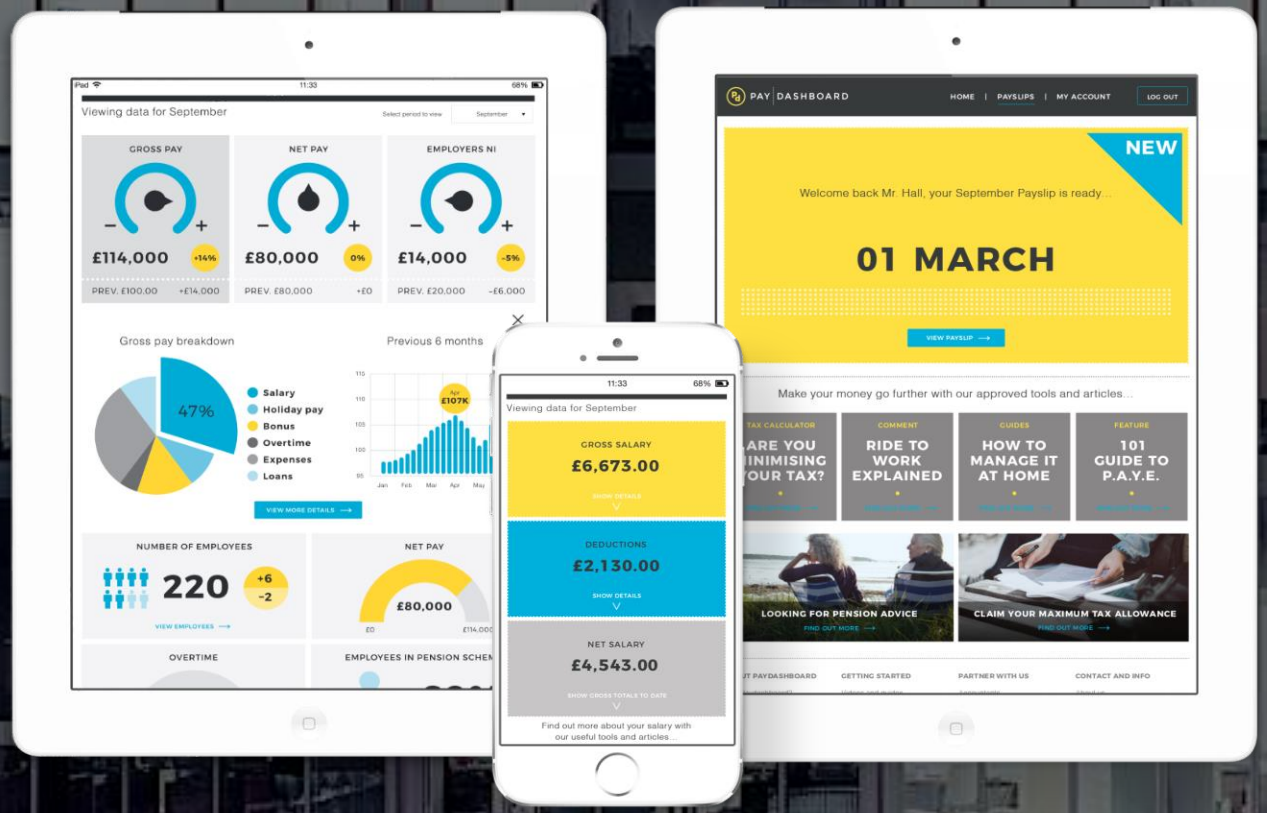
PAY DASHBOARD



The SmartSlip solution for your business

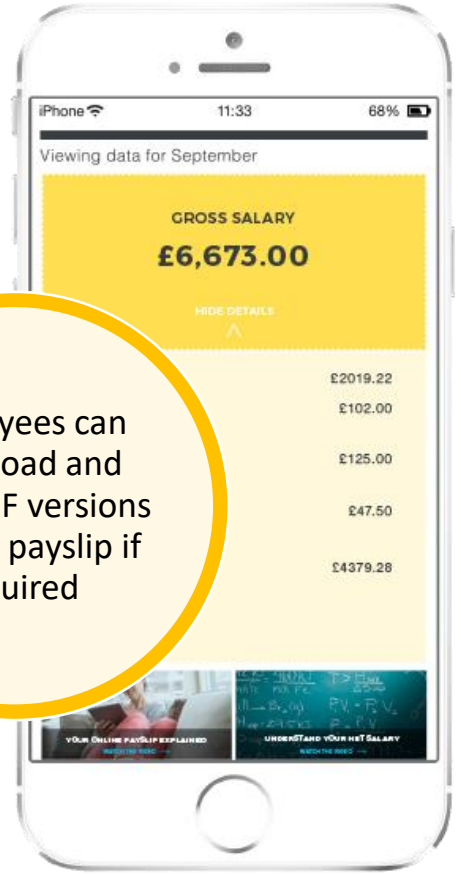
PAY DASHBOARD

What is PayDashboard?

PayDashboard is a cloud-based payslip delivery system that gives you and your employees more than just a payslip

How it works

1. Your Payroll Manager processes your payroll and uploads to PayDashboard
2. You get a notification that your payroll has been uploaded
3. On the publication date, employees get an email notification that a new payslip is available
4. Employees log in with their email address and password to view payslips
5. Employees can download and print PDF versions of their payslip if required



PAY DASHBOARD

Features for you…

- ✓ Dynamic employer dashboards summarising your payroll
- ✓ Quick access to employee payroll records
- ✓ A document transfer system between you and your Payroll Manager
- ✓ Your logo automatically on your employees' payslips
- ✓ UK based Customer Support Centre

… and for your employees

- ✓ PAYE forms accessed online
- ✓ Desktop and mobile access – no app required
- ✓ Automated password resets
- ✓ User-friendly interface
- ✓ Ability to search, view, download and print payslips
- ✓ Financial education on tax codes, allowances and other pay-related information
- ✓ In-browser translation – view their payslips in any language

PAY DASHBOARD

Frequently Asked Questions

What happens with new employees?

New employees are added to the payroll as normal and on the date their first payslip is published they will receive an email with instructions for how to set up their account.

What if employees don't have a work email?

Employees can use a personal or a work email to access their account, and they can change the email address used for their payslip notifications in their account area.

How much setup is involved?

The setup is minimal – the main thing for you to do is collect your employee email addresses and ensure your employees are aware of the changeover to PayDashboard. There are resources in your Employer User area in PayDashboard to help you to communicate the new system to your staff.

What happens if employees forget their passwords?

There is an automated password reset facility – and if your employee still can't access their account they can contact PayDashboard's UK-based Support Centre for assistance.

What happens with leavers?

Leavers can keep their access to PayDashboard for as long as HMRC stipulates that their data can be held (currently 6 years). Or you can set a custom access period if you want to restrict this to less than 6 years.

What is the Employer Dashboard?

As well as providing payslips for employees, PayDashboard provides an employer dashboard that presents your payroll data in a series of infographics and charts. This helps you to have more oversight of your payroll without having to analyse payroll reports each month.

Who can see the Employer Dashboard?

Only staff who you set up as Employer Administrators will be able to see the employer dashboard. The rest of your staff can not see this information. You can set up as many Employer Admins for your account as you need – just remember that they will also have access to employee pay details.

What if an employee's name or address changes?

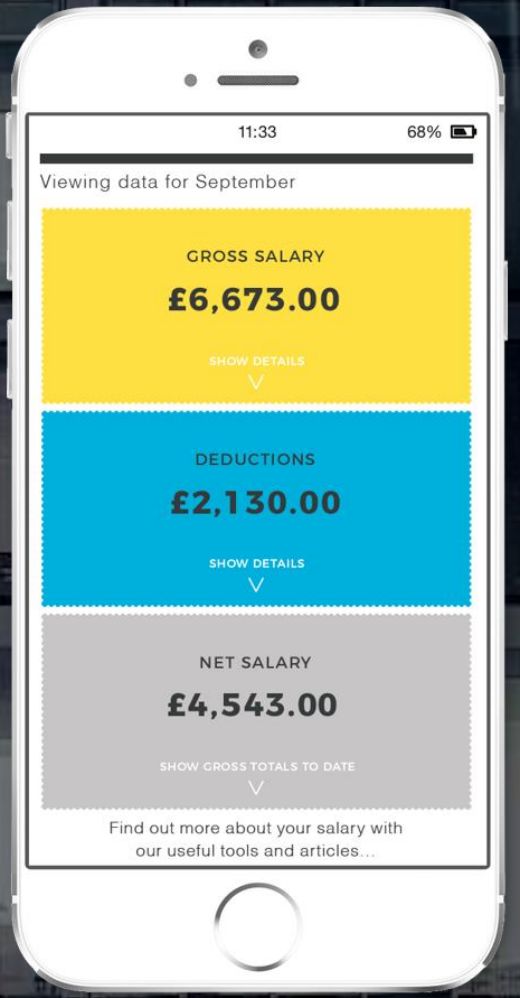
Notify your Payroll Manager of any workforce changes in the normal way. The change will be made in the payroll system and then when the next payslips are published to PayDashboard the details will automatically be updated in the employee's payslip account.

How secure is it?

Employee accounts are accessed using high-strength passwords, with a user verification step upon registration and each time they change their email address. All data is encrypted before transmission.

Find out more

www.paydashboard.com



PAY | DASHBOARD