

**Important Changes to Payroll Software**

After extensive research we have decided to upgrade our payroll software taking effect in April.  This means that our service to you will be improved, giving you and your employees more functionality in your portals.

**Employer Dashboard**   
Save time, reduce admin, and effortlessly collect the payroll info you need.  
The upgraded employer dashboard, allows you to:

* Access the data for each of your employees, including the ability to set annual leave on the calendar and make updates to employee information
* View the employer-wide payroll calendar
* View payroll reports exactly when you require them
* View the schedule of HMRC payments, outstanding amounts, and access the P30 tax summary for each tax period

**Employee Self Service**  
Give your employees easy access to their payroll documents and data.  
Invite your employees to access Self Service, allowing them to:

* Browse and download their history of payslips and other payroll documents
* View their payroll calendar, including annual leave, sick leave and parenting leave
* Request annual leave directly from Self Service. Approved requests will flow directly back down to the employer or administrator responsible for signing off holiday requests
* View the personal details you currently hold for them, and request to make updates i.e. change of address
* Employees can access Self Service from any computer (PC or Mac), tablet (e.g. iPad), or smartphone (e.g. iPhone, Android).

**This software update will take place in April at the start of the new tax year and will involve a little input from you, guidance will be provided nearer the time.**