

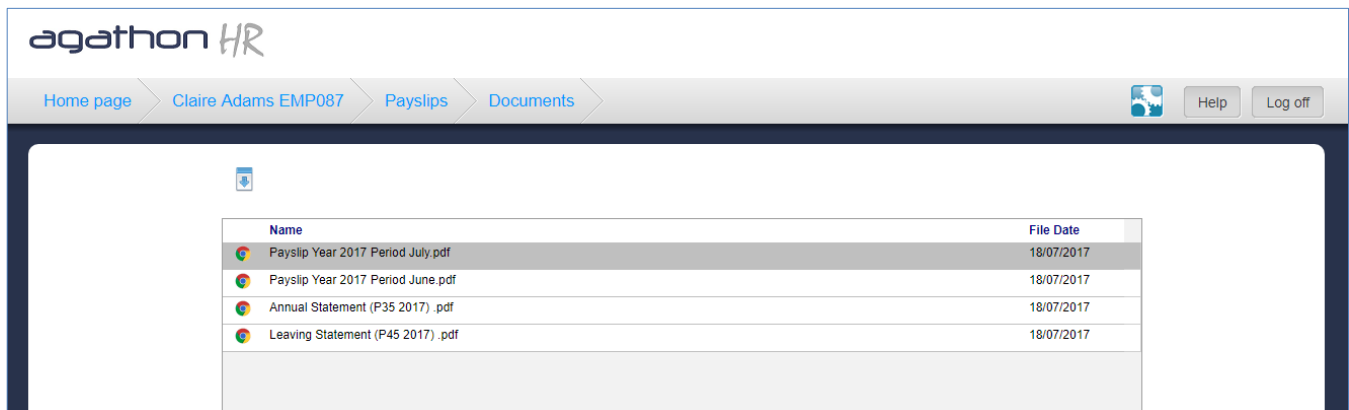
# Employee Self Service Payslips

## Introduction





Providing employees with Payslips is a legal requirement for any business yet producing and delivering paper payslips can be an unnecessary overhead. The cost of printed payslips can be anywhere between £1.35 and £2.25 each. This means for an organisation with 200 employees the cost of providing payslips could be in excess of £5000 each year.

## How can technology help?

It's very easy now to produce payslips in a number of formats removing the need for printing them. By generating an electronic copy of an employee payslip and giving them access to this via Employee Self Service organisations can not only reduce costs but also make significant time savings.



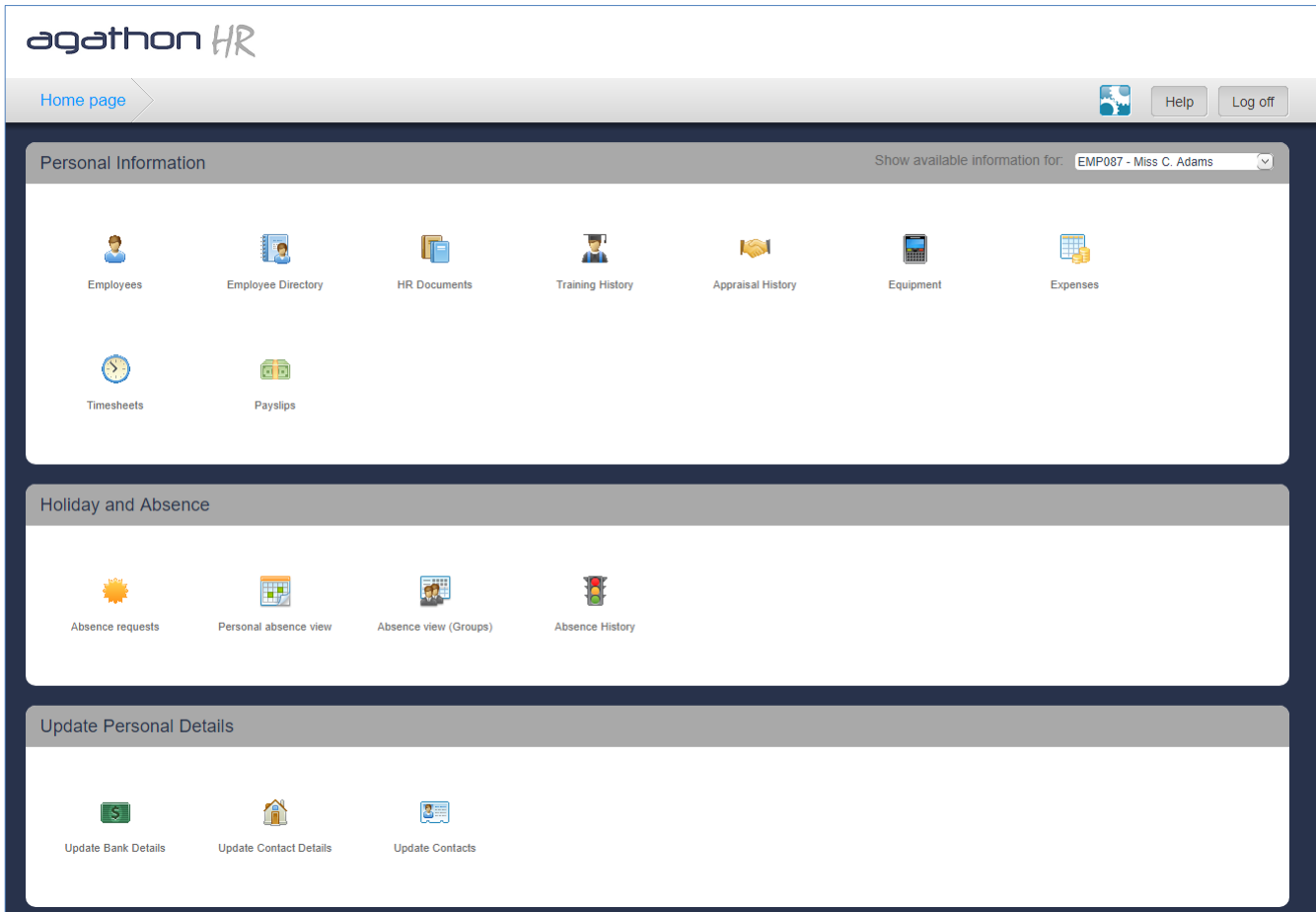
The screenshot shows the Agathon HR Employee Self Service interface. The breadcrumb navigation path is: Home page > Claire Adams EMP087 > Payslips > Documents. The main content area displays a table of documents:

Name	File Date
 Payslip Year 2017 Period July.pdf	18/07/2017
 Payslip Year 2017 Period June.pdf	18/07/2017
 Annual Statement (P35 2017) .pdf	18/07/2017
 Leaving Statement (P45 2017) .pdf	18/07/2017

More and more companies are investing in Employee Self Service functionality to reduce time and costs associated with traditionally time-consuming paper based processes.

Not only can organisations provide their employees with access to their payslips via Employee Self Service, they can also benefit from a wealth of other time saving functionality. With Employee Self Service employees can:

- Book holidays online for manager approval
- View real-time holiday entitlements.
- Update personal contact details (automatically notifying HR/Payroll)
- View company documents and policies online
- Access the company contact directory (showing who is/isn't available based on absence records)
- Complete online timesheets
- Submit expense claims electronically.



The screenshot displays the agathon HR Employee Self Service module interface. At the top left, the 'agathon HR' logo is visible. A navigation bar includes a 'Home page' link and 'Help' and 'Log off' buttons. The main content area is organized into three sections: 'Personal Information', 'Holiday and Absence', and 'Update Personal Details'. The 'Personal Information' section features a dropdown menu for 'Show available information for: EMP087 - Miss C. Adams' and icons for Employees, Employee Directory, HR Documents, Training History, Appraisal History, Equipment, Expenses, Timesheets, and Payslips. The 'Holiday and Absence' section includes icons for Absence requests, Personal absence view, Absence view (Groups), and Absence History. The 'Update Personal Details' section contains icons for Update Bank Details, Update Contact Details, and Update Contacts.

People Inc. Employee Self Service module

## Related Articles

Payroll Self Service (Personnel Today)

<http://www.personneltoday.com/hr/payroll-self-service-employees-are-doing-it-for-themselves/>

## How do I get this functionality?

People Inc. have developed a new plugin that is designed to attach PDF copies of payslips to employee records. The plug-in works by processing a monthly batch of payslips and attaching them to the employees Payslip screen so employees can access them via Employee Self Service.

For existing People Inc. users, we can provide this new plug-in free of charge, simply contact us to arrange to have this implemented on to your system.

The plug in will also be made available as standard for new People Inc. Customers. Please contact us if you would like more information about People Inc. and Employee Self Service, or an online demonstration.

**If you would like to learn more on how to get more from People Inc. or how People Inc. can help your organisation please contact agathonhr on 01242 663974 or via email [enquiries@agathonhr.co.uk](mailto:enquiries@agathonhr.co.uk)**