

# More than just payroll – PayFit's game changing HR Features



## Why use multiple softwares, when one can do it all for you?

Tools that don't talk to one another, double data entry, and time-heavy, manual processes - these are the banes of an HR professional's working life. The most successful People teams are the ones that are able to streamline processes and consolidate their tech stack with workflows and data points that work in harmony with one another. In this sense, PayFit has been shown to make a huge difference to teams all over the UK, not to mention the employees they oversee. Let's delve into how those disjointed, frustrating, error-strewn processes of the past are being revolutionised with PayFit's HR features.

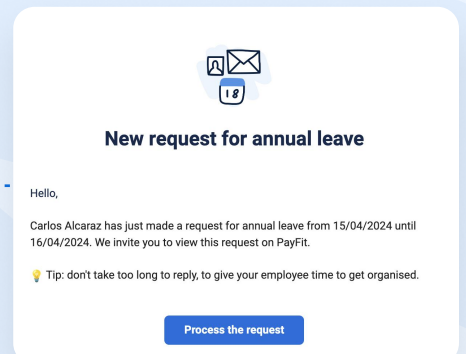
## A simpler way to manage leaves & absences

From employee requests to updates on payslips, in just a few clicks.

PayFit makes managing leave a breeze by automating calculations for statutory pay, including parental, adoption and sick leave. Employees make their own leave requests which, once validated, update on their payslips in real time.

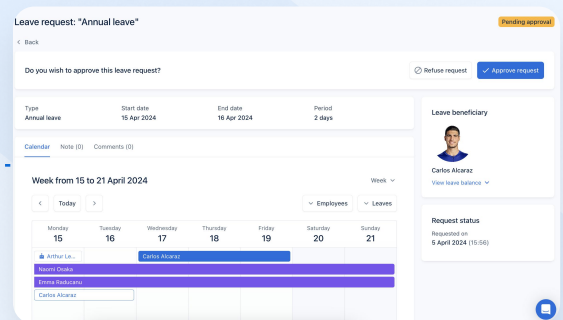
### 1 Employee submits leave request

A simple self-serve portal, available in the same place as their payslips, allows your employees to select the start and end date of their leave before submitting. They'll need to specify the type of leave (annual, unpaid, sickness etc.), giving their manager total clarity into the nature of the request.



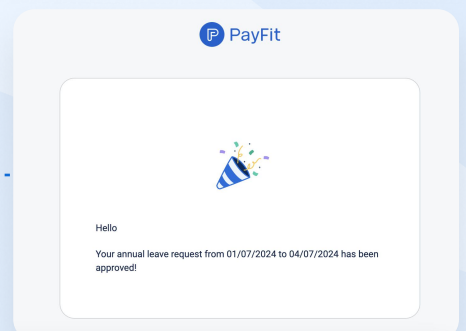
### 2 Manager approves or denies request

The employee's manager receives an email notifying them of the request, taking them directly to their own PayFit portal. Here, they can approve or refuse the request with a single click.



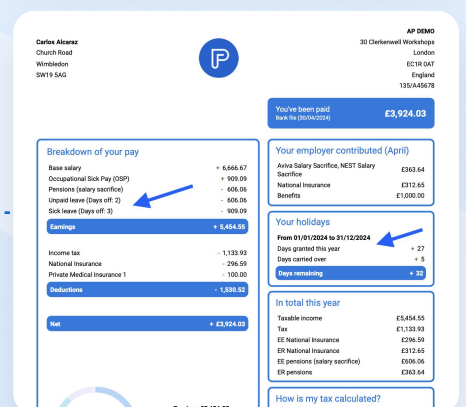
### 3 Employee is automatically notified of the outcome

No chasing or manual checking to see if the request has been approved - the employee gets an automatic notification to let them know the outcome.



### 4 If approved, payroll and reports update in real time

The employee's remaining leave balance and upcoming payslip update instantly. This is especially useful when unpaid leave has been taken, meaning there's no manual calculations needed when it comes to running payroll - it's factored in automatically! That's one less thing to worry about.





# Hassle-free expense management

A seamless experience for both managers and employees

Say goodbye to chasing employees for receipts, employees chasing you to get reimbursed, and human error. Say hello to expenses that are submitted and processed in a matter of clicks, added to payslips and reimbursed automatically.

## 1 Employee uploads their expense receipt to PayFit

With smart Optical Character Recognition technology that helps to auto populate data fields, employees can go from logging in to PayFit to their expense being submitted in just five clicks. How's that for efficiency?

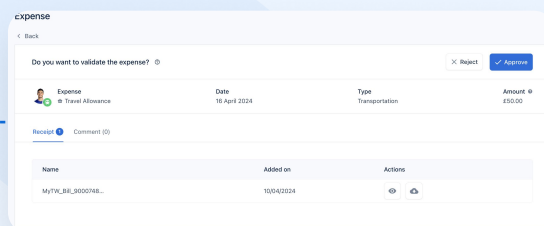


Drag and drop your receipt or click to add it  
(up to 5mb, accepted formats: JPG, PNG, PDF)

Add a receipt

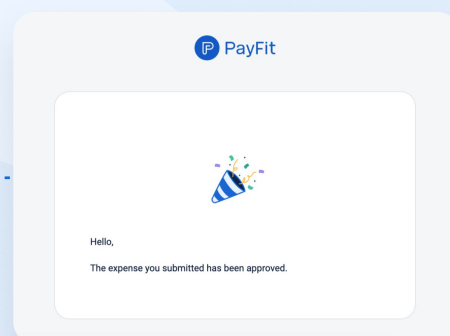
## 2 Manager approves or denies request

Next, the employee's manager receives an email notifying them of the request, taking them directly to their own PayFit portal. They can approve or refuse the expense submission with a single click.



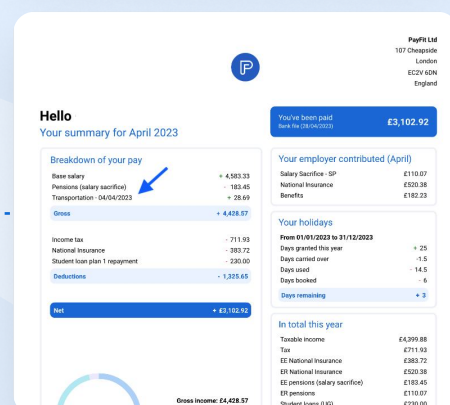
## 3 The employee is notified of the outcome

No chasing or manual checking to see if the expense has been approved - the employee gets an automatic notification to let them know the outcome.



## 4 If approved, the expense is added to next payroll automatically

Rather than having to worry about paying employees manually every month, approved expenses are automatically paid along with the next payroll. What's more, expenses are clearly illustrated on payslips so the employee can be sure exactly what's been paid, meaning the days of being chased for payments are over.





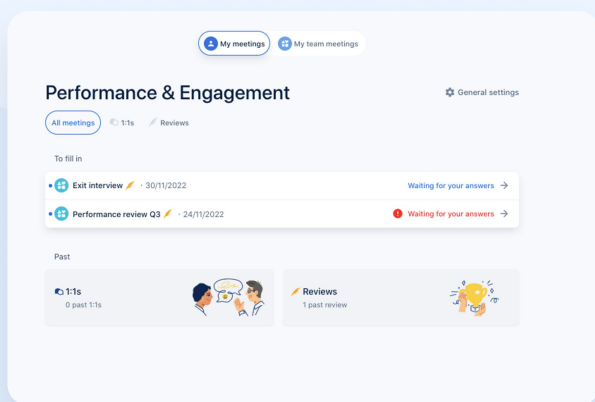
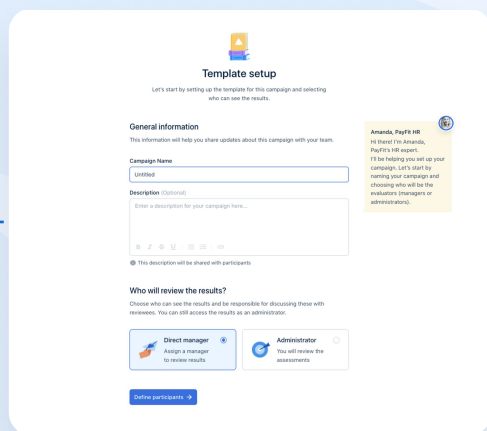
# Performance management that empowers people

User-friendly campaigns to improve collaboration and performance

Just like with all things at PayFit, our performance management functionality was created to reduce the number of manual processes for your team. Your entire review process can be built and managed within PayFit, in the same place as payroll, expenses and leaves, making manual processes and spreadsheets a thing of the past.

## Create and run performance review campaigns in an instant

Managers can use our pre-built templates (including simple performance reviews, agile project reviews, or anonymous leadership reviews) or build their own with our custom assessment builder. Once you decide which performance review campaign you'd like to run, all you need to do is determine who will take part in the campaign, select a timeline, and launch!

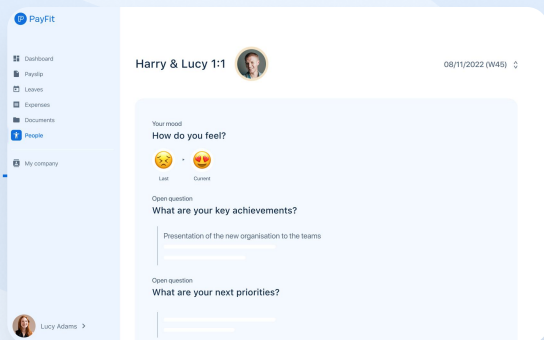


## Built in tracking and reminders

You can send out invitations, notifications, and reminders to ensure all participants complete their reviews, then keep track of their progress.

## Easily accessible from employee portals

Employees access and complete their performance reviews from the same personal portal they use to access payslips and request annual leave.



# Decisions based on data, not hunches

Helping your HR team become the strategic entity that drives your business forward

The first step to becoming more strategic as an HR function is being able to access clear, accurate and actionable data. It helps get you a seat at the highest table, too, if you're able to demonstrate to the C-suite how HR metrics are having an impact on productivity and the bottom line.

PayFit comes loaded with pre-set reports related to all-things HR and payroll, showing amongst other things breakdowns of holiday, sick leave, expenses, performance metrics and more, either by current tax year or a particular month and across different departments. This way, you can quickly spot trends in how your teams are operating, address any areas of concern, and make strategic decisions based on data, rather than hunches. Pretty cool, right?

## Transforming payroll for over 16,000 companies

As Europe's leading cloud-based payroll solution, we offer all the tools you need to manage and pay your people. Our best-of-both-worlds approach marries all the control of in-house software with real CIPP-level expertise. On top of this, our technology allows us to code in legislation changes quickly, so our platform is always up to date. See why over 16,000 companies trust us each month at [payfit.com](https://payfit.com).