

# Web Payslip Service

Web payslips replace the need for traditional paper payslips; both you and your employees can now access payslips and P60's from a secure website 24 hours a day, 365 days a year. Web payslips are increasingly popular with benefits that include:

- > 24/7 access
- > Mobile and tablet friendly
- > Reduced administration
- > Environmental costs
- > Improved privacy and security
- > Optional client branding
- > Optional P11D upload

To discuss moving to Pay Check's Web Payslip Service please call us on 020 7498 1133 or email [paycheck@paycheck.co.uk](mailto:paycheck@paycheck.co.uk)

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## In detail

The Pay Check web payslip site is a secure site providing access for individual employees via a unique password and security questions. All accounts are completely separate from each other and no employees will have access to another employees details.

The Pay Check web payslip site is easy to use, mobile friendly and compliant with all major browsers.

Your Administrator Account allows your chosen administrator secure access to your company's web payslip site. Your administrator can;

- > View all employee payslips
- > Invite new employees to set up their account
- > Reset security details of anyone forgetting their log-in details

Leavers retain access for 2 months after their leaving date, after which time their account is locked. Their payslips remain visible to the administrator indefinitely. P45s continue to be provided in hard copy format.

Payslips are uploaded the day before payday unless otherwise requested.

## Setting up web payslips

The lead time for setting up the Web Payslip site is approximately **6 weeks** once we have received details of your Administrator email (see following).

An Administrator email address will be required for you (or your appointed administrator) to login on to your company's web payslip site. **You should look to set this up as soon as possible.** As a guide:

- > This cannot be the email address of anyone who appears on the payroll.
- > It should not be tied to a single person, as this would incur a fee if it needed to be changed in the future.
- > A generic email or distribution group, rather than a dedicated mailbox, is recommended e.g. `webpayslips@yourcompany.com`. (Do not worry about the security of a generic email address, as access still requires a unique password and the correct response to 3 personalised security questions).

Approximately three weeks before going live, Pay Check will send you an excel spreadsheet of all employees on your payroll. You will need to populate this with the unique email address of each employee.

We have produced User (employee) and Administrator (employer) Guides to help everyone find their way around the web payslip site. This includes details of our Admin and User demo sites which will help everyone familiarise themselves with web payslips.

It is key that employee numbers used by Pay Check are the same as your internal employee numbers. If they are different, please discuss this with Pay Check before the development process begins. There may be a charge for changing the employee codes on the Payroll system pre-development but it is considerably more expensive to renumber employees on the web payslip site once the site has gone live.

## Additional services

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### Branded payslips

You can include your own company's logo on your employees' web payslips. This service incurs a one-off payment of only £100.00 + VAT, if requested at the same time as your registration for the Pay Check Web Payslip service. Adding our branding service at a later date incurs a fee of £175.00 + VAT. Please contact us for examples and further details.

### P11D submission service

Pay Check can submit P11D forms on your behalf. Our specialist software allows us to record and calculate taxable benefits efficiently and cost effectively, saving you valuable time. A further benefit of this additional service to Web Payslip clients is that P11Ds can be stored and accessed alongside payslips and P60s.

### Additional administrators

Our web payslip service comes with a single Administrator Account as standard which allows the Administrator to view all payslips. Additional Administrator Accounts can be set up if required at an additional cost.

### Past data

Historic Pay Check payslips (within the current tax year) issued prior to your use of web payslips, can be uploaded to your site. For example, if you went live in June, you could have April and May's payslips uploaded so that the entire Tax Year, corresponding to the P60, is available to view. This would incur an additional fee, based on the number of payroll months.

*Our additional services are charged as extra and dependent upon your specific needs. Please contact Pay Check for a quote.*

## Charges

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Please contact us if you are interested in moving to web payslips. Pay Check will confirm monthly charges and set up fee.

Once you have confirmed your wish to move to web payslips and have provided Pay Check with the Administrator Email we will set up your site. Please note there will be a cancellation fee of £230 per site if you then decide not to go 'live'.

### Important note

*Switching to web payslips raises issues around the legality of replacing paper payslips, Data Protection and general online security. We have a separate document, which we can supply on request, which deals with these issues in detail. Please be assured that Pay Check web payslips comply with the Employment Rights Act for the provision of a payslip, the Data Protection Act and is in an HMRC approved format.*