

Release Notes

October 2023

New Employee Features

Money Helper/Pension Wise Links

Accessed via the 'Help' function within the employee mobile app.

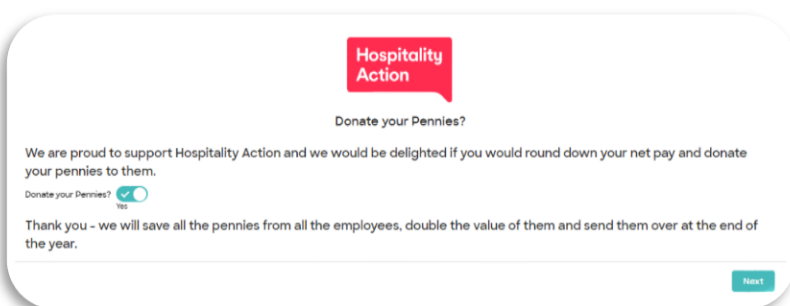


This enables you to:

- Access expert advice from the Money and Pensions Service
- Access various Tools that can help with managing your money
- Check eligibility or entitlement to any benefits via the Benefits Entitlement Calculator
- Impartial guidance on your pension options

Donating Pennies to Charity

An enhancement to the existing 'Charity Donations' functionality within the app. This is only available if your company has enabled this feature.

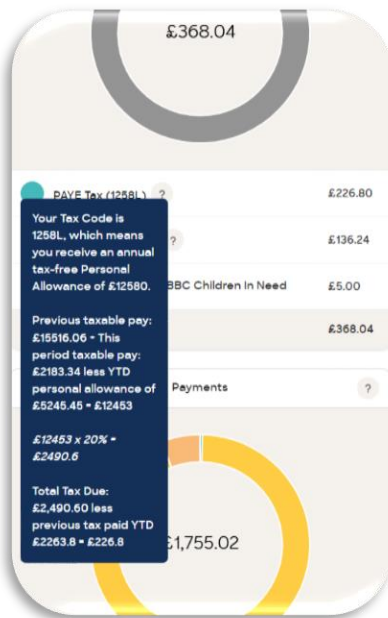


This enables you to:

- Round down your net pay to the nearest whole £ and donate the pence to your company chosen charity
- Contribute collectively as an organisation to a charity with little impact to pay as an individual
- Regularly donate to charity affordably

Help Icons for Tax Explanations and Attachment of Earnings Orders

It's difficult to understand the statutory deductions and how these have been calculated and so we have built some functionality that will help support with this. Within the graphical version of the payslip there are helpful? icons that offer the explanations you need.

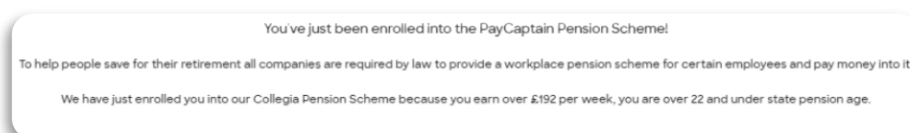


This enables you to:

- See a breakdown of how your statutory deductions have been calculated
- View the Tax Code applied to your pay
- See a breakdown of any Attachment of Earnings Orders, the total debt amount, amount previously repaid, amount deducted from the payslip and the remaining balance

Pension Status on the Payslip

We have made some key enhancements to our Auto Enrolment communication features within the mobile app.



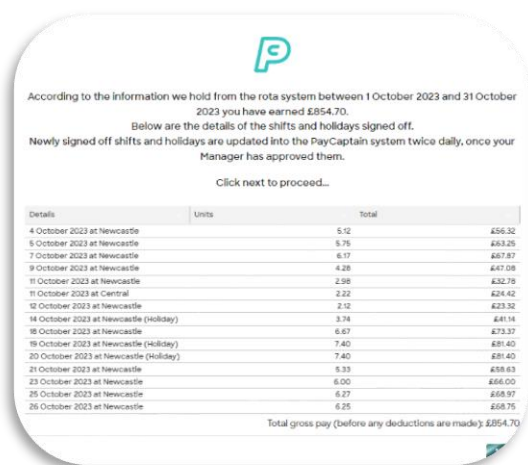
This enables you to:

- View your pension status
- View assessment notices on the payslip based on the various different stages and outcomes of assessments such as:
 - Postponed, notifying that you are within the company's postponement period

- Assessed but not eligible for joining the pension scheme
- Assessed and eligible to join resulting in being auto enrolled
- Re-enrolled, after 3 years anyone who has opted out of being auto enrolled is re-assessed and re-enrolled if eligible

Visibility of Emergency Cash and Hours Worked (for integration customers)

We have improved visibility and the explanation of Emergency Cash Allowance within the app.



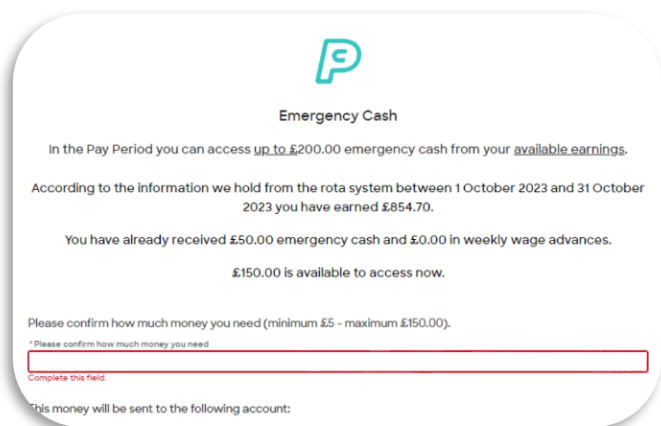
According to the information we hold from the rota system between 1 October 2023 and 31 October 2023 you have earned £854.70.

Below are the details of the shifts and holidays signed off.

Newly signed off shifts and holidays are updated into the PayCaptain system twice daily, once your Manager has approved them.

Click next to proceed...

Details	Units	Total
4 October 2023 at Newcastle	5.12	£56.32
5 October 2023 at Newcastle	5.75	£63.25
7 October 2023 at Newcastle	6.17	£67.87
9 October 2023 at Newcastle	4.28	£47.08
10 October 2023 at Newcastle	2.98	£32.79
11 October 2023 at Central	2.22	£24.42
12 October 2023 at Newcastle	2.12	£23.32
14 October 2023 at Newcastle (Holiday)	3.74	£41.14
15 October 2023 at Newcastle	6.67	£73.37
16 October 2023 at Newcastle (Holiday)	7.40	£81.40
20 October 2023 at Newcastle (Holiday)	7.40	£81.40
21 October 2023 at Newcastle	5.33	£58.63
23 October 2023 at Newcastle	6.00	£66.00
25 October 2023 at Newcastle	6.27	£68.97
26 October 2023 at Newcastle	6.25	£68.75
Total gross pay (before any deductions are made):		£854.70



Emergency Cash

In the Pay Period you can access up to £200.00 emergency cash from your [available earnings](#).

According to the information we hold from the rota system between 1 October 2023 and 31 October 2023 you have earned £854.70.

You have already received £50.00 emergency cash and £0.00 in weekly wage advances.

£150.00 is available to access now.

Please confirm how much money you need (minimum £5 - maximum £150.00).

* Please confirm how much money you need

Complete this field.

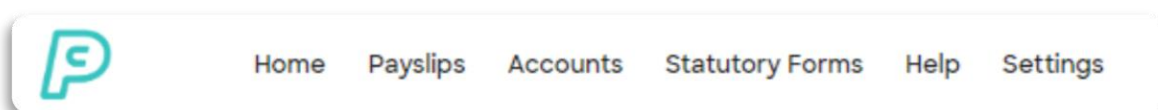
This money will be sent to the following account:

This enables you to:

- View the calculations on accrued earnings in real time
- Understand how much is available to you to withdraw
- Identify if hours/shifts are missing for you to flag with your manager early

Statutory Forms Page – P11D, P60, SSP1, SMP1, SPP1

An additional menu item added to the app dedicated to Statutory Forms.

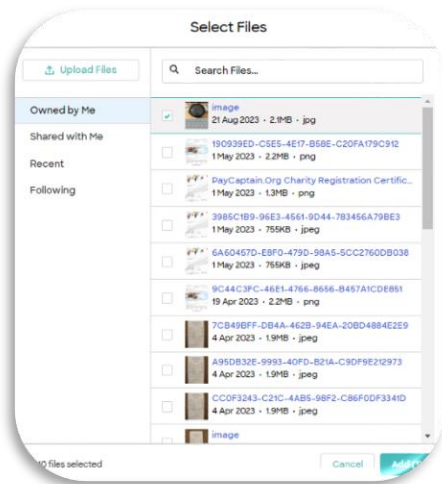


This enables you to:

- Access end of year statements such as your P60 and P11D
- Access any key statutory forms such as SMP1/SPP1/SSP1 forms instantly when not eligible for payment of statutory payments
- Apply for government support when not entitled to statutory payments more timely
- Store these documents in app securely and always have them when you need them

Employee ability to upload Documents

Within the 'My Details' area of the mobile app, we have developed functionality that allows an employee to upload documents required for the purpose of payroll processing.

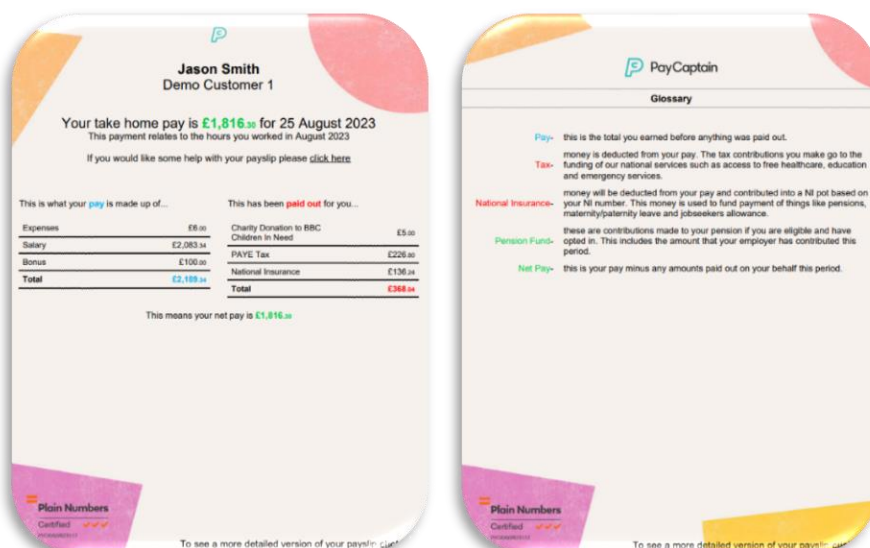


This enables you to:

- Upload a copy of your P45 from a previous employer
- Provide a copy of a MATB1 certificate for the purpose of calculating entitlement to parental leave payments
- Provide information securely and timely ensuring pay can be accurate and on time

Plain Numbers Certified Payslip

We have added another PDF version of the payslip, accessed in the same way as the original PDF version. The Plain Numbers Certified payslip is specifically built for those who experience maths anxiety.

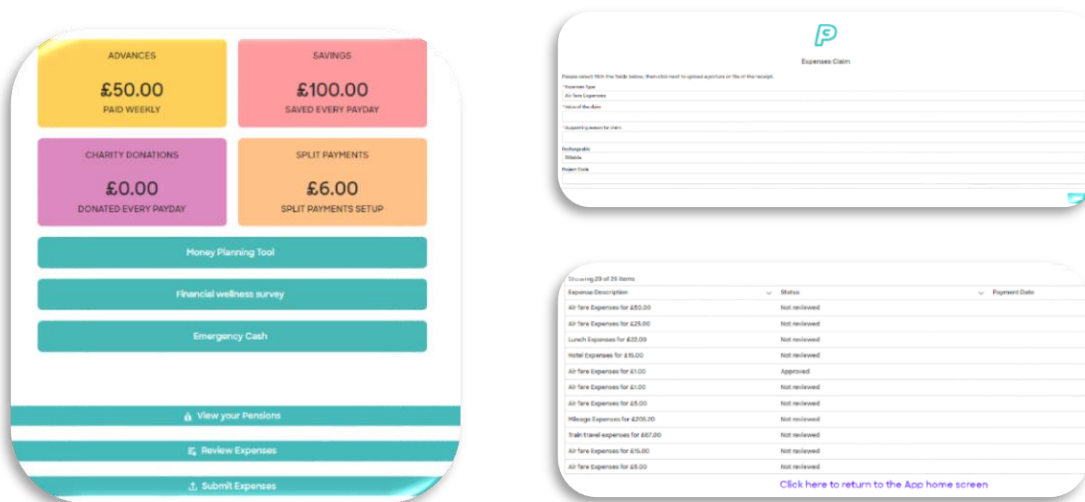


This enables you to:

- Understand your payslip in a simple way
- Identify the key numbers/dates associated with your pay
- Understand the language used on your payslip
- Better identify where pay may be incorrect, and support is needed

Submit and Review Expenses in Real Time

From the 'Home Screen' within the app you can now create, submit and review expenses to your employer for approval.



This enables you to:

- Create a request for expense reimbursement on the go
- Take and upload photos of receipts from your mobile camera
- Submit requests for management approval
- Review the status of any expenses already submitted
- Receive expense payments instantly and outside of the payroll process once approved

New Admin User Features

Lookups

Locations, Departments, Teams and Job Titles can now be configured within our new Lookup feature to create dropdown lists when creating an employee.

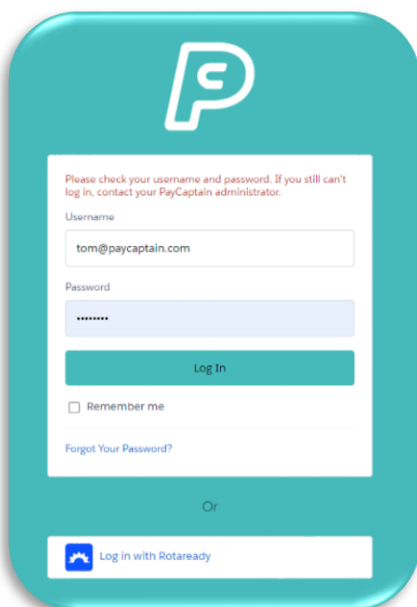


This enables you to:

- Keep your account streamlined by having set dropdown lists when onboarding employees
- Update or amend previously created lookups
- In addition to having nominal codes assigned to every pay element you can now assign and run reports based on locations, departments, teams and job titles

Integrated partner SSO

There are so many passwords to remember and so we have extended our login experience to include Single Sign On (SSO) for a number of our integrations. See below the list of our integrated partners for detail of who these are.

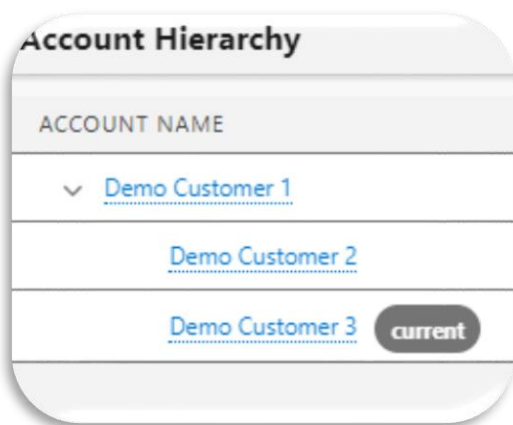


This enables you to:

- Use your HR/Scheduling system username and password to access your PayCaptain account

Parent Account Hierarchy

PayCaptain now allows you to have access to multiple companies and brands under one main Admin login.

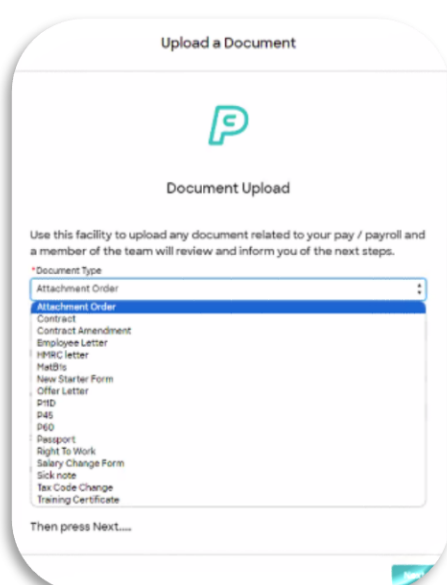


This enables you to:

- Login once under the same admin login and view all companies
- Run reports, check and approve payrolls in one place when you have multiple payrolls to oversee

Document Management

We have made improvements to our Document Management function. There is now an extensive list of categories to assign your documents to when uploading to a PayCaptain employee record.



This enables you to:

- Label your document based on exact description
- Add important details such as comments and expiry dates to documents
- Select whether you would like the document to be visible to the employee or not

Pay Period Reporting

We continue to add lots of useful reports to our pay period library, and we've added great flexibility on how you wish to see your data. Take a look at our extensive and continually growing list in the link below.

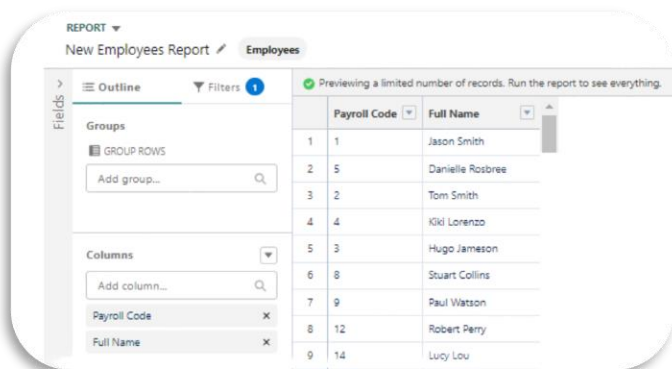


This enables you to:

- Choose from a wide range of pre-built reports to check your payroll
- View your pay period detail by pay period and can be grouped by employees, departments or locations
- Identify any gaps in reporting and request any that suit your specific needs

Customised Reporting

We recognise that our customers have different complexities and want the ability to build reports based on some very specific requirements. Our customised reporting functionality is now available to all customers as standard.

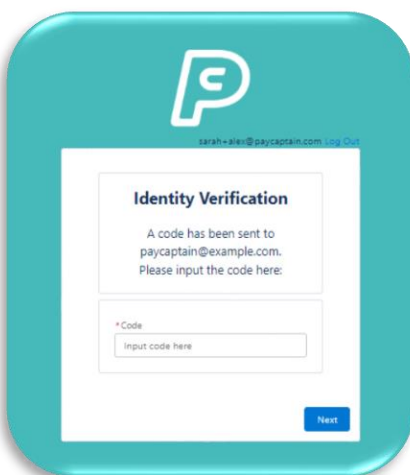


This enables you to:

- Build your own reports and customise based on any information stored in PayCaptain
- Remove the need for manipulating existing reports or stitching reports together

MFA by Account

Two factor Authentication has been added as a layer of security should users wish to have this switched on. Although the security on PayCaptain is failsafe, some users may want to provide stronger protection against unauthorised access.

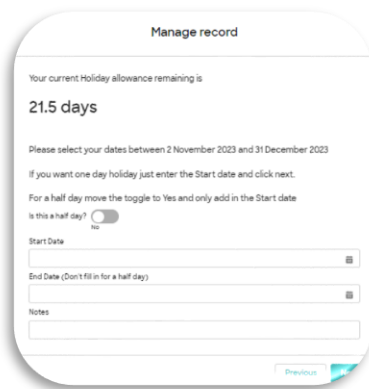


This enables you to:

- Add another layer of protection and maximise security of your data
- Have unique codes sent to authorised users via mobile or email that can be used during the login process

Holiday Functionality

For those customers that don't have a HR system, we have built our simple to use, easy to access Holiday booking functionality.



This enables you to:

- Log Holiday Leave and Non-Holiday time off such as sickness, training, mental health days that create attendance records for the purpose of processing payroll
- Holidays can either be set to self-authorise or go through an authorisation process to their chosen line manager
- Track and review holiday and absence history effectively

Multi Salary Change Pro Rata

Our pro-rata capabilities can handle most complexities, but we have spent some time building on this to ensure we can cover all your in-period needs.

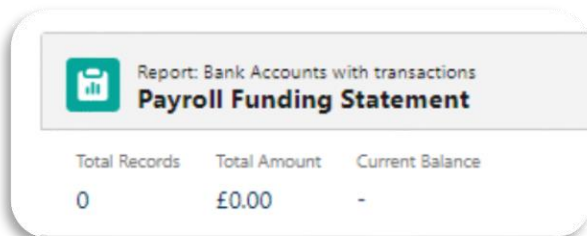
Pay Element	Code	Description
1	Salary	Salary
2	Back Pay	Back Pay for 1 full periods @ £1333.33 per period
3	Back Pay	Back Pay for 16 days @ £76.92 per day

This enables you to:

- Create multiple salary changes relating to the same pay period and the system will automatically pro-rata based on effective dates
- Calculated backpay based on multiple changes made to salaries in the past based on effective dates
- Pro-rate salaries based on your company rules 260/261/365 days etc

Payroll Funding Account balances and Reconciliations

For our customers paying employees via Faster Payments managing your payroll funding account couldn't be simpler based on the recent work we've done to this existing function.



Report: Bank Accounts with transactions
Payroll Funding Statement

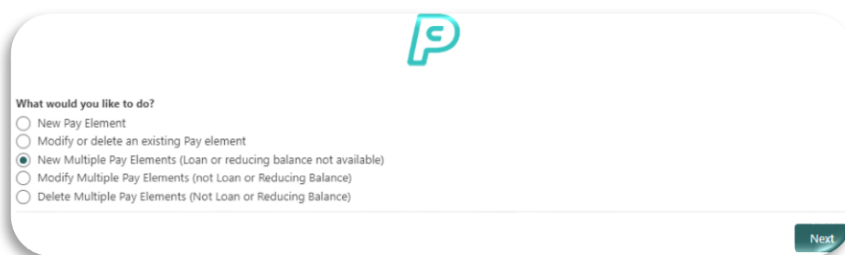
Total Records	Total Amount	Current Balance
0	£0.00	-

This enables you to:

- View the balance of your funding account at any time
- See a full statement of debit and credit transactions by date for audit purposes
- Confirm when funds have been cleared in the funding account

Create, Modify & Delete Pay Elements (and for multiple employees) and for multiple payments

It's never been easier to manage payments to your employees. We've done lots of work that will save you time and effort creating these payments and reduce the time it takes to produce payroll.



What would you like to do?

- ☐ New Pay Element
- ☐ Modify or delete an existing Pay element
- ☒ New Multiple Pay Elements (Loan or reducing balance not available)
- ☐ Modify Multiple Pay Elements (not Loan or Reducing Balance)
- ☐ Delete Multiple Pay Elements (Not Loan or Reducing Balance)

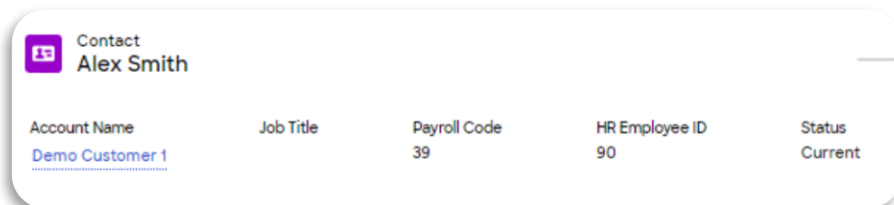
Next

This enables you to:

- Create multiple pay elements or deductions for an individual employee
- Bulk create payments for multiple employees at the same time
- Modify existing pay elements and deductions for an individual employee
- Bulk modify payments for multiple employees at the same time
- Delete multiple pay elements or deductions for an individual employee
- Batch delete payments or deductions for multiple employees

HR Employee ID added to Employee Record

For our customers who have an integrated HR/Scheduling platform set up as part of the solution, we have added the HR ID from the Rotaready/HiBob/Bamboo platform into the admin user screen within PayCaptain.



This enables you to:

- Search for employees with their HR ID if you don't have their payroll ID to hand
- Secondary check that the employee being accessed is the right person

List of integration partners

Our list of available integrations have expanded, and we welcome the new partners to our ecosystem

- **Rotaready** – Rota software developed for hospitality, leisure and retail businesses with features such as rota scheduling, optimised wage spend, attendance and timesheets
- **Birdie** – The technology partner for homecare, mobile and desktop software for managing care delivery, rostering and invoicing
- **Sona** – HR & scheduling software that specialise in social care, hospitality, retail and charity run industries
- **Deputy** – Agnostic rota software provider, offering features such as rota scheduling, HR, time tracking, leave management and onboarding
- **Fourth** – Software provider that offers HR, scheduling and Workforce Management solutions to the Hospitality industry
- **BambooHR** – Agnostic HR software providing HR data and reporting, hiring and onboarding, employee experience and performance
- **HiBob** – Modern HCM platform that offers HR, onboarding, Time & attendance, leave management, performance and workforce planning
- **BreatheHR** – Agnostic HR Software provider that offers HR, Rotas, Time & attendance, online training courses, expenses management and recruitment tracking
- **PensionSync** – Seamlessly connects any payroll software to the major pension providers, allowing users to manage pension auto enrolment
- **Collegia** – A sustainable and digital Auto Enrolment pension provider with strong commitment to being a responsible investor