

Q4 – Release Notes

October – December 2023




Even with a halt in development throughout December, we successfully implemented notable improvements to our functionality this quarter. This includes delivery of HMRC updates regarding employees' National Insurance Contributions, effective from 6th January 2024.

New Employee Features

Employee Pay Tracker

We have new functionality to enable hourly paid employees to track their hours worked and rate of pay via the Pay Tracker available to them in the app.

Worked hours on this payslip



PAY TRACKER

Below you can see your signed off shifts and holidays between 1 December 2023 and 31 December 2023.

Total Earnings £198.35

Details	Units	Total
2 December 2023 at Alderley Edge	5.12	£36.61
7 December 2023 at Alderley Edge	4.67	£33.39
9 December 2023 at Alderley Edge	5.38	£38.47
14 December 2023 at Alderley Edge	5.17	£36.97
28 December 2023 at Alderley Edge	7.40	£52.91

27.74 hours worked = £198.35

Gross Pay is subject to Tax, National Insurance and other deductions.

Finish

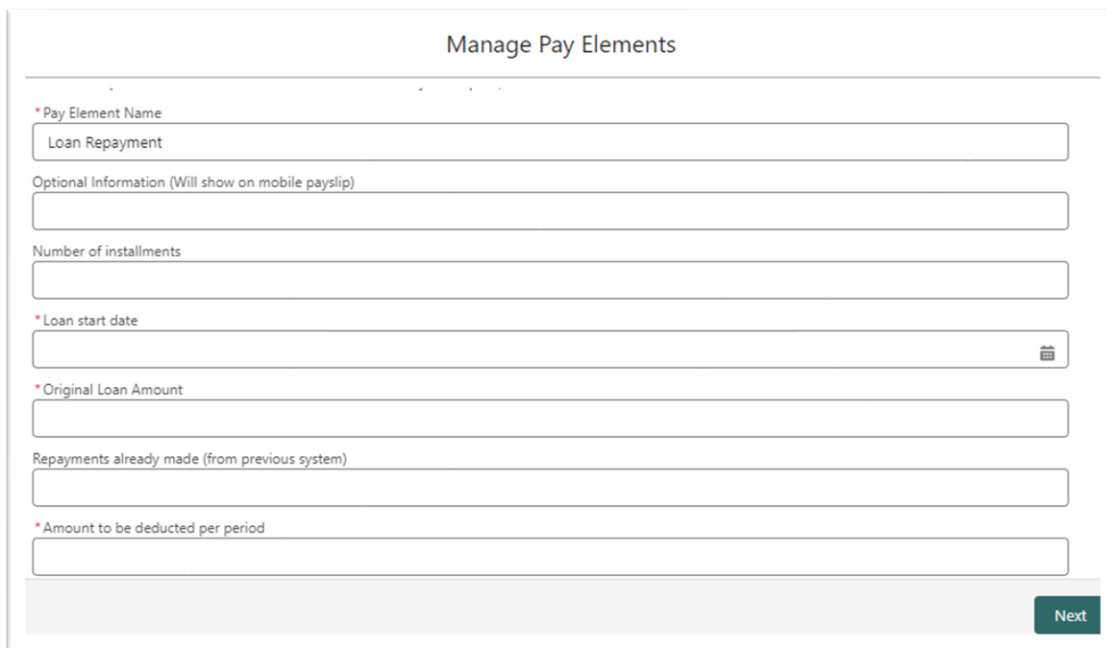
This enables you to:

- View a summary of all hours/shifts being paid for a specific pay period in real time
- Identify if hours/shifts are missing for you to flag with your manager early
- Check the rate of pay for the shifts/hours
- Can use this to track how much emergency cash might be available to you.

New Admin User Features

Loan Payments to Employees with Reducing Balances

You can now facilitate the making of loan payments to individual employees and recover the loan amounts over a number of pay periods as defined by you.










This enables you to:

- Create a payment in real-time (outside of payroll processing) to an employee/employees for the full value of the loan
- Set up an ongoing pay element to auto deduct this from the employee each period over a period of time set by you
- Track the outstanding balance of loans to employees at any time.

Exclude Employee from Pay run

There are circumstances where you might want to exclude an employee from a specific pay run. Examples might be when employees have not worked /gone AWOL or an employee is being terminated unexpectedly and final pay is under review.

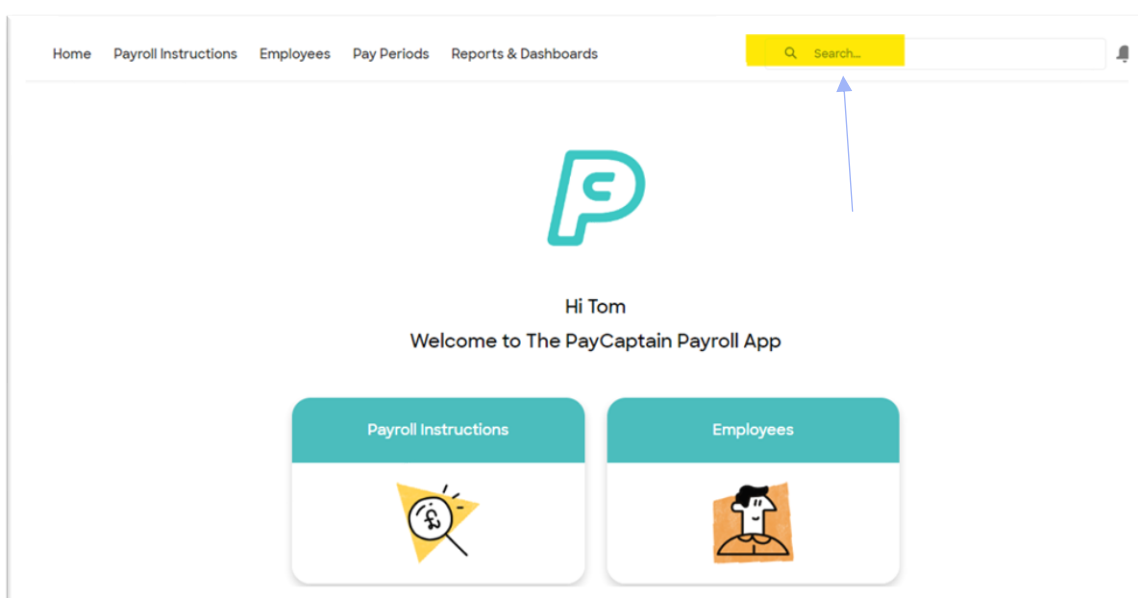
Payroll Information		
Pay Group	Hourly	
Payroll Code	698	
Payroll Employee ID	EHL698	
Changed Payroll ID	<input type="checkbox"/>	
Old Payroll ID		
Exclude from Payrun	<input type="checkbox"/>	
Reason for Excluded from Pay run		
Exclude from Pay run until		

This enables you to:

- Exclude an employee from a specific pay run
- Exclude an employee from pay runs until a specific date is reached
- Report and track any employees marked as excluded from pay runs

Enhancements to Employee Search

We have made some changes to the employee search functionality, making it simpler than ever to find your employees in PayCaptain.



This enables you to:

- Search for ANY field held within an employee record via the search bar. Examples include:
 - National Insurance Number
 - First name/Surname
 - Payroll ID
 - Part of a name

Manage PayCaptain Features for Employees

We've built a new feature that gives greater control over the features made available to employees.

Manage PayCaptain Features

Below is the current status of Emergency Cash, Wage Advances and Excluded from current pay run

Emergency Cash is available to this employee, if you need to pause tick the box and click next

☐ Pause Emergency Cash

The current Wage advance status is displayed below, if you need to make changes please select the new value and click next.

☐ Pause Wage advances

This employee is included in the current pay run, if you need to remove them please tick the box and click next

☐ Exclude employee from Current Payrun

Next

Manage PayCaptain Features

* Please select an option

☒ Manage PayCaptain features

☐ Reset Employees password for PayCaptain

Next

This enables you to:

- Manage employee password resets
- Manage Emergency Cash availability for employees
- Pause Wage Advance availability for employees

PayCaptain Integration partners

Our list of available integrations have expanded, and we welcome Elementsuite to our ecosystem

- **Elementsuite** – Innovative, AI enabled, HR and Workforce Management software encompassing people processes, scheduling, data, analytics and now fully integrated with PayCaptain for payroll.
- **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