

# Leaver Access

Processing and managing leavers can be a time-consuming undertaking. PayDashboard offers multiple features to help streamline the process and reduce the amount of unnecessary admin for the payroll team, while maintaining payslip access for leavers at no additional cost to you.

## KEY FEATURES

- **Extended leaver access:** Leavers can access their payslips and documents outside the company network using a personal email address after their employment ends. Access duration can be set for any desired period from 90 days to 6 years.
- **One-portal for all documents:** Deliver payslips, PAYE forms and other documents in the same portal.
- **Post-date P45s:** P45s can be post-dated and automatically published on any future desired date, with employees notified via email that a new document is available.
- **Bulk upload PAYE forms:** batch processing allows multiple documents to be uploaded at once, automatically matched to employees, and scheduled for publication.
- **COVID Impact Dashboard:** access insights on leaver data, sick pay and furlough, across the payrolls published to PayDashboard.

## BENEFITS

- Eliminates demands from leavers requesting copy payslips or documents
- Time efficiency savings when processing documents
- Allows payroll to schedule data delivery in advance, removing manual daily uploads or publication tasks

## PRICED TO SUPPORT YOUR BUSINESS

PayDashboard is priced per payslip uploaded, not per user, with PAYE forms and documents functionality included free of charge. So you can deliver P45s and give leavers access to their data for as long as you want, at no additional cost to your business.

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