



Make job grading quick and simple

Using PAYgrade job evaluation software

A close-up, low-angle shot of the iconic Selfridges building in Birmingham. The facade is covered in a dense, undulating pattern of white, petal-like panels that curve and overlap, creating a rhythmic, wave-like texture against a clear blue sky.

Visit www.paydata.co.uk/where-weve-helped to discover
how London & Quadrant used PAYgrade to streamline their
approach to job evaluation, grading and pay.

Adding value

Job evaluation can help create order and structure in your pay arrangements.

It is also a great way of adding value to your reward strategy by making sure your people are rewarded fairly for the work they do, relative to others in the business.

Many of our customers tell us they do not have a formal job evaluation scheme, or are unhappy with their existing scheme. PAYgrade can help.

Paydata has designed job evaluation schemes for a wide range of businesses. Our approach provides a consistent framework, which helps customers to:

- Simplify pay benchmarking;
- Manage pay relativities;
- Create fairer systems;
- Increase employee perceptions of fair evaluation;
- Help meet legal obligations, such as equal pay; and
- Provide a structure for benefits provision.

If you need to grade every job in your organisation, PAYgrade job evaluation software offers a quick and simple solution for you. PAYgrade has been designed by, and for, HR professionals to be:

Simple PAYgrade has been designed to be simple and logical to use, but flexible enough to accommodate the myriad of jobs that organisations employ.

Minimal training is required, so you can get started quickly and explain it easily to all users. Users gain access to a range of support services, including online help, and telephone and email support.

Efficient PAYgrade offers significant time efficiencies. PAYgrade's quick and easy-to-use format mean you will spend less time grading jobs.

You will have easy access to all the data you need, helping you to keep organised.



Easy access

PAYgrade is easy to access for all users, via a secure online log-in. Being web-based, as long as you have internet access, you can access PAYgrade from anywhere in the world.

There are no special system requirements, or software to download and store on your pc. Internet access is all that you require.

Credible

PAYgrade is suitable for all types and sizes of organisation that need a reliable, easy-to-use job grading system.

Based on sound principles and practical HR experience of different job evaluation methods, the system is a credible way of demonstrating your decisions.

PAYgrade also makes market benchmarking easier, making it easy to compare jobs, align your roles correctly to the market and ensure you offer the right package to attract, retain and motivate the people you need.

A quick and simple solution

PAYgrade filters the job-level choices you have as you evaluate each factor in turn - thereby speeding up evaluations.

The screenshot shows a Windows Internet Explorer window titled "Evaluation Edit Screen - Windows Internet Explorer". The main content is titled "PAYgrade - Edit Evaluation". On the left is a vertical menu bar with sections like Main Menu, Table Setup Menu, Administration Menu, and Actions. The main area displays a table with four rows. The first row has a value of 8.5 and a note: "The role requires professional / technical specialist knowledge with a broad range of experience either within their field or in business management. Knowledge is gained through relevant job related experience and/or through continuing professional development. This is typical of a functional manager/leader or a specialist within a professional field." The second row has a value of 7.5 and a note: "The role requires sound professional / technical knowledge based on a solid understanding of the theoretical principles (typical of a qualified professional). Has sufficient experience to apply knowledge to a range of situations." The third row has a value of 6.5 and a note: "The role requires basic professional / technical knowledge based on a basic understanding of the theoretical principles (typical of a trainee professional). Has limited experience to apply knowledge to a range of situations." The fourth row has a value of 5.5 and a note: "The role requires basic knowledge based on a basic understanding of the theoretical principles (typical of a trainee professional). Has limited experience to apply knowledge to a range of situations)." Arrows point from the descriptive text and help pop-outs back to the corresponding job level values in the table.

Select a **job level** for each **factor**, using the **descriptive text** and **help pop-outs**.

Based on your choices, a Paydata Level is then determined. Evaluated jobs are stored in the system alongside supporting material for future use.

Book a free demonstration

The benefits of PAYgrade speaks for itself - to arrange a free personalised demonstration, visit www.paydata.co.uk, or contact us today.

If you want to know more about PAYgrade, please contact Tim Kellett on +44 (0)1733 391 377 or via email to timk@paydata.co.uk



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