



# PayReview

A class-leading pay review software and service solution that will transform your annual review process



Paydata have always been incredibly responsive with very little notice and the individuals working with us on our review were hugely knowledgeable, professional and supportive.”

**PAULA SWEENEY**

Alliance Healthcare, HR Service Transformation Manager

To find out how we can help empower your next pay review, please call us on

**+44 (0)1733 391 377**  
**info@paydata.co.uk**

# Empower your next pay review

## THE CHALLENGE

A mountain of spreadsheets. Changes that are impossible to track. Insecure emails. Low visibility of progress.

In HR teams, the annual pay review is universally unpopular. This is because the traditional way of doing pay reviews is inadequate for all but the smallest organisations.

But it doesn't have to be this way...

## OUR SOLUTION

PayReview is an end-to-end solution to support your entire pay review process.

It is a managed service. This means our expert advisers will be with you every step of the way, helping you with whatever you need.

From the fully bespoke configuration to the printing of your pay review letters, PayReview always has you covered.

## Why choose PayReview?



### ADAPTS TO THE WAY YOU WORK

With PayReview, you don't have to worry about whether the software will fit your organisation. It can be configured to work with any of your business' needs and working methods.



### MINIMISE SECURITY RISKS

PayReview is built to the highest security standards. With features like two-factor authentication and encryption-at-rest, you can be secure in the knowledge that your data is safe.



### ONE SET OF DATA, ONE LOCATION

Forget about a data set that's fragmented over hundreds of spreadsheets. With PayReview, you can import your data and have it all stored in one central database.



### A MANAGED SERVICE

You're not alone when you use PayReview. An expert adviser will be with you every step of the way.



### DO AWAY WITH EMAIL-BASED WORKFLOW MANAGEMENT

Define your approval chains and let PayReview handle the rest. The system securely distributes the data to the managers you specify. And when they approve or reject a review, it automatically gets sent to the next people in the chain.



### PRINT YOUR LETTERS WITH EASE

When the review is finished, you can feed all your data into customisable letter templates which dynamically generate per employee. These templates can also be matched to employees based on definable rules.



### CONSTANT OVERSIGHT OF THE ENTIRE REVIEW

Progress and totals reports give you a real-time view of how your review is progressing. See where things are being held up or figures are not adding up.



### NO CONFUSION ABOUT WHO CHANGED WHAT

PayReview's extensive audit log records every change in the system, who made it, and when. It even accounts for deputised administrators and PayReview's personnel.

## How we work

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### Let our expert advisers guide you through a new era of pay review management

We know that pay reviews are a complex process. It can feel like a new piece of software will only complicate things.

That's why PayReview is more than a piece of software. It is an entire service solution. Whilst software is at its heart, it is our expert advisers who are at the helm.

We will be with you for the entire review. From the outset, we will do an onsite consultation, so that we can fully grasp how your process works.

Using what we learn, we will put together an implementation proposal. This details the best way to configure PayReview to your needs.

If you agree with our proposal, we will get to work creating your system. All you need to do is provide us with your data and required technical information.

Once you're ready to go live, we'll import your final data and send the invitations out to your users. From there, you will have a dedicated help desk contact ready to tackle any questions you may have; whether it be by phone, email, or through our online help desk.

At Paydata, we want to give you the freedom to do your best work. This allows you to make the best decisions for your employees and build a better life at work.

# In-depth Feature List

## PAYREVIEW FEATURES



- CREATE REVIEWS**
  - Add any number of reviews
  - Set a name and closing date
  - Separate review by salary, bonus, performance, and LTIP, or combine into one
- CONFIGURE FIELDS**
  - Choose from a default set of fields
  - Create custom fields with your own rules and calculations
  - Set the field type, format, permissions, section and order
- IMPORT DATA**
  - Download system generated import templates based on your configuration
  - Ensure data is entered correctly with import validation
  - Append and update importing gives you flexibility
- MANAGE DATA**
  - Employee, manager, and workflow data can all be added and managed from within the system
  - Changes are reflected instantly across the system for all users
  - Find any information you need using the Advanced Search function

## PAYREVIEW FEATURES



### **PERFORM THE REVIEW**

- All data is laid out in a clear, easy to use grid
- Highlighted cells focus you in on the task
- Force managers to enter notes to justify decisions
- Budget tolerances keep spending in check
- Autosave ensures that changes are never lost

### **TRACK YOUR PROGRESS**

- Progress Reports let you see at which stage each of your managers is at in their review
- Totals Reports show you how your figures are stacking up against your budget
- The Audit Log gives you detailed information about every data change made

### **PRINT LETTERS**

- Feed any field from the review into your letters
- Design them to match your business' existing styles and colours
- Quickly match letters to employees using rule-based automation
- Printing available for managers and administrators

### **SECURITY**

- Two-Factor Authentication as standard
- PINs sent by mobile for managers
- USB Security keys for administrators
- Encryption-at-rest for all personal data
- All system data hosted on UK based servers in ISO compliant data centres
- A dedicated space on our secure in-house server to transfer sensitive data to us

# SUMMARY



We want to give you the freedom to do work that makes an impact.

Don't let inadequate tools get in the way of making the right decisions for your employees. Our PayReview software and service gives you everything you need to make your life better at work.

With our modern tools, managed service and our expertise, we've got you covered.

If you would like to learn more about how PayReview can work for your organisation, please don't hesitate to contact us.

**Contact us:**

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