



USER GUIDE

Mobile App - Employee user guide

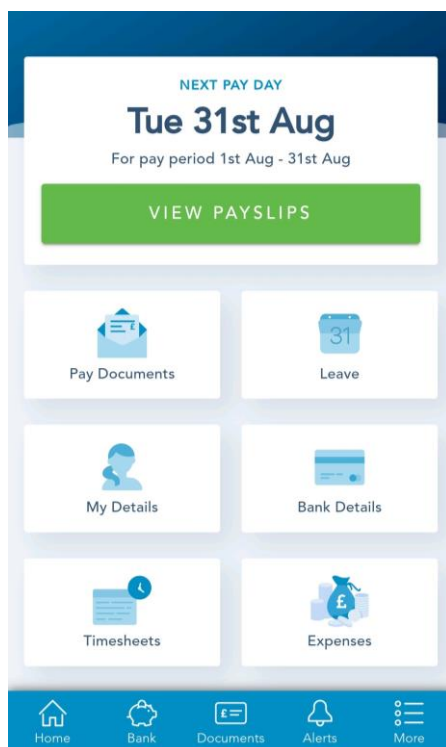
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Home Screen

This is the landing page that the user will be presented with when first logging into the App.

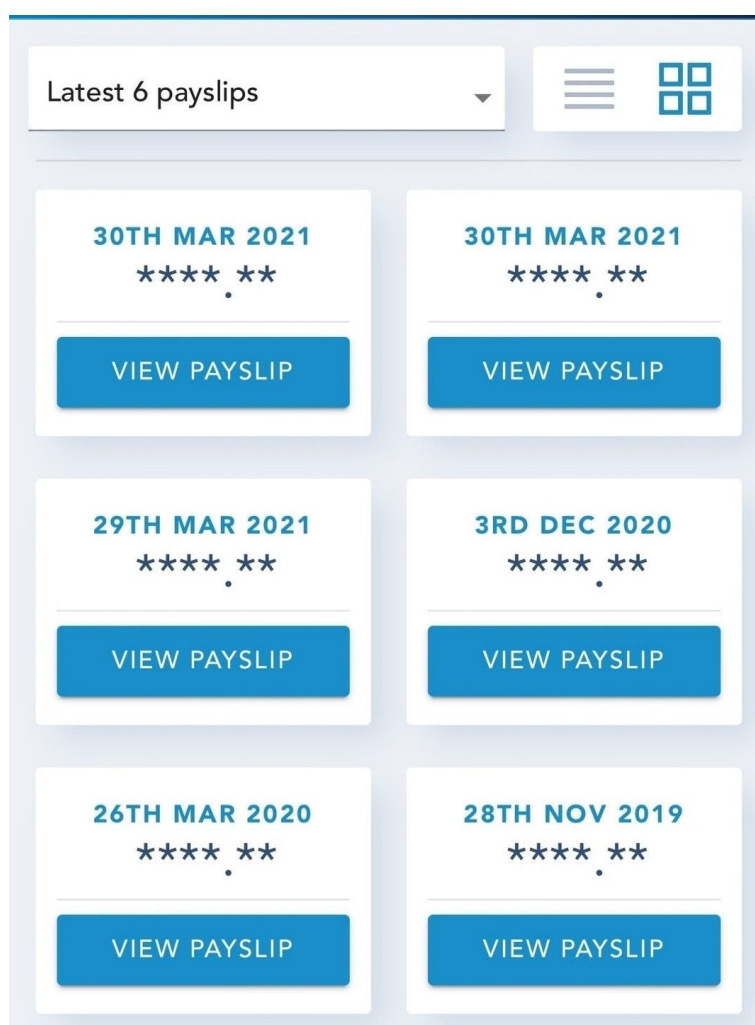


Payslips

Payslips can be accessed from the Pay Documents tile, by clicking the Payslips icon on the bottom tray or by clicking on the green View Payslips button.

Payslip Summary View

The latest six payslips are displayed by default, the user can use the filter in the top left-hand side to display all payslips. These can be displayed in a list or as tiles by toggling the display icons.



Privacy Mode

If privacy mode is active, then the payslip values will be hidden.

Privacy mode can be disabled by clicking on the eye icon in the top right-hand corner.

View Payslip

Clicking on View Payslip shows the user their gross pay, total deductions, and net pay for the selected period.

Singh Hardeep

Employee Number 200002	Date 17th Jun 2021
Method BANK	Payroll Company 1

GROSS PAY
£2,480.16

DEDUCTION
£302.20

NET PAY
£2,177.96

VIEW PAYSIP BREAKDOWN

DOWNLOAD PAYSIP

View Payslip Breakdown

The View Payslip Breakdown option will show the user a mobile friendly full payslip.

Payslip Breakdown

Statutory Details	This Period (£)	To Date (£)
Taxable Pay:	£2,480.16	£20,277.95
Income Tax:	£302.20	£2,505.00
Employers NIC:	£241.25	£2,495.32

Gross Breakdown

Pay Item	Units	Rate	This Period (£)	To Date (£)
SALARY	0	0	£2,583.33	£7,749.99
WPR SAL SAC	0	0	-£103.17	-£388.69
BACKPAY	0	0	£0.00	£12,916.65
Payment Total (£)			£2,480.16	£20,277.95

Deductions Breakdown

Deduction Item	This Period (£)	To Date (£)
TAX	£302.20	£2,505.00
N.I.	£0.00	£628.01
Deductions Total (£)	£302.20	£3,133.01

Payment Method	NET PAY (£)
BANK	£2,177.96

Download Payslip

The Download Payslip button will download a full PDF version to the user's device.

Company - 1 ADV MANAGED (ADV BEN & A

Payment Advice 17/06/21

Department	0001	
Employee No.	200002	
Name	Mr D Dansie	
Address	Roses & Shrubs Garden Centre Newport Road Albrighton WV7 3EE	

Personal Information		Statutory Details		
Employee No.	200002	Statutory Details	This Period	To Date
Name	Mr D Dansie	Taxable Pay	£2,480.16	£20,277.95
Address	Roses & Shrubs Garden Centre Newport Road Albrighton WV7 3EE	Income Tax	£302.20	£2,505.00
National Insurance No.	HY426364A	Employers NIC	£241.25	£2,495.32
Tax Code	1162L			
N.I. Category	C			
Tax Period	8			
Department	0001			
Occupation Code	1			
Cost Centre	01			

Pay Item				
Pay Item	Units	Rate	This Period	Year To Date
SALARY	0.00	0.00	£2,583.33	£7,749.99
WPR SAL SAC	0.00	0.00	£-103.17	£-388.69
BACKPAY	0.00	0.00	£.00	£12,916.65
PAYMENT TOTAL			£2,480.16	£20,277.95

Deduction Item		
Deduction Item	This Period	Year To Date
TAX	£302.20	£2,505.00
N.I.	£.00	£628.01
DEDUCTION TOTAL	£302.20	£3,133.01

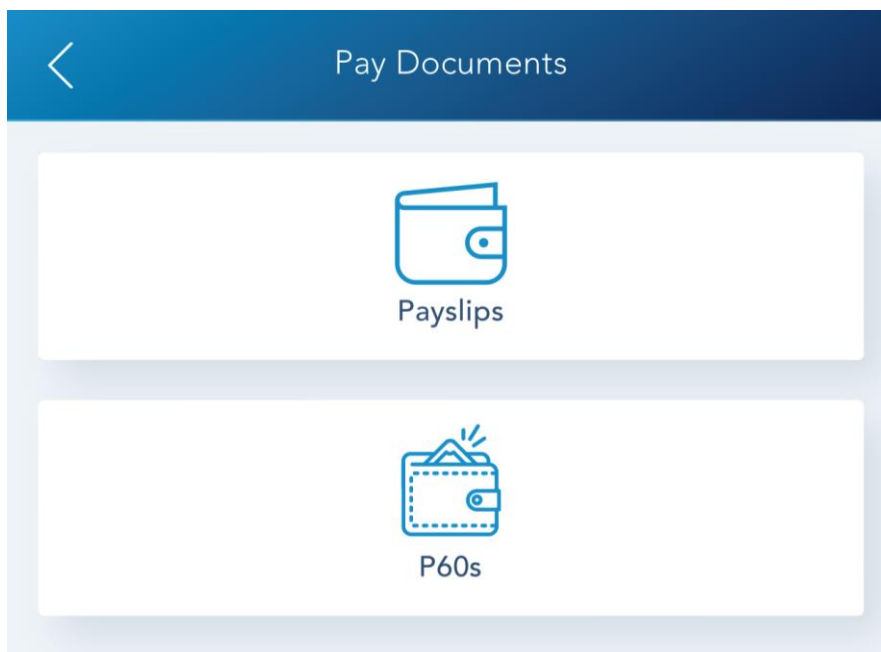
Pay Method		NET PAY
BANK		£2,177.96

Other Information		
Other Information	This Period	Year To Date
Employers Pens	£165.07	£621.90

Messages

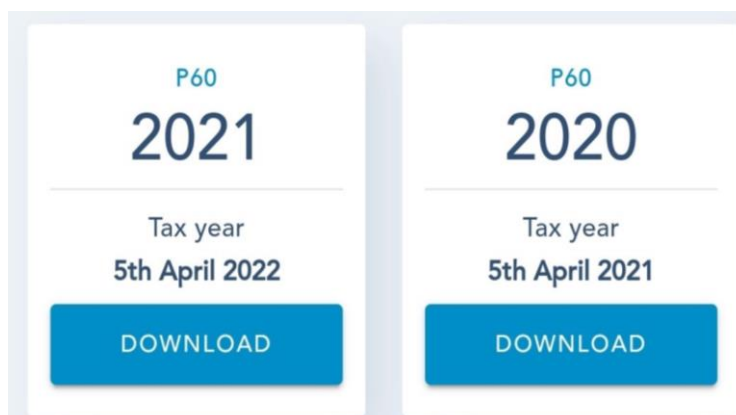
P60s

These are accessible via the Pay Documents tile.



If the employee has any available P60s these will be listed after clicking on the P60 tile.

Only the years where a P60s has been found will be shown here. Clicking on Download will save a copy to the users' device and open it to view.



Leave

Clicking on the Leave tile will open the Leave Dashboard.

Authorise Leave and Cancel Employees' Leave are only available to managers and payroll admins.

Allowance Available

This section will display the employees remaining leave entitlements for the current holiday year.

Allowance Available

30 Days

225 Hours

Allowance Taken

0 Day

0 Hour

Leave Request History

[VIEW →](#)

REQUEST LEAVE

REVIEW COLLEAGUES' LEAVE

CANCEL MY LEAVE

Team Leave History

[VIEW →](#)

AUTHORISE LEAVE

CANCEL EMPLOYEE'S LEAVE


Leave Request History

Clicking on Leave Request History will open on the Requested Tab.

Allowance Available	
25 Days	187.5 Hours
Allowance Taken	
0 Day	0 Hour

Leave Status Key

The status of the leave request is indicated by its colour.

Leave Request History		
Requested		Authorised
 Click on the leave you wish to view		
Date Requested	From	To
07/09/2021	01/04/2021	12/04/2021
07/09/2021	13/04/2021	16/04/2021
14/06/2021	17/06/2021	17/06/2021

■ Review
 ■ Returned
 ■ Approved
 ■ Rejected
 ■ Cancelled

Leave Request History - Authorised

Clicking on this tab will filter out leave requests so only the approved requests will be displayed.

Date Requested	From	To
07/09/2021	13/04/2021	16/04/2021
07/09/2021	01/04/2021	12/04/2021

Request Response

Clicking on a leave entry will open the full breakdown of the request.

Request Leave

Clicking on the Request Leave button will open the request form.

1. Selecting the Start and End dates
2. Then click on the View Breakdown button

Selecting AM at the end of the span will imply that the employee will be working the last half of the final day.

Selecting PM at the start of the request will imply that the employee will be working the first half of the initial day.

The AM and PM options allow a user to choose a half day at the start or end of the span.

View Breakdown

After clicking View Breakdown, the employee will see their remaining leave balance will be reduced by the total days requested, shown just above the Review Request button.

Employees who's leave is calculated in hours will be able to amend the number of hours for each requested day, unless they have a leave work pattern with hours set.

Start Date*
10/10/2021 AM

End Date*
12/10/2021 PM

VIEW BREAKDOWN

Date	AM and/or PM	Days
Su 10/10/2021	AM & PM	1
Mo 11/10/2021	AM & PM	1
Tu 12/10/2021	AM & PM	1

Total Days Requested 3 Days

REVIEW REQUEST

REVIEW COLLEAGUES' LEAVE

Review Request

Start Date 10/10/2021 **AM / PM** AM

End Date 12/10/2021 **AM / PM** PM

Leave allowance used
3 Days 22.5 Hours

Comment
Comments

Please select a reviewer*

Primary reviewers

- Ford Phil
- Miller Phillip
- Richardson Charles
- Alpha Papa
- Nayak Paapi
- Mishra Mamar mishra

MIT REQUEST

GO BACK

Review Request

From this screen the employee can add some comments to support their leave application.

To activate the Submit Request button, the employee first needs to select the manager who they wish to review the request.

The list of approvers for the leave request is controlled by the employee position ID.



Review Colleagues Leave

This screen displays the Leave Calendar for the manager's team where they can see the leave requested and approved for colleagues within their team.

Blue blocks show the days where a colleague has approved leave.

Any days where there is a request pending approval for a colleague will be shown with a black triangle.

Colleagues Leave Calendar navigation

Navigating the leave calendar is easy, employees can use the arrow buttons to move forward or back one month.

Clicking on the month will open a list, the employee can then click on a particular month to jump to it.

Colleagues on leave

Clicking on any day in the colleague calendar that has booked leave, will show a list with the names of the employees who have requested leave for that date.


Approved and Pending requests are listed separately.

The screenshot shows a screen titled 'Leave for 16/09/2021'. It has two sections: 'Leave Requests Pending' and 'People on Leave'. The first section lists 'Richard Abbott' and the second section lists 'Andrew Fletcher'. A blue button at the bottom says 'RETURN TO REQUESTS'.

Cancel My Leave


Here the employee can select an instance of leave that they wish to cancel.

This screen will initially open on the Requested tab.

Cancel Leave

Requested

Authorised

 Click on the leave you wish to cancel

Date Requested	From	To
08/10/2021	16/09/2021	17/09/2021
08/10/2021	10/10/2021	12/10/2021
07/10/2021	07/10/2021	07/10/2021
07/09/2021	01/04/2021	12/04/2021
07/09/2021	13/04/2021	16/04/2021

Cancel Leave Authorised

This tab shows the leave requests that have already been authorised.

Whilst the leave can't be cancelled from here, employees can still click on a record to view its full details.

Employees will need to contact their Payroll or HR admin to cancel authorised leave.

Cancel Leave Request

Here the employee can add a comment to the request to explain the reason for the cancellation. To action the cancellation request users just hit the Cancel Leave button.

Cancel Leave Response

A confirmation screen will be displayed to the employee once the cancellation request has been successful.

Cancel Leave Response

You have cancelled your leave request

Start Date
16/09/2021

End Date
17/09/2021

Leave Allowance to be return
2 Days 15 Hours

REVIEW MY LEAVE REQUESTS

Cancel Leave Request

Start Date
13/04/2021

End Date
16/04/2021

Leave Allowance to be return
4 Days 30 Hours

Comments

No longer going away :(

Please select a reviewer*

Ford Phil

CANCEL LEAVE

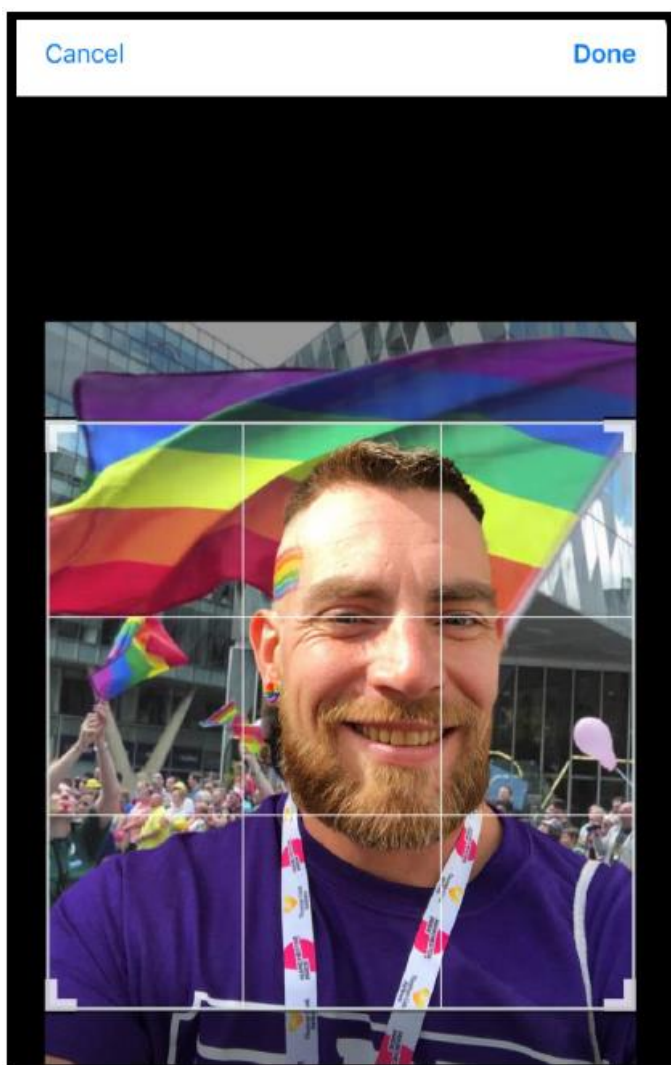
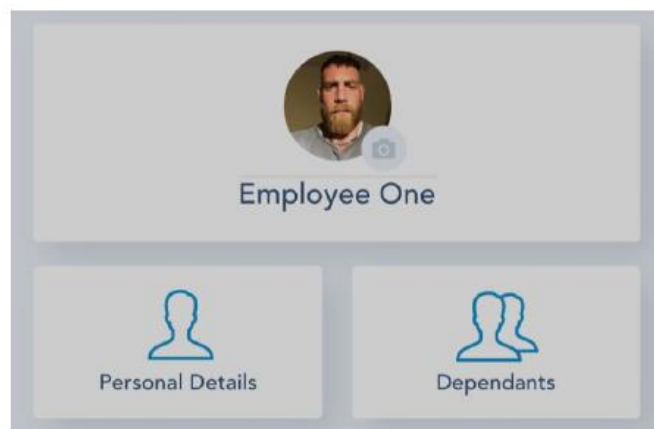
GO BACK TO LEAVE

My Details

This tile will show the employee their personal details and details of their dependants.

Menu permissions can be set to allow employees to update their personal details.

To update their details employees need to click the Edit button. Clicking Save to confirm the changes.

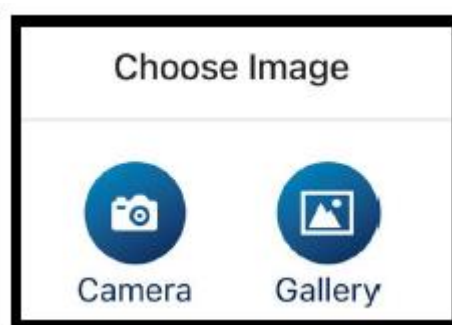


Profile Picture

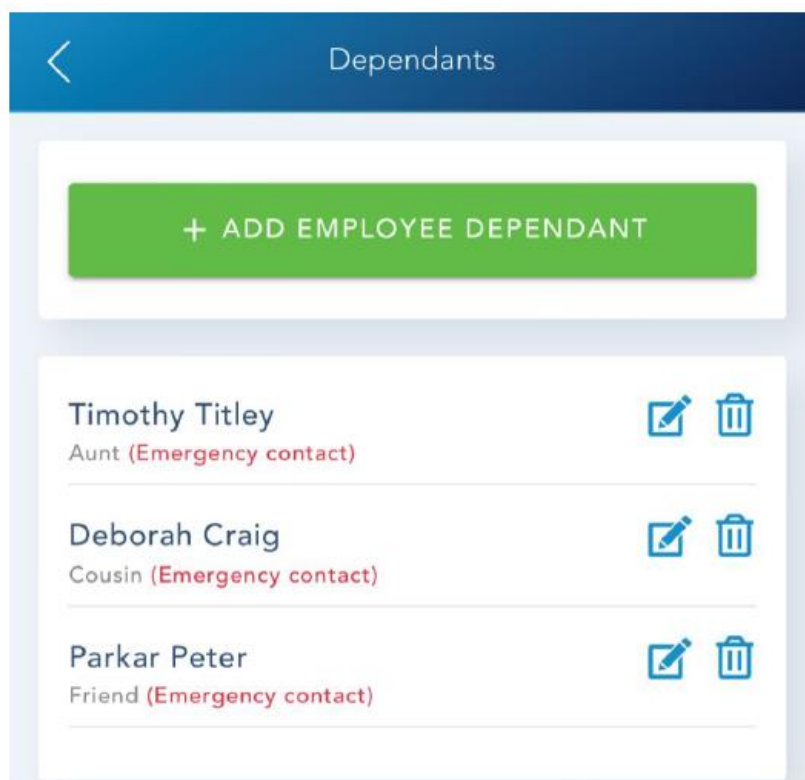
Clicking on the profile image will allow the user to edit their profile picture.

The employee will then be asked if they want to update the image from the camera on the device, or if they wish to upload an image from their gallery.

Once the image has been chosen, the employee can use the grid to select the area of the image they want to be visible. The employee will click Done to set the image as their profile picture.



Dependants



The tile will list any dependants or emergency contacts that the employee has added to their profile.

 Clicking on this icon will allow the employee to edit the details of a dependant.

 The bin icon will delete dependants.

To add a new dependant or emergency contact the employee would first need to click on the green button labelled Add Employee Contact.

Using the dropdown menu, the employee can pick the relationship to the new contact.

Then they would need to complete the remaining details.

If they're adding an emergency contact, they would need to use the toggle button to indicate this and then enter some additional contact details.

Bank Details

This screen will show the employee the bank details that will be used for their payments.

Edit Bank Details

If the employee clicks on Edit, the fields will become editable.

Sort codes are validated by the system.

To update a sort code - the user must first enter it and then select it from the list.

Bank Details

Pay Type*
Employee Paid by BACS

Bank Account Number*
12345672
8 / 8

Sort Code*
400100
8 / 30

400100 - HSBC BANK PLC - HSBC
R Abbott

Timesheets & Expenses

Timesheets or Expenses allows users to submit claims to their direct manager for approval.

Employee View

This is the screen that an employee will see after clicking on the timesheet or expenses tile. All previous saved and submitted claims will be listed here in descending date order.

The status of each claim is clearly shown with the approved entries indicating if it has been approved by the Manager or Admin.

The period end date is displayed at the top, employees can't create a claim that is after this date.

The Submit All button will only activate when there are saved timesheets or expenses.

Employee Timesheets

Period End Date: 30/04/2021

+ CREATE NEW
SUBMIT ALL

SAVED

Date	HrsCode	Hrs	
06/04/2021	BASIC RATE	7.5	>

SUBMITTED

Date	HrsCode	Hrs	
04/04/2021	BASIC RATE	7.75	>

APPROVED

MANAGER

Date	HrsCode	Hrs	
03/04/2021	BASIC RATE	8	>

RETURNED

Date	HrsCode	Hrs	
02/04/2021	BASIC RATE	9	>

REJECTED

Date	HrsCode	Hrs	
01/04/2021	BASIC RATE	9	>

APPROVED

ADMIN

Date	HrsCode	Hrs	
01/04/2021	BASIC RATE	4	>

Create New

To create a new claim the employee should follow these steps:

- Select the date for the request
- Set the Start and End times (*timesheets only*)
- Enter the number of Break Minutes (optional) (*timesheets only*)
- Select the hours code from the dropdown menu

The available fields are set by the timesheet template. This can be changed to allow the user to enter a number of hours instead of the times.

The hours codes available for selection are chosen in the Bulk Timesheet Template.

Costing

The second part of the form gives users the option to enter costing details for the claim.

Finally, they have the option to enter a comment before saving.

The costing selections will be reflected on the clients' nominal report.

Save

Once the employee has saved their timesheet, the Submit and Delete Buttons will become active.

Submit

A confirmation message will be shown to the employee once the timesheet has been submitted.

Create Timesheet

Period End Date: 30/04/2021

Date*

02/04/2021

Start Time*

09:00

End Time*

17:30

Break Minutes

30

2 / 2

Hours Code*

BASIC RATE

Hours

8

Rate

10.98902

Basic Hours

35

Department

Group

Labour Cost Code 1

DEFAULT

Account

DEFAULT

Comment

Please approve

SAVE

SUBMIT

Submit All

If an employee has a saved timesheet or expense claim, the option to Submit All will be available to them. This allows the employee to submit all their saved claims with one click.

A confirmation message will be shown to the employee once successful.



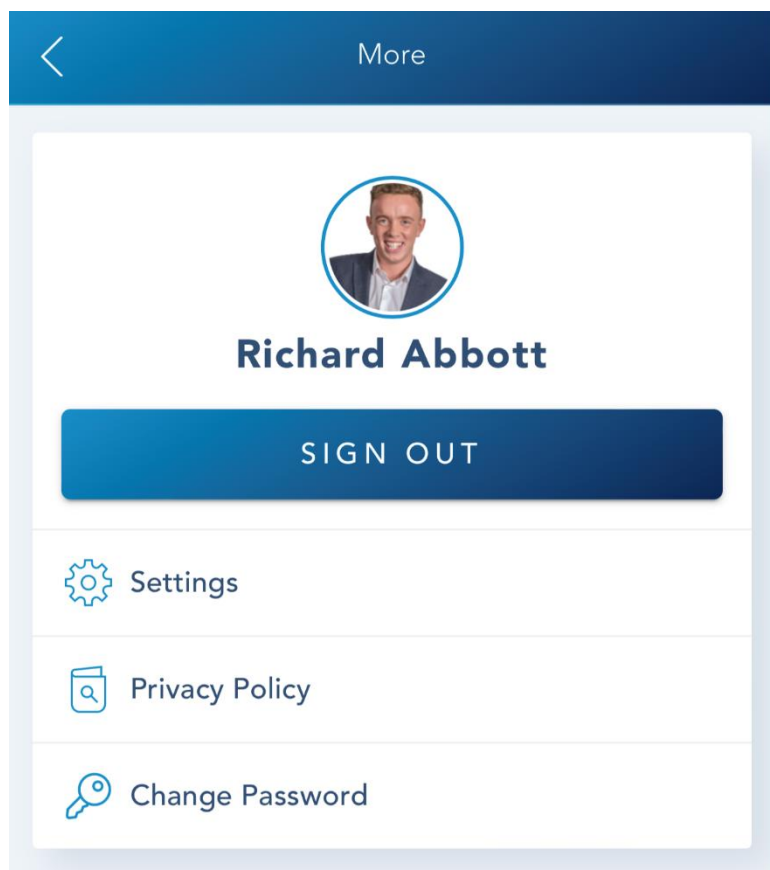
All save timesheets have been submitted successfully.

[VIEW ALL TIMESHEETS](#)

More

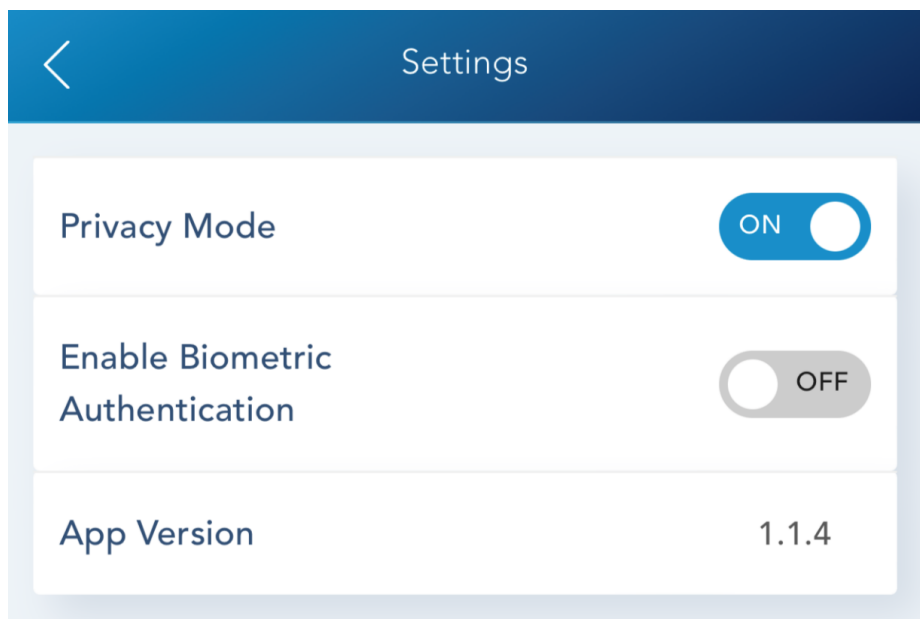
The More screen allows the user to logout of the App.

They can also access Settings, the Privacy Policy or change their password.



Settings

From this screen, Employees can toggle Privacy Mode and Biometric Authentication on and off, and see the version number for the App.



Enable Biometric Authentication

On enabling Biometric Authentication, the user will be shown this confirmation message.

Privacy Policy

This screen will show the user Moorepay's privacy policy.

Biometric Authentication

Would you like to use Biometric Authentication?

Any biometrics enrolled on this device can be used for authentication.

CANCEL

OK

Information About Our Use Of your Personal Data

Moorepay Limited takes the privacy of your personal data very seriously, and we do so in accordance with the General Data Protection Regulations (GDPR), the Data Protection Act 2018 and Privacy and Electronic Privacy Regulations (PECR) and any other applicable legislation.

We act as a data Controller for the personal data we process about our employees; our customers and suppliers (current and prospective); our visitors; enquirers and those who engage with our website and directly with us.

Note: Moorepay Limited provide services to many customers where we process personal data (e.g. for [HR](#) and [payroll services](#)) on behalf of those customers and under their instruction.

We act as a data Processor in these circumstances (not the Controller). If your data is managed by one of our customers, then the data Controller for your information will be that organisation (e.g. your employer) and you should refer to their privacy information and notices.

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and any other third parties. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies.

CUSTOMERS / MARKETING


Edit Password

Employees can change their password using this screen.

The red text displays any validation issues with the new password. If there are no issues, there will be no red text displayed.

New Passwords must:

- be at least 9 characters.
- have at least one digit (0-9).
- have at least one uppercase (A-Z).
- have at least one non alphanumeric character.

 Change Password

Old Password*

New Password*

Confirm Password*

SUBMIT

- New Passwords must be at least 9 characters.
- New Passwords must have at least one digit ('0'-'9').
- New Passwords must have at least one uppercase ('A'-'Z').
- New Passwords must have at least one non alphanumeric character.

Making payroll & HR easy

What next?

To find out how we can support your business, call us on 0345 184 4615 or visit www.moorepay.co.uk

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