

Why small business needs to digitise payslips and leave processes

Shifting from manual processes to electronic payslips and leave or claim applications is beneficial to both the company and its employees. Online applications offer secure e-data retention that is inexpensive, easy to use, and less prone to errors.

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Have you ever had the unfortunate experience of filing a leave only to find out your leave form has gone missing? Or perhaps suffered a wrong computation in your monthly pay? Then you would know for a fact what headaches those problems can cause--both for the employee and the company.

Sticking to manual processes for payslip and leave or claim applications has several disadvantages, foremost of which is human error. It puts pressure on people to be correct in all details at all times. This is where the problem lies--mistakes, and not perfection, happen more often in manual paperwork processes.

Printing a large number of documents—like with the case of leave and claim applications—on a regular basis adds to the cost of doing business. Reporting and checking data is time-consuming and can be expensive.

Managing hard copies likewise increases the carbon footprint of companies that may otherwise prefer to be environmentally friendly.

Digitising human resources (HR) functions such as issuing payslips and processing leave forms makes perfect sense as businesses can take advantage of the benefits that digital tools have to offer. By employing online applications such as the Singtel Essentials HR app, companies eliminate the paperwork related to these HR functions.

Making the digital change

If you are still weighing the pros and cons of bidding your manual processes goodbye, here are some factors to consider:

1. Making that shift from manual to digital is **easy and affordable**. For less than \$2 per user, Essentials HR provides an all-in-one solution that lets employees submit leave or claims forms and retrieve payslips. You can get started within seconds as the app requires zero programming skills or Excel knowledge. It is *that* user-friendly.
2. Online applications **ensure 24/7 access** for both employers and employees. Payslips can be delivered electronically and stored online, and leave or claims forms can likewise be filed anytime, anywhere. Notifications can be sent via email, with real-time updates.
3. Companies are assured of **security and control** with digital HR applications since data collection and storage are no longer dependent on individuals. Essentials HR, for example, saves information on a secured data centre with an encrypted network and a guaranteed service level agreements (SLA) uptime of 99.5% — SLA is the percentage that the supported product is available. Historical data can also be retrieved anytime.
4. HR personnel can **minimise errors** with automated computation of net pay and ad-hoc allowances as well as auto-inclusion of approved claims and unpaid leave deductibles into the next payslip. Additionally, online applications enable automatic calculation of used leaves and balances.

Summary:

- Shifting to electronic leave and payslip applications is the way forward for businesses, especially for small enterprises that cannot afford a full-fledged HR team.
- Manual processes present several disadvantages, including being prone to human error. Printing forms on a regular basis also increases your operating expenses.
- Online applications, including the Singtel Essentials HR app, offer a cost-efficient, simple, and complete solution to digitise payment and leave or claim applications.
- Businesses are assured of security and control of their electronic data, which can be accessed anytime, anywhere.
- Automatic computation of net pay and calculation of leaves and balances minimises errors.

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