Making Paper Payslips a Thing of the Past

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Background

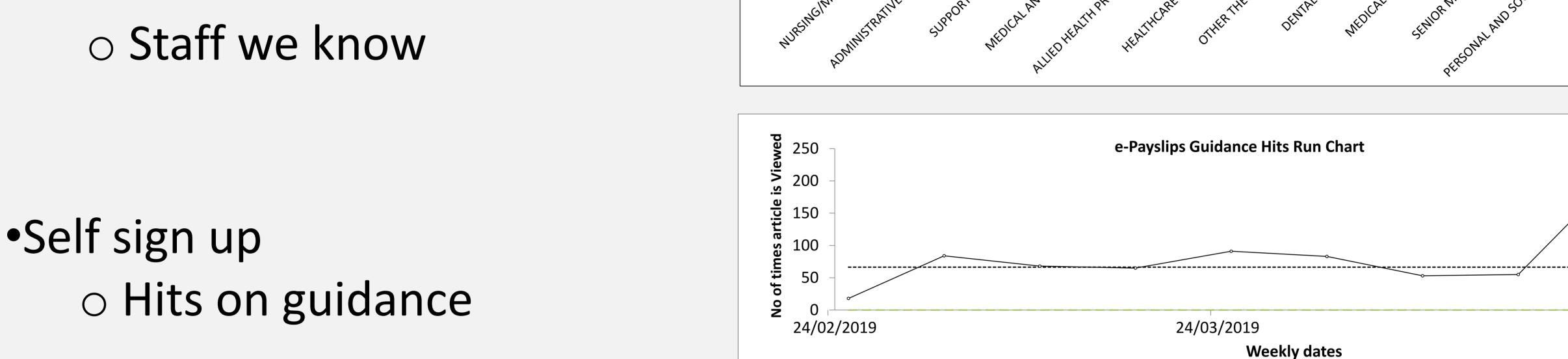
- 35,000 staff generating 500,000 paper payslips a year
- £200k production & postage costs and £10k payroll staffing costs (plus service staff time)
- Late and missing payslips and security of personal information

Aim

To deliver staff salary information in a safe efficient and timely manner by increasing the uptake of electronic payslips.

Tests of Change

- Staff by job family
- Quick wins
 - Staff with system access
 - 'Self motivated' staff



12000

Staff 8000

of

Number

Sign up Method

- Mandatory sign up (system access)
- •Self sign up (improved guidance)
- Assisted sign up (SJH theatres)

Tools

Staff Groups

- Pareto
- Process map
- Payoff matrix
- Fishbone

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Run chart

Effects of Change

- Staff time saved sorting and distribution
- More even distribution of enquiries
- Increased security of personal information
- Access to previous payslips and P60s

Lessons Learned and Message for Others

- Not being able to access pay information on an external web browser
- Access to PCs in clinical areas and for facilities staff
- Out of hours system availability
- Need people to sign up to electronic payslips and encourage colleagues to sign up
- Academy people to sign up...
- What did we learn







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