Payslip User feedback

Name of User	Mrs Rebecca Mawer (Manager)
Version Number	One
Date	30/11/07

Has the payslip fulfilled all of the following objectives? Please either ☑ or ☒ as appropriate.

- ☐ Organised/Logical layout
- ☐ Contains all relevant information
  - Related to pay
  - Related to personal details
- ☐ Professional appearance
  - Logo
  - Company Name
- ☐ Fits on one page (three per page)

User Comments

Layout:
A very good layout design. Have checked the layout to see if it is logical. Needs more space to enter information so that it looks more like a cheque. The layout also should have the employee number on the payslip.

Information:
The payslip contains all the relevant information however needs more space to enter information. Also, there is no "Reference" which is necessary, as only the name does not suffice on a payslip.

Appearance:
The appearance of the payslip is good but could improve with using colour for the payslip. The size of the font is too small with more than ten employees. Also the improved by adding the name of the company to make it look more professional

Response to User Comments

Layout:
We will change the layout to the original one of the layout the empty box to ensure there is enough space for the text. We will also have information into chronological order that specific information is highlighted so it is easier to read.

Information:
We will add "Reference" to the payslip that ensures there is more space on the payslip. We ensure that information on the payslip is in the correct place.

Appearance:
We will change the colour to something bigger so employees can read it. We will also have the layout to include the exact date "Friday 15th July" which makes more sense to read. We also add the name of the company and the payslip "DVDs -2-Go"

Payslip User feedback

Name of User	Mrs Jacqueline Miller (Manager)
Version Number	Two
Date	30/11/07

Has the payslip fulfilled all of the following objectives? Please either ☑ or ☒ as appropriate.

- ☐ Organised/Logical layout
- ☐ Contains all relevant information
  - Related to pay
  - Related to personal details
- ☐ Professional appearance
  - Logo
  - Company Name
- ☐ Fits on one page (three per page)

User Comments

Layout:
The layout of the payslip is generally the same as the previous one. As the information on the payslip is vertically arranged, the payslip is wider than one A4 piece of paper. Thus the payslip needs to be more specific in monitoring the overtime. The layout is good, however, the text is too small to read without a magnifying glass. The sections are also too compact making them too difficult to read.

Information:
The payslip contains the relevant information needed but is not arranged in chronological order. Note that the payslip is dated "Week Beginning" so it should be at the top of the payslip to reflect the week the payslip is for. The "Tax" needs to be highlighted so that it can be seen to be the result of the information on the payslip.

Appearance:
The payslip does not have a professional look that does not have a logical layout. There is no distinction. A company name needs to be added to make it look more professional. The "Week Beginning" should be at the top of the page.

Response to User Comments

Layout:
We agree that the information on the payslip is more specific so the payslip can be done to fit on one page so there is not unnecessary wastage. We change the font style to "Century Gothic" as this is more professional looking.

Information:
We agree "Week Beginning" to the payslip changes the way is in the chronological order on the payslip. We have arranged the information on the payslip into chronological order, we have the "Tax" highlight, we have also added a section to show how is more clear the information on the payslip.

Appearance:
We agree company name to the payslip – "DVS-2-Go" to make it look more professional, we also have the information on the payslip is in chronological order so also the text has lines, we separate the information into sections, to exclude "Personal Details", "Dates Checked & Worked Checked Checkedions".