ACLASA Portfolio User Guide

PayGapAnalyzer pro | ACLASA PULSE | ACLASA Comp Manager

This guide gives HR, reward, compensation and implementation professionals exact procedures for safe public exploration, governed company use, evidence review, PULSE programme work, Comp Manager decisions and becoming an ACLASA client.

Author: ACLASA s. r. o.
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Audience: HR, reward, compensation, legal-implementation and authorised company users

Important: PayGapAnalyzer supports evidence-based analysis and governed human review. It does not provide an automatic legal conclusion, a finding of discrimination or a substitute for qualified professional judgement.

Quick start

You can explore the portal, guided tour, synthetic demonstration, PULSE preview and the current Comp Manager workspace without customer payroll data. Company analysis and protected collaboration require ACLASA-provisioned access and the relevant entitlement.

1. Open the public portal and choose View sample or Take tour.
2. Start the built-in synthetic demonstration to learn the report structure and export flow.
3. Use Client login only with credentials provisioned by ACLASA or an approved TalentAccess SSO route.
4. Use ACLASA PULSE for implementation programme metadata, country evidence and team work. Never enter employee or payroll rows in PULSE.
5. Use ACLASA Comp Manager for anonymous, transient compensation planning. Export your work before refreshing or closing the tab.

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Portal and product map

The PayGapAnalyzer portal is the customer entry point for product information, methodology, samples, security, pricing, guidance and company access. It also links to the canonical PULSE and Comp Manager product hosts.

Product	Use it for	Data boundary	Current entry
PayGapAnalyzer pro	Deterministic pay-gap analysis, diagnostics, evidence review and controlled exports	Hosted payroll upload is disabled; use synthetic demo or an approved customer-local workflow	paygapanalyzer.pro
ACLASA PULSE	EU pay-transparency implementation programme, country evidence, tasks, sources and decisions	Approved non-personal project metadata only	pulse.paygapanalyzer.pro
ACLASA Comp Manager	Job-description, pay-mix, career, relocation and pay-review working drafts	Anonymous, transient workspace; no payroll rows	compmanager.paygapanalyzer.pro

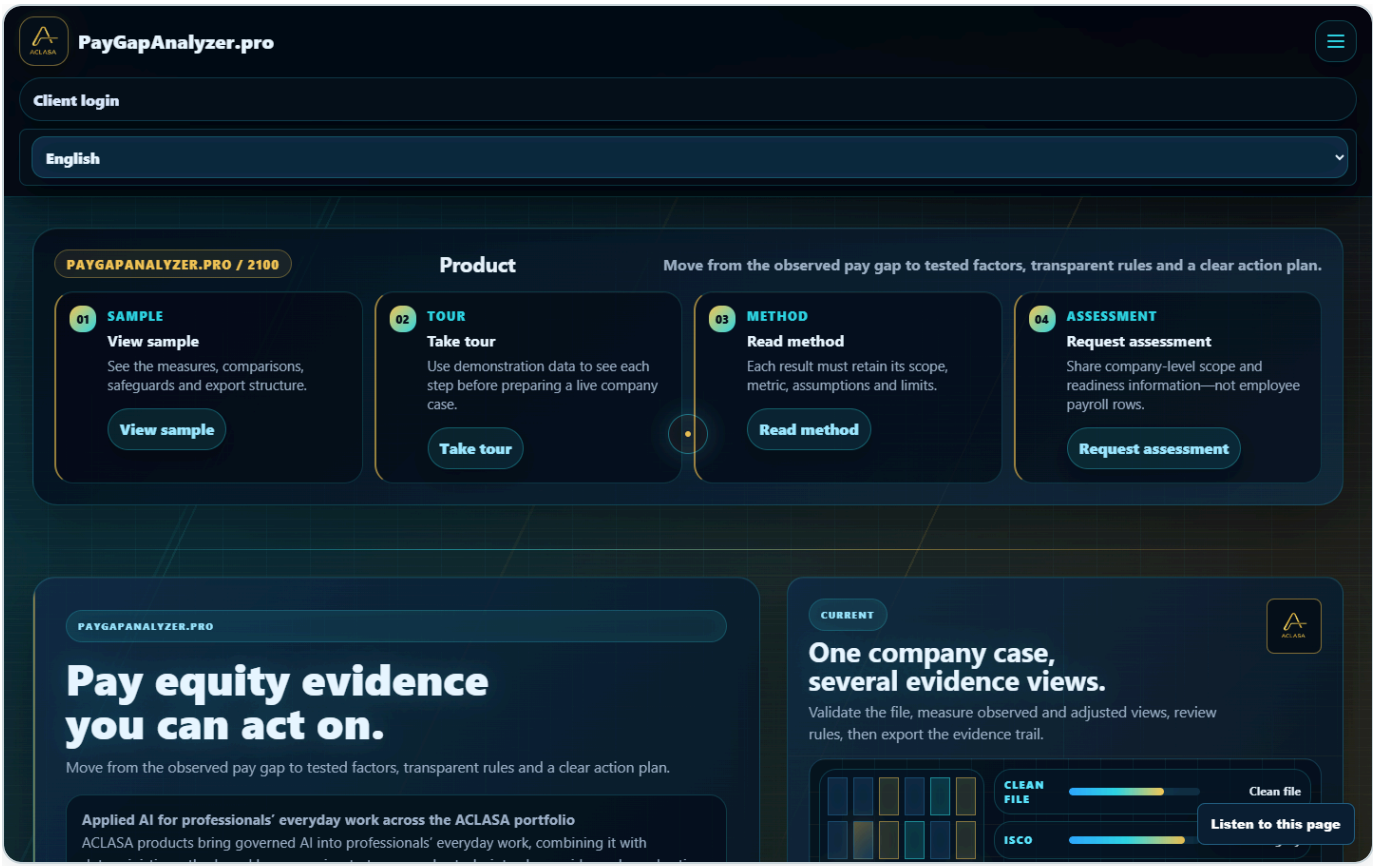


Figure 1. Public portal entry with product, method, sample, security, pricing, guides, tour and product links.

Public and protected use

Access level	What you can do	What you cannot assume
Public	Read method and security information, view samples, run the synthetic demo, open the PULSE preview and use the current anonymous Comp Manager workspace	Public preview is not a customer analysis or a legal certification
Signed in	Open the company application landing and the company functions included in the account	Signing in does not automatically grant every product or module
Entitled	Use the paid population tier, governed AI review or protected PULSE workspace when ACLASA has provisioned the relevant entitlement	A hidden or direct URL is not an entitlement

First use and account access

Explore without signing in

- Product explains the end-to-end evidence workflow.
- Method explains RAW, OLS, Oaxaca-Blinder and objective-rule review boundaries.
- Samples and Tour show the report structure with synthetic information.
- Security explains local processing, access and disclosure safeguards.

- Pricing describes annual licence scope and the assessment route. There is no self-service checkout.
- Guides provide task-focused explanations.

Choose language and read-aloud

Use the Language selector in the page header. The portal exposes 35 language options and must keep the selected language through navigation, sign-in, validation, recovery and export. Select Listen to this page to open read-aloud where supported. A silent English or Slovak fallback, a mixed-language page or an export that changes language is a defect: stop the affected workflow, retain the safe draft and report the page, language and non-sensitive reference to ACLASA.

Sign in

1. Select Client login.
2. Enter the ACLASA-provisioned company email and password.
3. Select Login. The portal preserves the selected language and intended return route.
4. If your company uses the approved TalentAccess SSO route, follow the company-specific sign-in instructions supplied during onboarding.

Access rule. Public self-registration is closed. ACLASA provisions company access after commercial and security onboarding. Account recovery and access changes are handled through ACLASA support.

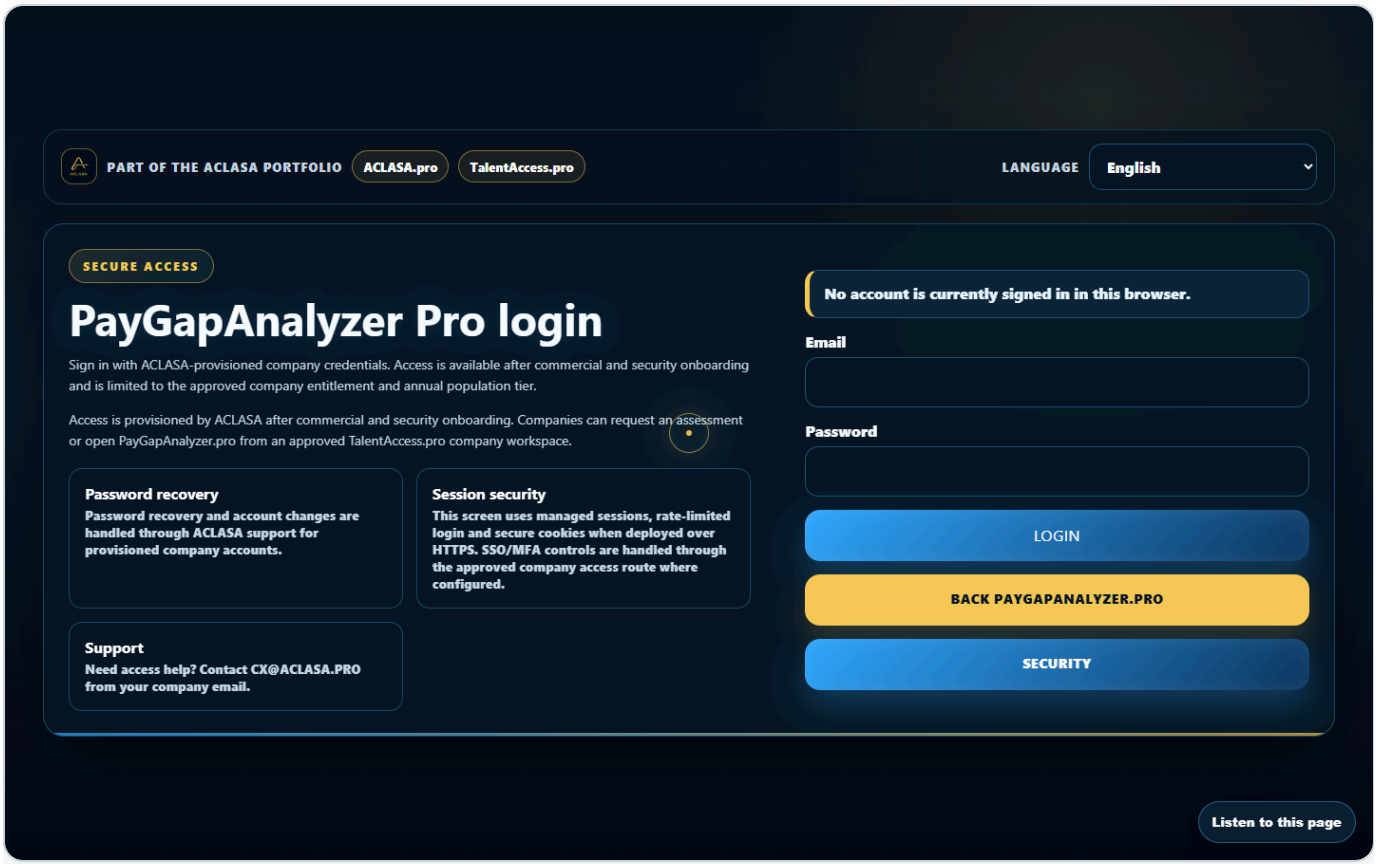


Figure 2. Company login page. Do not share credentials or use a personal account that has not been provisioned for the company.

Become an ACLASA client

Use this route when your organisation wants a governed PayGapAnalyzer, PULSE or Comp Manager engagement. Complete the public and synthetic steps first; company access is provisioned after scope, security and commercial onboarding.

Step-by-step company onboarding

1. Open https://paygapanalyzer.pro/ and choose the language in the page header. The selected language must remain active as you move through the portal.
2. Review Product, Method, Samples, Tour, Security, Pricing and Guides so that your team understands the calculation, privacy and access boundaries before requesting a company workspace.
3. Use only synthetic information in the PayGapAnalyzer demonstration, the PULSE public preview and the transient Comp Manager workspace. Do not test public routes with employee or payroll records.
4. Open https://paygapanalyzer.pro/request-assessment?lang=en or email cx@aclasa.pro from your company email address. State the business outcome you need and the products you want to assess.
5. Provide non-sensitive scope only: legal entities and countries, approximate workforce-size bands, reporting purpose and deadline, desired products and languages, approximate timeline, available data-field categories and requested user roles.
6. ACLASA confirms the proposed scope, data boundary, tenant and role model, licence and entitlements, onboarding sequence and commercial offer. There is no self-service checkout and a public or hidden URL is not an entitlement.
7. Nominate a company sponsor, an HR or reward owner, a data owner and, where PULSE is included, the project administrator and reviewers.
8. Complete the signed order and the agreed security and access onboarding. ACLASA then provisions the authorised account, tenant, population tier and product entitlements.
9. Run a synthetic pilot first. Verify sign-in, selected-language continuity, roles, exports, recovery and the agreed product boundaries before any live company work begins.
10. Use only the approved local or governed workflow for live data. Never upload or email payroll data unless the executed agreement and the currently enabled product route explicitly permit that exact workflow.

Information boundary

Category	Instruction
Prepare and share	Legal entities and countries; workforce-size bands; business purpose and deadline; requested products; languages; timeline; available field categories; requested roles.
Do not send through a public form or email	Payroll files or rows; employee names or identifiers; salary values; credentials; access tokens; session links; unredacted personal documents.
Support reference	Product, approximate time, page or route, selected language and a non-sensitive case or error reference.

After provisioning, start with a synthetic pilot and retain the executed order, access instructions and approved data workflow as the controlling company documents.

Synthetic demonstration

The built-in demonstration creates a labelled 100-person synthetic case. It does not require a customer workbook and must not be treated as a live company analysis.

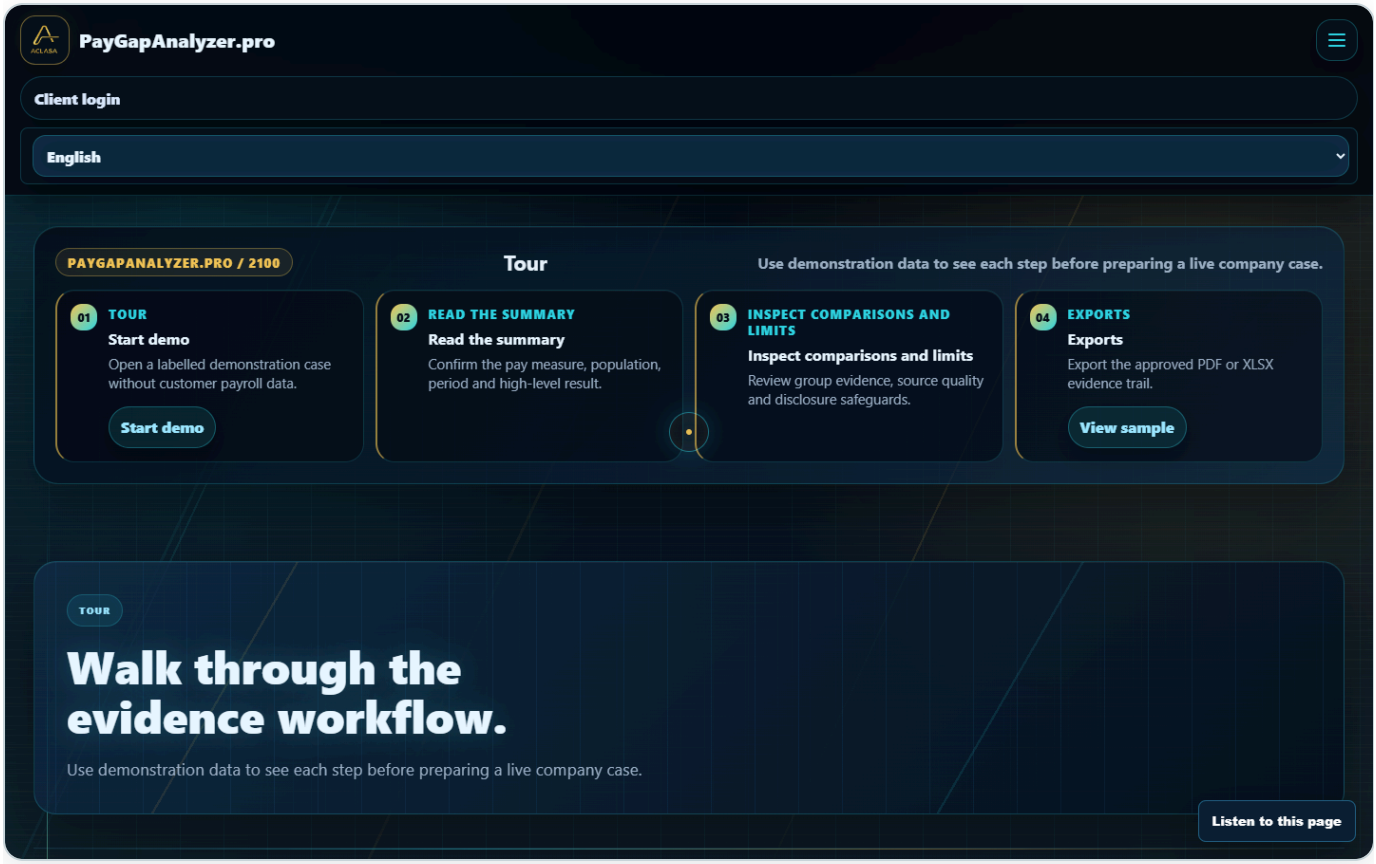


Figure 3. Guided tour entry. Start here before working with an approved company case.

Run the demo

1. Open Tour and select Start demo.
2. Confirm the case is marked as a demonstration and the population is synthetic.
3. Read the selected pay measure, legal entity, population and reporting period before interpreting any percentage.
4. Inspect the RAW result, OLS and Oaxaca-Blinder diagnostics, quality indicators, disclosure safeguards and stated limitations.
5. Open Tables, Employee view, Comp Engine or Comp Coffee only when the navigation is available for the current case.
6. Download an available PDF or XLSX and reopen it to confirm the metric, scope, date and limitations are present.
7. Use Back or start a new demo when the session expires. Do not reuse a stale session URL.

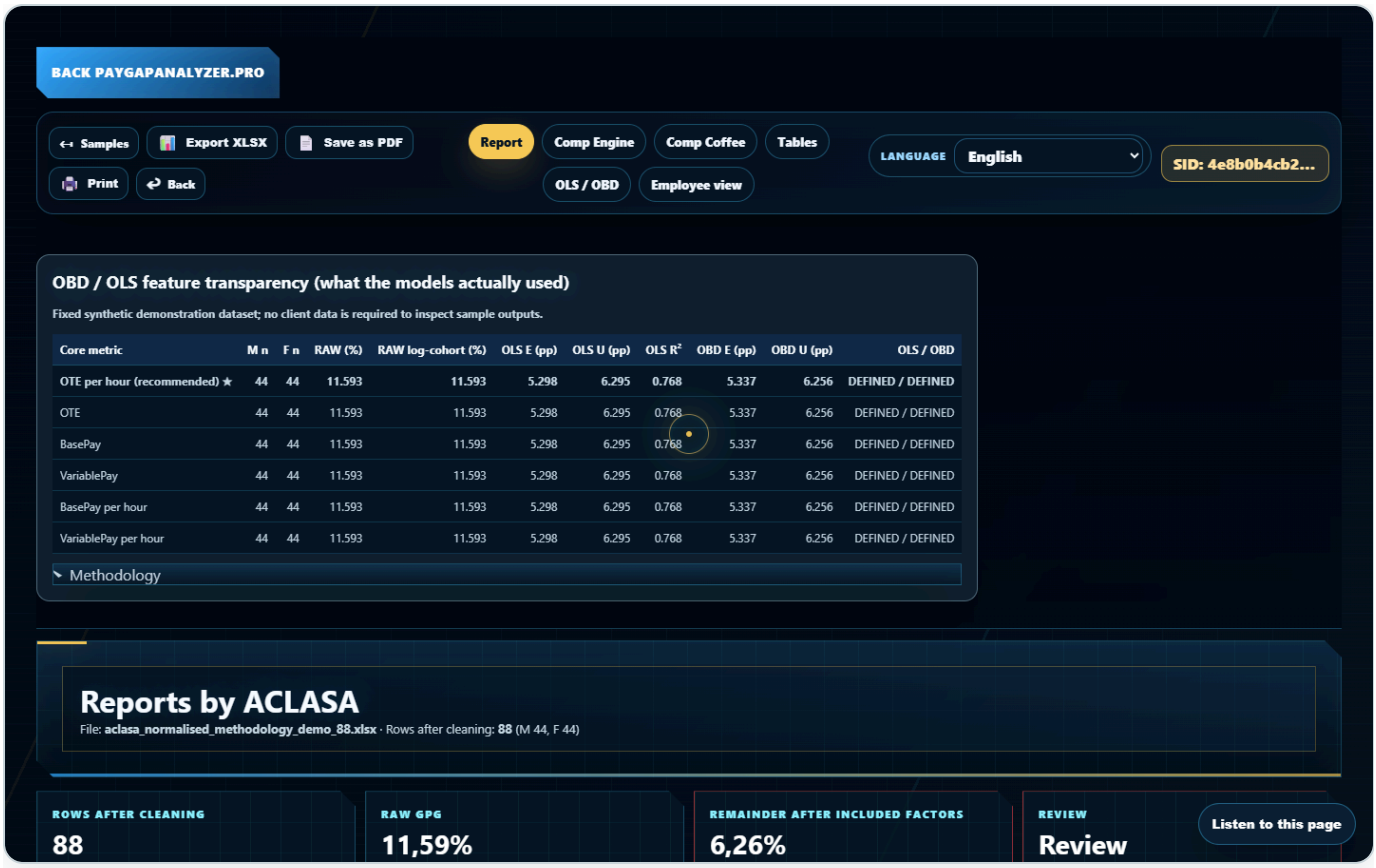


Figure 4. Synthetic report view showing method transparency and report navigation.

Company pay-gap analysis

Authorised company analysis follows the same evidence sequence as the demo, but it uses an ACLASA-approved customer-local or otherwise governed input workflow. The production portal does not expose a general server-side payroll upload field.

Evidence workflow

1. Define the legal entity, covered population, country and reporting period.
2. Choose the intended purpose and the pay metric. Keep base pay and total remuneration distinct.
3. Map pay, working time and comparison fields. Normalise working time only when the source fields support it.
4. Resolve missing values, duplicates, outliers, small groups and weak comparison groups before interpretation.
5. Measure the observed RAW gap.
6. Use OLS and Oaxaca-Blinder only as diagnostic model views.
7. Review objective, transparent and gender-neutral pay rules separately from the statistical results.
8. Record the evidence gap, owner, target date and required human decision for every unresolved issue.
9. Export the controlled evidence needed for review and follow-up.

Understand the analytical views

View	What it shows	What it does not prove
RAW	The observed or unadjusted difference for the selected metric and population	Cause, legal justification or discrimination
OLS	Conditional associations under the specified model and available factors	Causality or a complete explanation
Oaxaca-Blinder	A model decomposition of explained and remaining components	That the remaining component is discrimination or that the explained component is automatically justified
Objective-rule review	Whether recorded pay rules and deviations have evidence and human ownership	Automatic legal compliance or an automated approval

Disclosure safeguard. Small groups and rank-deficient models can be suppressed or fail closed. Do not work around these controls by combining people or disclosing small-group results without an approved methodology decision.

Results and standard exports

Available pages can include Report, Tables, Employee view, Comp Engine and Comp Coffee. Export availability depends on the case, role and licence. Current export routes support controlled PDF and XLSX evidence for reports, tables, employee views and compensation views. Reopen every downloaded file and verify the selected metric, population, period, language and limitations before sharing it.

Evidence-bound AI review and action plan

Where ACLASA has enabled both the governed paygap-ai-review entitlement and its approved provider path, the ONE&DONE review starts from an owned deterministic report. It is not a general chatbot, does not receive payroll rows and does not replace the calculation engine. If the entitlement or provider is not enabled, continue with the deterministic report and standard exports.

Review and approve recommendations

1. Open AI review of pay-gap analysis from the eligible report.
2. Confirm the receipt identifies the correct metric, model, population, period and source report.
3. Read each card. The interface separates observed result, model estimate, hypothesis, limitation, recommendation and required human decision.
4. Choose Accept, Edit or Reject for each proposal. Edit only the narrative or action text; never alter a deterministic number to match a preferred conclusion.
5. Save the review. A revision conflict means that a newer version exists; reload the current revision before saving again.
6. Approve at least one item before downloading the approved evidence package.
7. Download and reopen the package. Only approved state is included in the evidence outputs.

Package item	Purpose
approved-evidence.json	Structured approved state, metric binding and audit information
approved-evidence.xlsx	Reviewable approved evidence in spreadsheet form
approved-evidence.pdf	Human-readable approved evidence document
manifest.json	Package identity and integrity information

Provider or connection failure

If the AI provider times out or returns an invalid response, the deterministic RAW, OLS and Oaxaca-Blinder analysis remains available. Saved review drafts remain recoverable. Do not repeat a save blindly after an uncertain response; reload the review, confirm the current revision and then continue.

ACLASA PULSE

PULSE coordinates an EU pay-transparency implementation programme across countries, legal entities, sources, tasks, evidence, reviews and decisions. The public preview is synthetic and browser-local; its dated source edition is not a continuously certified legal register. Protected collaboration is available only where ACLASA has provisioned the company workspace and explicit PULSE entitlement.

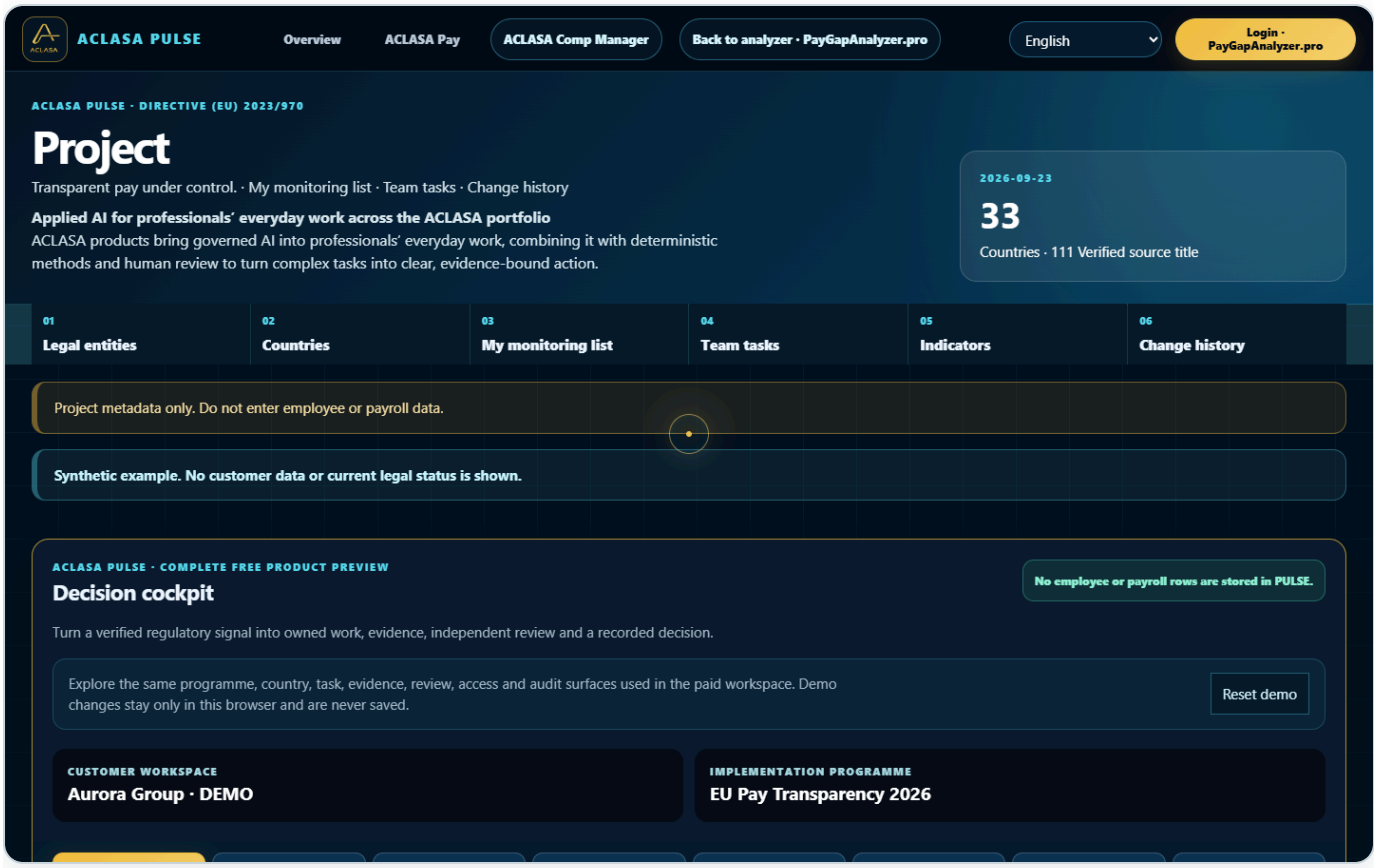


Figure 5. PULSE public preview and decision cockpit. Preview changes remain only in the browser.

Use the public preview

1. Open pulse.paygapanalyzer.pro and choose the trial or overview route.
2. Use the workstream buttons to move among Command centre, Time and transitions, Data collection, Countries and requirements, Work and collaboration, Pay equity, Evidence and decisions, and Scope and access.
3. Open a country or source record and read its status, source date, observed date and limitations. Draft, unverified and review-required states must remain visible.
4. Add only synthetic, non-personal preview information. Demo changes stay in the browser and are never saved.
5. Select Reset demo to remove browser-local changes.

Evidence date. The public evidence library is dated. It is not a continuously certified legal register and it is not legal advice. Confirm every decision against the displayed source, freshness status and qualified review process.

Use an entitled workspace

Where ACLASA has enabled a company workspace, project administrators can maintain project scope, assign existing entitled users and manage work. Contributors can create or update tasks and comments, reviewers can read and comment, and viewers can read. The workspace is fail-closed: a 404 or access-denied response is expected when the session or entitlement is missing.

PULSE role	Typical permitted work
Project administrator	Project scope, existing entitled-user assignment, tasks and comments
Contributor	Read, create and update tasks and comments
Reviewer	Read and comment
Viewer	Read only

Data boundary. PULSE accepts approved non-personal project metadata only. Do not enter employee names, employee identifiers, payroll rows, payroll files, salary values or employee-level analysis outputs.

ACLASA Comp Manager

The current Comp Manager production workspace supports anonymous, payroll-free compensation planning. Team sign-in is not currently enabled on this standalone surface. Work is transient, so download the draft or audit output before refreshing or closing the tab.

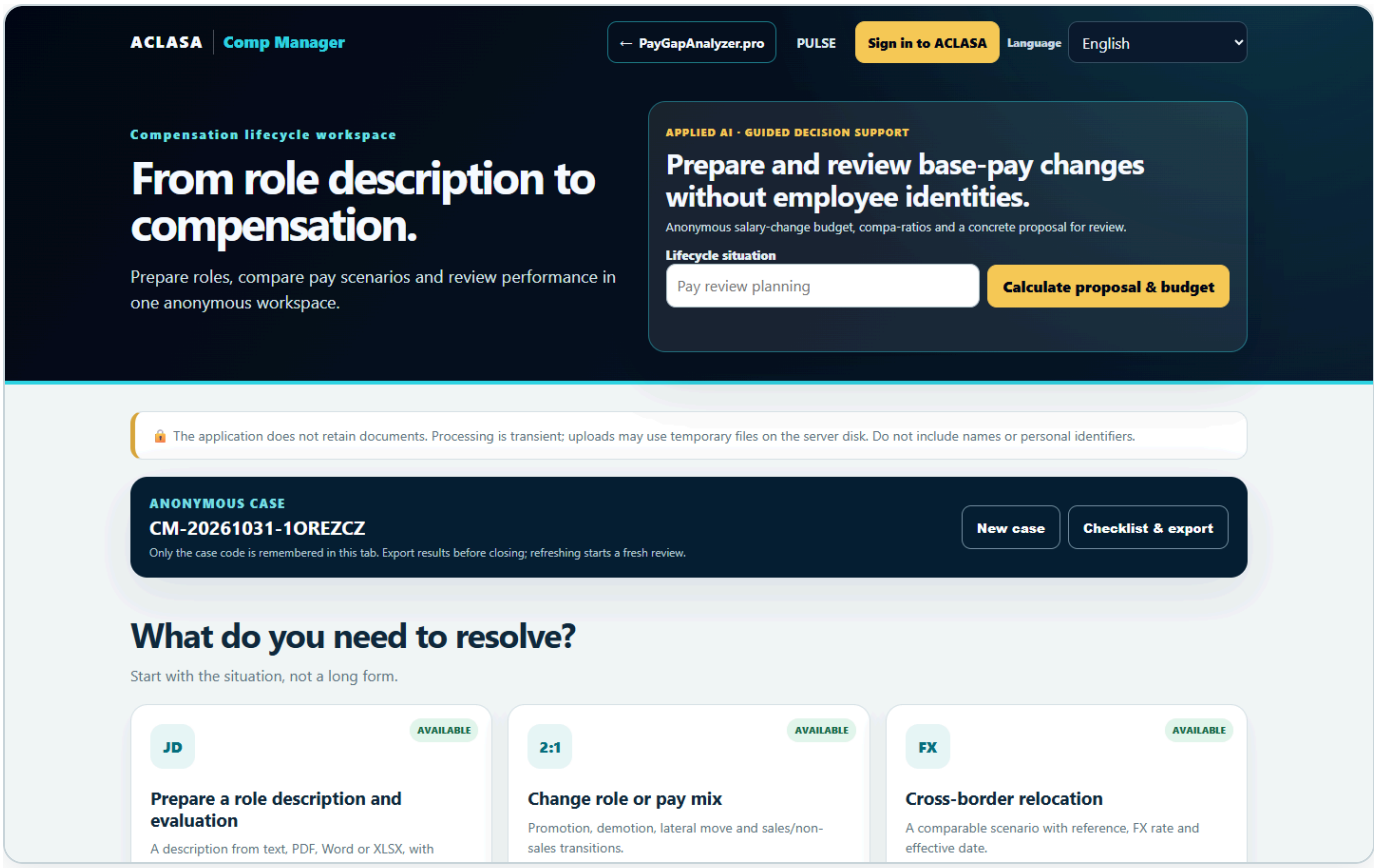


Figure 6. Comp Manager entry with workflow choices and the transient-processing notice.

Choose a workflow

- Job Description and the 14-subfactor evaluation workflow
- Promotion, demotion, lateral move and pay-mix scenarios
- Cross-border relocation
- Client catalogue and wage-reference management
- Annual base-pay review
- Performance, potential and self-review questionnaires

Work safely with a job description

1. Start a new anonymous case or choose Try a sample when available.
2. Paste text or select a supported document. Current intake supports TXT, MD, PDF, DOC, DOCX and XLSX within the displayed size and page limits.
3. Remove names, personal identifiers and confidential personal information before continuing.
4. Review the automatic PII-pattern redaction. Human anonymisation review is mandatory.
5. Review the proposed evaluation, catalogue context and human-review status.
6. Edit the working draft where the interface permits it.
7. Download the audit or draft output before leaving the page.

Comp Manager does not retain application documents as customer records. Temporary processing can buffer a document on the server. Results are held in tab memory and explicit downloads; only an anonymous case code

can be remembered in session storage. Refreshing starts a fresh review. A TalentAccess handoff is a draft, not an automatic publication or approval.

Exports and recovery

Area	Save or export	Recovery rule
Synthetic or company report	Available report, tables, employee or compensation PDF/XLSX outputs	Expired analysis sessions must be restarted or reopened from a valid case
ONE&DONE AI review	Approved evidence package with JSON, XLSX, PDF and manifest	Reload current revision after a conflict; provider failure does not erase deterministic analysis
PULSE public preview	Browser-local synthetic preview only	Reset demo clears local changes; public preview is not persistent
PULSE entitled workspace	Governed project records and available workspace backup controls	Use the current workspace revision and conflict-recovery prompts
Comp Manager	Explicit draft, audit or portable output	Export before refresh or tab close; no server case record is restored

Before sharing a file

- Open the downloaded file and confirm it is readable.
- Confirm the legal entity, population, period, pay metric, currency and language.
- Confirm suppressed groups and limitations remain visible.
- Confirm the file contains only approved review state and authorised data.
- Apply the company's document classification and retention rules.

Languages, mobile use and accessibility

Mobile navigation

On a narrow screen, activate the Menu button to open product navigation. The button exposes its open or closed state to assistive technology. Use Tab or Shift+Tab to move, Enter or Space to activate controls, and Escape to close the menu and return focus to the Menu button. The menu also closes after a link selection, an outside action or a responsive resize.



Figure 7. Protected mobile navigation in its open state.

Accessibility practices

- Use visible focus and complete the main task with a keyboard where possible.
- Keep browser zoom available; do not disable text scaling.
- Use the selected page language and verify that errors and exported labels are understandable before external use.

- Use read-aloud as an aid, not as a replacement for checking tables, numbers and methodological limits.
- For right-to-left languages, confirm the page direction and the logical reading order before completing a critical review.



Figure 8. Arabic PULSE preview on a mobile viewport, illustrating right-to-left layout.

Privacy and security boundaries

Boundary	Required user behaviour
Payroll data	Do not upload payroll rows to the hosted portal. Use the approved customer-local workflow or the built-in synthetic demo.
PULSE	Use approved non-personal project metadata only. Never enter employee or payroll data.
AI review	The provider receives a signed, sanitised aggregate receipt, not payroll rows, employee IDs or raw residuals. Keep every numeric statement tied to the deterministic evidence.
Comp Manager	Remove names and personal identifiers before transient document processing. Complete the human anonymisation review.
Access	Use only the company account, tenant, role and population tier provisioned to you. Do not share credentials or direct session links.
Outputs	Download and share only authorised, approved evidence. Apply the company's retention and disclosure policy.

Private review responses use a no-store cache policy. Analysis and review sessions can expire. Treat every session URL and downloaded file as controlled company evidence.

Troubleshooting

What you see	Likely meaning	What to do
Client application redirects to login	There is no active authorised session	Sign in with the provisioned company account. If access should exist, contact ACLASA support.
Login is rejected	Credential, entitlement or population-tier mismatch	Check the provisioned company email and contact ACLASA support. Do not create a second account.
PULSE workspace returns 404 or access denied	The session or explicit PULSE entitlement is missing	Use the public preview or ask the company administrator and ACLASA to verify entitlement.
AI review provider is unavailable	The provider timed out or failed schema validation	Continue with the deterministic report. Reload the saved review later; do not alter the numeric evidence.
AI review reports a revision conflict	A newer saved review exists	Reload the current revision, compare the state and save again.
Export download fails	A transient download or browser issue occurred	Keep the approved review state, retry once, then contact support with the time and non-sensitive case reference.
Analysis session expired	The in-memory report session is no longer valid	Restart the synthetic demo or reopen the governed company case.
PULSE preview changes disappear	Public preview changes are browser-local and non-persistent	This is expected. Recreate synthetic changes or use an entitled workspace.
Comp Manager work disappears after refresh	The current workspace is transient	Restore from an exported portable draft when available, or start a new anonymous case.
The selected language changes or the page mixes languages	The route, state or export has violated the selected-language contract	Stop the affected workflow, keep the safe draft and report the page, selected language and non-sensitive reference to ACLASA. Do not treat English fallback as completion.

Quick reference

Purpose	Address
PayGapAnalyzer portal	https://paygapanalyzer.pro/
Company login	https://paygapanalyzer.pro/login?lang=en
Guided tour	https://paygapanalyzer.pro/guided-tour?lang=en
Method	https://paygapanalyzer.pro/methodology?lang=en
Security	https://paygapanalyzer.pro/security?lang=en
ACLASA PULSE	https://pulse.paygapanalyzer.pro/?lang=en
ACLASA Comp Manager	https://compmanager.paygapanalyzer.pro/?lang=en
Support	cx@aclasa.pro
Request a company assessment	https://paygapanalyzer.pro/request-assessment?lang=en

Support request. Write from your company email and include the product, approximate time, page, selected language and a non-sensitive case or error reference. Do not email payroll files, employee records, passwords or access tokens. Email ACLASA support

Glossary

Term	Meaning in this portal
RAW gap	Observed or unadjusted pay difference for the selected metric and population
OLS	Ordinary least squares diagnostic model of conditional associations
Oaxaca-Blinder or OBD	Model decomposition of explained and remaining components
Objective rule	Documented, transparent and gender-neutral pay rule that requires evidence and human review
Suppression	A fail-closed control that limits small-group or otherwise unsafe output
Receipt	Signed and hash-bound sanitised aggregate record that links the AI review to deterministic evidence
Entitlement	Explicit product or module access granted to an account and tenant
Synthetic data	Test information created for demonstration and not derived from a real employee population
Project metadata	Non-personal programme information such as scope, owners, dates, sources, tasks and decisions

Document status

This English guide describes production-effective behaviour observed on 3 November 2026. PayGapAnalyzer pro and PULSE were checked against production release 2007b10a0b30628e1dabae52510545c35be4f5b3; Comp Manager was checked against production release e0af5348d438d68583804e6993268962a60dac52. Native-language review, legal review and company approval remain separate review classes. Product behaviour and entitlements can change; the live interface, executed order and current security instructions take precedence where they differ from this guide.

Field	Value
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Formats	Microsoft Word DOCX and searchable PDF
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