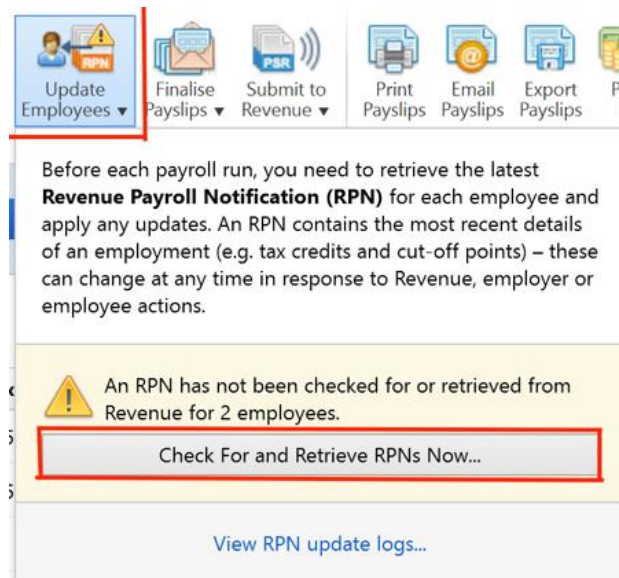# 5 Step Guide on Completing your Payroll in BrightPay

Document for supporting you while the Forsa School secretaries and caretakers – strike action for pension parity is ongoing

Step 1:
In the Payroll Tab please click on the Update Employees Icon and select Check For and Retrieve RPS's Now
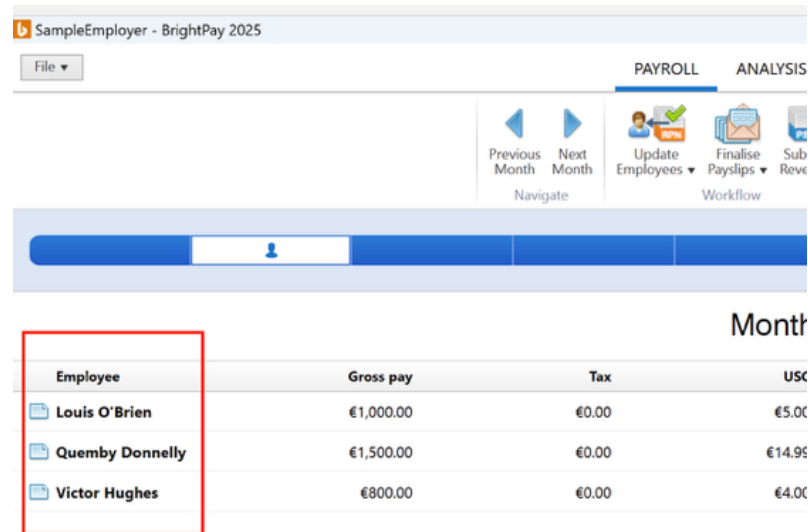

If any changes need to be made please click on Apply Selected Changes, the Update Employee icon should now have a green tick displaying.
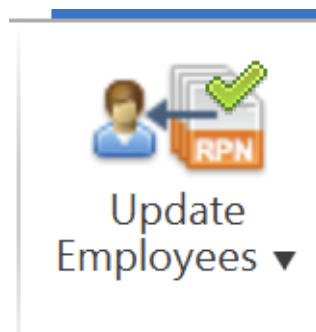
Step 2:
To open a payslip the first name from the list in the Payroll Tab.
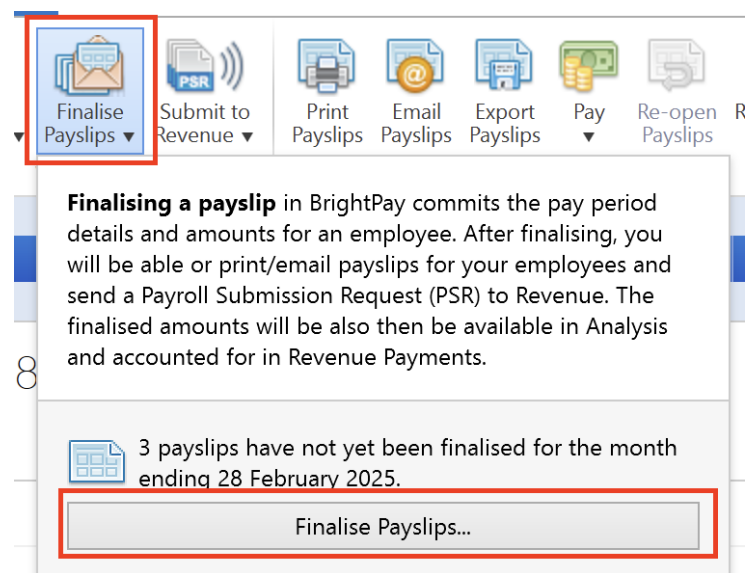
Once you have the payslip open you will be able to enter in the pay details. To go to the next employee simply select their name from the left hand side and repeat the steps

Step 3:
Click on icon the Finalise Payslips icon at the top of the screen and then Finalise Payslips
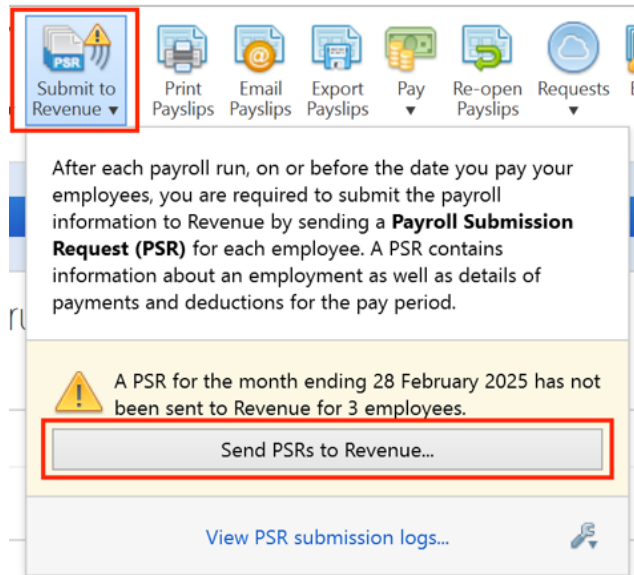

Ensure all the employees are selected on the next screen and click OK at the bottom of the screen.

Click a ✏ icon above to edit the pay date for any employee.
Alternatively, you can batch set the pay date for all selected employees.
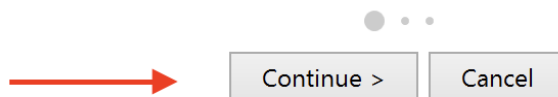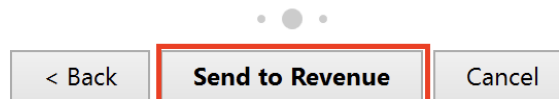

Step 4:
Click on the Sumit to Revenue icon which will now indicate that there is a submission outstanding

Ensure all employees are selected and the click on Continue at the bottom of the screen
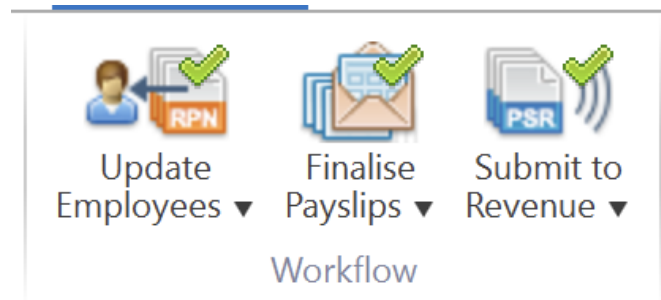

In the Next Screen please select Submit to Revenue

Step 5:
Once completed all 3 icons will now have a Green Tick beside them

You have now completed the payroll run.

Further information can be found from our online Support Documents:
https://www.brightpay.ie/docs/