

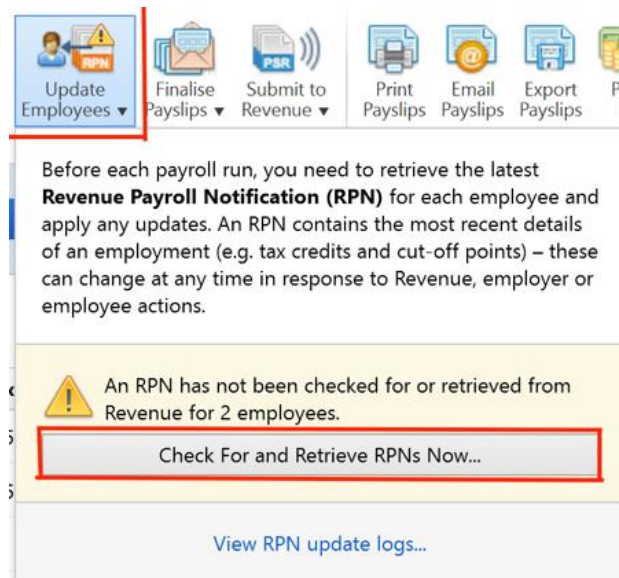


5 Step Guide on Completing your Payroll in BrightPay

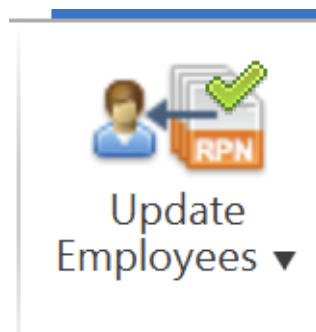
Document for supporting you while the Forsa School secretaries and caretakers – strike action for pension parity is ongoing

Step 1:

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

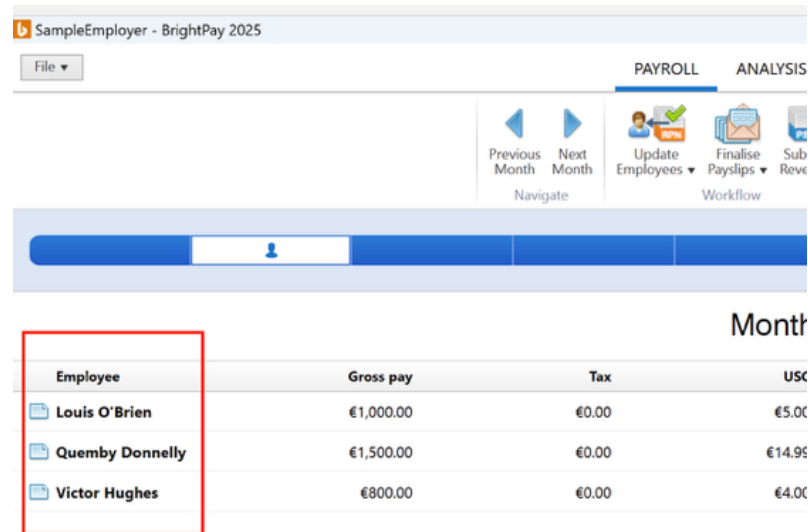


If any changes need to be made please click on Apply Selected Changes, the Update Employee icon should now have a green tick displaying.



Step 2:

To open a payslip the first name from the list in the Payroll Tab.



SampleEmployer - BrightPay 2025

File ▾

PAYROLL ANALYSIS

Previous Month Next Month Navigate

Update Employees ▾ Finalise Payslips ▾ Sub Reve Workflow

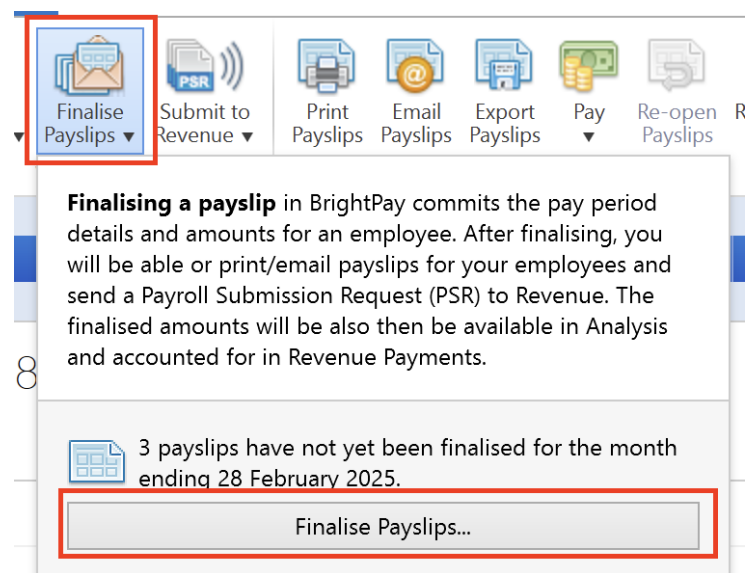
Month

Employee	Gross pay	Tax	USC
Louis O'Brien	€1,000.00	€0.00	€5.00
Quemby Donnelly	€1,500.00	€0.00	€14.95
Victor Hughes	€800.00	€0.00	€4.00

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




Finalise Payslips ▾ Submit to Revenue ▾ Print Payslips Email Payslips Export Payslips Pay ▾ Re-open Payslips

Finalising a payslip in BrightPay commits the pay period details and amounts for an employee. After finalising, you will be able to print/email payslips for your employees and send a Payroll Submission Request (PSR) to Revenue. The finalised amounts will also then be available in Analysis and accounted for in Revenue Payments.

3 payslips have not yet been finalised for the month ending 28 February 2025.

Finalise Payslips...

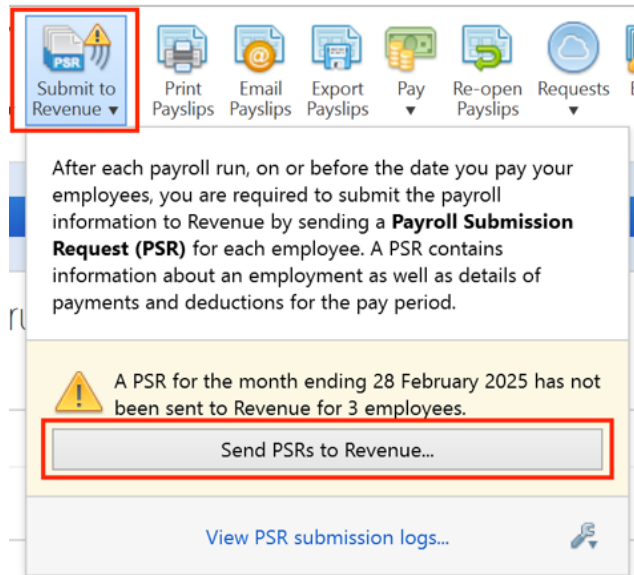
Ensure all the employees are selected on the next screen and click OK at the bottom of the screen.

Click a  icon above to edit the pay date for any employee.
Alternatively, you can [batch set the pay date for all selected employees](#).

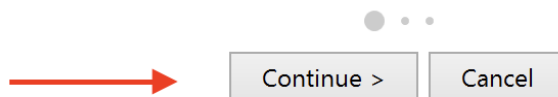


Step 4:

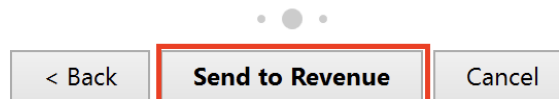
Click on the Sumit to Revenue icon which will now indicate that there is a submission outstanding



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

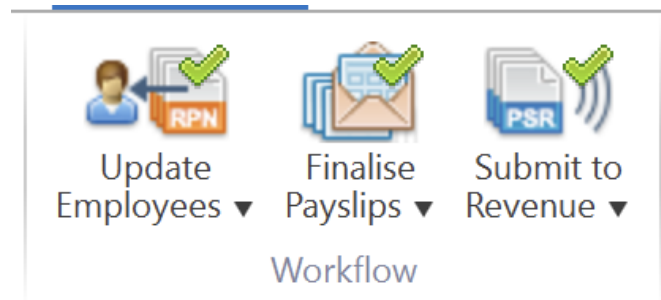


In the Next Screen please select Submit to Revenue



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/>