



EARLY ADOPTER PROGRAMME · JUNE 2026

Getting started with Oscar

AI employee onboarding for BrightPay

Everything your business needs to switch Oscar on and run your first automated onboarding — from adding a new starter to approving the data — in under 10 minutes.

AUDIENCE

UK employers

READING TIME

~ 5 minutes

VERSION

June 2026

STATUS

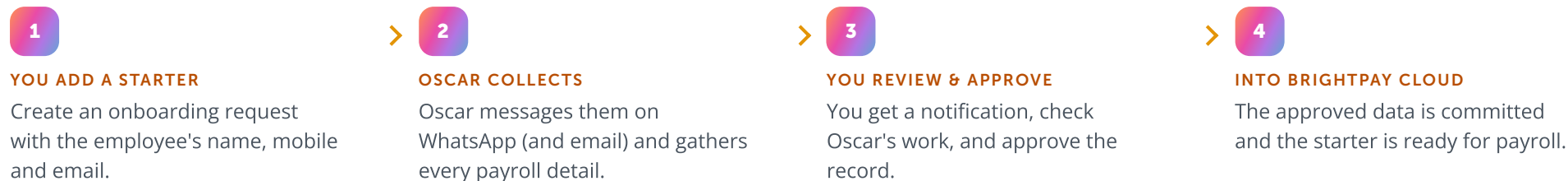
Early Adopter

WHAT YOU'LL NEED

- ✓ BrightPay Cloud access
- ✓ Employer Portal permissions configured
- ✓ The new starter's mobile number (with 44 country code)
- ✓ The new starter's email address
- ✓ Basic employment details (job title, start date)

How Oscar works

Oscar reaches out to each new starter directly, collects everything payroll needs through a simple conversation, and hands it back to you to approve. Four moves, start to finish.



YOUR ROLE

Oscar collects the data. You make the decisions. This isn't hands-free automation — it's intelligent assistance with human oversight. Every record passes your approval before it enters payroll.

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Start your first onboarding

Adding a new starter takes under two minutes. Oscar handles everything that follows.

1 Go to Employee Onboarding

In BrightPay, go to **Employees > Employee Onboarding**.

2 Start a new request

Click the blue **Onboard New Employee** button in the top right.

3 Enter the employee's name

Enter the new starter's first name and surname, then click **Next**.

4 Add contact & role details

Complete the job title, start date, mobile number, email and any notes. Click **Next**.

5 Review and confirm

Check the summary — especially the mobile number — and click **Create Onboarding Request**. Oscar contacts the employee straight away.

NEW ONBOARDING REQUEST · SUMMARY

Onboard New Employee

Name	Sam Okafor
Job title	Joiner
Mobile	+44 7700 900482
Email	sam.okafor@email.com

Create Onboarding Request

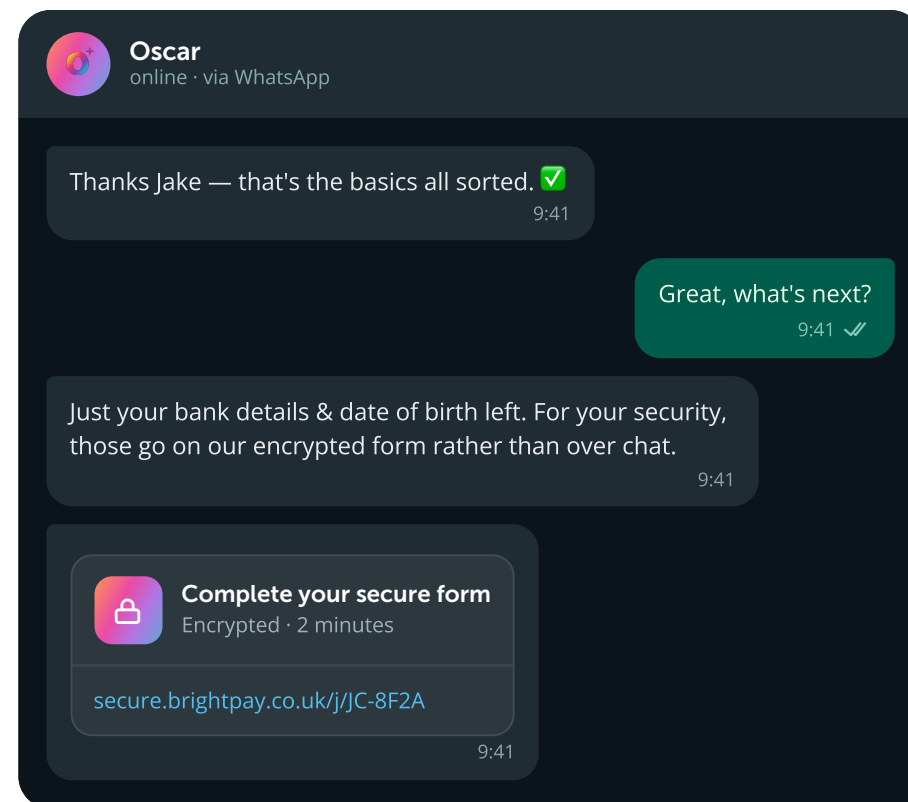
TIP

The mobile number **locks once the request is created**, so double-check it. The completion deadline defaults to two weeks — editable any time via the spanner icon.

What the new starter sees

The moment you create a request, Oscar takes over — starting with a WhatsApp conversation, then moving to a secure form for sensitive information.

-  **A heads-up email.** The employee gets an email letting them know a WhatsApp message from Oscar is on its way.
-  **Oscar introduces himself.** A friendly WhatsApp message from Oscar (+44 7578 846634) introduces him and explains what's needed — the whole thing takes under 10 minutes.
-  **A simple conversation.** Step by step, Oscar collects personal details like name, address and start date through WhatsApp.
-  **Submits sensitive data via a secure form.** When it's time to collect sensitive information — National Insurance number, bank details, date of birth — Oscar sends a secure link via WhatsApp. Employees can also upload documents like a P45 or bank statement, and Oscar reads and extracts the data automatically.
-  **Secure & GDPR-compliant.** Every response is processed securely and stored in line with GDPR requirements.
-  **Ready for review.** When they finish, your dashboard status changes to [Review Now](#)



Review, approve & manage

Oscar collects the data. You make the decisions. When Oscar finishes, you get a notification and the dashboard status turns to Review Now — your final quality check before anything enters payroll.

1 Open the review

Click **Review Now** next to the employee on the Employee Onboarding dashboard.

2 Check Oscar's work

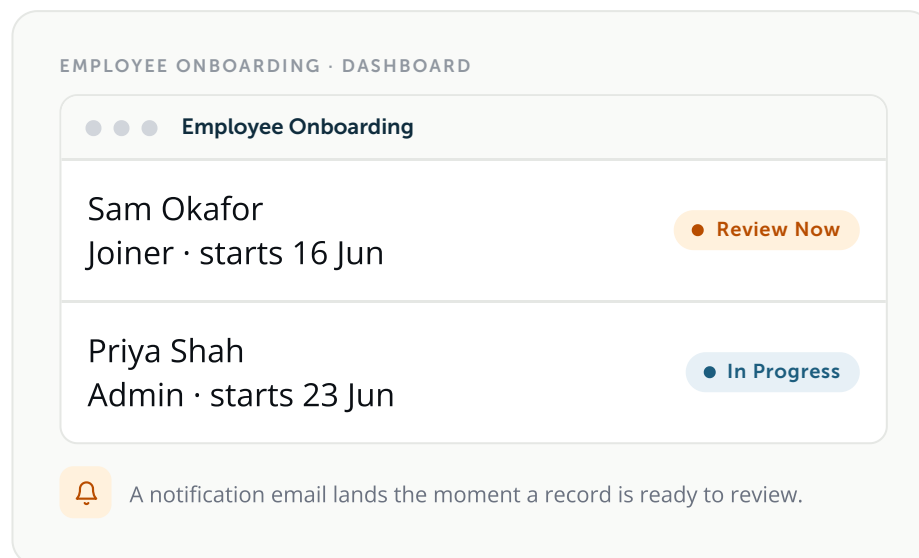
Review everything collected for accuracy and completeness.

3 Approve

If it's correct, approve — the data is committed to **BrightPay Cloud** and the starter is ready for payroll.

4 Or edit first

Need a change? View the full audit trail and correct any field before approving.



MANAGING LIVE REQUESTS · THE SPANNER ICON



Edit Onboarding Details — change the deadline, start date or email address.



Resend invitation — if the employee missed or deleted the WhatsApp/email.



Cancel — if a request was created in error.

Questions & support

The employee says they haven't received a WhatsApp message.

Check the mobile number is correct, including the country code (44 for the UK). If it's right, use Resend Invitation from the spanner menu.

Can I change the mobile number after sending?

No — the number locks once the request is created. If it's wrong, cancel the request and create a new one with the correct number.

What if the employee doesn't respond by the deadline?

You'll see the deadline on the dashboard. Extend it via Edit Onboarding Details, or cancel and re-invite.

Does Oscar work for all employee types?

Oscar collects the standard payroll onboarding information for most new starters. Your normal process applies for non-standard or complex arrangements.

EAP support

During the Early Adopter Programme you have direct access to the BrightPay product team. If something behaves unexpectedly, or you have feedback to share, please reach out — your input is exactly what this programme is built to capture.



YOUR EAP CONTACT
oscar.worker@brightsg.com

[Visit the Help Centre](#)

QUICK REFERENCE · AT A GLANCE

TASK	WHERE TO GO IN BRIGHTPAY
1 Start an onboarding	Employees > Employee Onboarding > Onboard New Employee
2 Review & approve	Dashboard > Review Now > Approve
3 Edit · resend · cancel	Spanner icon > next to the employee
4 Check progress	Employee Onboarding > status column