

Welcome to BrightPay Cloud

Your payroll processor is introducing a new cloud portal for both you and your employees, bringing a wide range of features and benefits.

Discover the features and benefits below, with access help guides and videos to help you with the new Employee Self Service portal and Manager's Portal.



[Watch Demo](#)

What is BrightPay's Employee Self-Service and Manager Portal?

BrightPay has an online portal for an Employee and for Managers with a large range of features and benefits for employees and managers.



Payroll Records

As an employee on the Employee Self-Service Portal you can instantly access your payslips anywhere, anytime through your secure online portal.



Employee Calendar

The real time employee calendar allows you and other managers to see at a quick glance what employees are on leave, when and what type of leave they are on – annual, unpaid, parenting leave, absent or a type of custom leave. Several types of leave can be entered on the employee's calendar if required.



Employee Self Service Portal

Employees can access their Employee Self Service Portal on any device and any location, giving employees instant access to their payroll information and more.



Leave Management

Employees can submit leave requests – annual and unpaid – for their manager to approve. Managers will be notified of the request and can view the calendar online before approving/declining, to ensure there is always sufficient cover.



Employee Records

Employers and Managers can track of their employees' basic personal information details which can be updated by employees by request. This ensures the most up to date and accurate employee data are on file.



Secure Cloud Storage

Data security is extremely important especially with employee personal and financial information. Payroll information is stored on Microsoft Azure, which is one of the safest ways to store personal data securely.

Benefits to Employers

Here are some key advantages of the Employee Self-Service Portal and Manager's Portal that are accessible via any internet browser, any location, anytime.



Secure & GDPR Compliant

Employees have an additional layer of data protection with payroll information on the Employee Self-Service access with optional two factor authentication, encrypted document exchange and secure communications.



HR & Leave Management Tool

Benefit from a ready to go easy to use HR software solution streamlining previously tedious and time-consuming people management tasks. HR software does not need to be complicated or out-of-reach for the micro employer.



Automated Payslip Distribution

Payslips are automatically available to employees through their secure self-service portal and employees receive email notifications when they are ready to view.



Reduce your HR Workload

With the employee self service system employees can retrieve their historic payslips, view their annual leave calendar, check their leave balance remaining and update personal information all without once contacting their manager/HR directly, allowing more time to focus on core business activities.

Employee Self Service Portal

Employees can be invited to their own self-service portal which can be accessed by any internet browser on any device.

The employee self-service system introduces several features including:

- 24/7 online access anywhere, anytime
- Email alerts to the employee's email address
- A digital payslip library with current and historic payslips
- View an employee calendar with past and scheduled leave
- Request leave on the go from the self-service portal
- View their leave balance remaining
- Update their personal contact details



Watch Video

Below is the Employee Starter Pack containing step-by-step guides and videos that you can send your employees after you have sent the invitation email.



Employee Starter Pack

Additional Resources

There are a number of [help guides](#) and [video tutorials](#) on our website that can assist you with your online employer portal. Here are the most common help guides:



Inviting employees to self-service



Assigning Managers