

Welcome to BrightPay Cloud

As part of our commitment to providing a modern and efficient payroll experience, we are transitioning from Thesaurus Payroll Manager to BrightPay Cloud. This new system offers a streamlined, cloud-based experience designed to improve accessibility, security, and ease of use for employees.



What This Means for You?

- Same great experience, now in the cloud – Your payroll information will still be easily accessible, but now with improved flexibility.
- Secure & Convenient Access – View your payslips, request leave, and update personal details online from any device.
- Improved Self-Service Features – You'll have access to an intuitive employee portal that makes managing your payroll information easier than ever.



Key Features of BrightPay Online

- Payslip Access – View, download, and print your payslips securely.
- Annual Leave Requests – Submit time-off requests and track leave balances online.
- Update Personal Details – Change your contact or bank details directly in the system.
- Secure Cloud Storage – Your payroll information is safely stored and accessible 24/7.



Next Steps

- Check your email for an invitation to join BrightPay.
- Set up your Bright ID and explore the new platform.
- Reach out if you have any questions or need assistance.
- We're excited to bring you an improved payroll experience with BrightPay Cloud!

How you can access the self service portal?



Dear team member,

I hope this email finds you well. As part of our efforts to streamline our payroll and HR processes, we have implemented a self-service portal that allows you to access your pay information from any browser. To get started, please follow the instructions below to set up your account:

1. Click on this link [here](#) to access the self-service portal.
2. Enter the email address that you currently receive your payslips to.
3. Follow the prompts to create a password and complete the registration process.
4. Once you have set up your account, you can log in to the self-service portal by clicking on this link [here](#). From there, you will be able to view your pay information.

Thank you for your cooperation in this matter.



Frequently Asked Questions



What happens to my old payroll data?

Your previous payroll information will still be available, but going forward, all new payslips and payroll-related data will be stored in BrightPay.



Do I need to download an app?

No, BrightPay is web-based and can be accessed from any browser on a computer, tablet, or smartphone.



What if I forget my login details?

You can reset your password using the *Forgot Password* option on the login page.



Can I still get paper payslips?

This depends on your employer's policy, but we encourage digital access for security and convenience.



Who do I contact if I have issues?

Your payroll administrator is your first point of contact, but BrightPay also provides customer support if needed.

