

Moving to BrightPay cloud: What you need to know

As payroll processes evolve, compliance requirements grow, and businesses demand greater efficiency, transitioning BrightPay to the cloud ensures a future where you benefit from seamless access to the latest tools and automation.

BrightPay cloud brings you the same reliable payroll experience you know and trust—now enhanced with powerful new features, improved security, and the flexibility to access your payroll anytime, anywhere, from any device. Multiple users can collaborate in real time, making payroll management easier than ever.

What We've Been Working On:

We've been building BrightPay cloud to help you take advantage of modern, secure, cloud-based payroll processing. Key developments include:

- **A simple three-step migration process** to move from desktop to cloud.
- **Real-time collaboration**, with multiple users able to view and edit the same employer data from any location.
- **Automatic updates and cloud hosting**, eliminating the need to install software or manage backups.

We've also introduced:

- **A Client Portal** where employers, accountants, and managers can:
 - View employee details
 - Manage leave and HR resources
 - Access payslips, financial data, calendars, and more
- **A Manager's Portal** that supports three types of managers, enabling them to:
 - Manage employee data
 - Review and approve leave
 - Access shared calendars

This move is part of our ongoing commitment to delivering more secure, flexible, and accessible payroll services — available to you anytime, anywhere.

Understanding the Differences

BrightPay cloud is not designed to be a direct replica of BrightPay desktop. Some features have been reimagined for a better cloud experience, and others with limited use may not be included in the cloud version. While many core features are already available, others are still being developed and will be rolled out throughout the year.

We've outlined below the features that are either different or still in development, so you can make an informed decision about when to make the move.

We recommend beginning the transition early – review your clients and internal workflows to decide which customers are best suited to move now and which may follow later. To help, all BrightPay cloud subscriptions include continued access to the desktop and Connect versions for the remainder of the current tax year. This gives you time to test, train, and embed new processes with confidence.

Feature Development Timeline

Here's a breakdown of key areas and what's coming soon:

Employee Self Service Portal

Feature	Availability
Automatic enrolment letters on the portal	Available now
Employees view others' leave	Available now
P60s, P45s, PBIKs email notifications	Available now
Full access from any device	Available now

**Please note that a Manager & Employee app is also available. This is in addition to the current portals.*

Client Portal

Feature	Availability
Payslip / HMRC reminders	Available now
Invitation email for user	Available now
Payroll entry & approval requests	Available now
Document read/audit trail	Available now
HMRC Bank Details & Reference Number	Available now

Payroll Core Features

Feature	Availability
Edit amounts on piece rates	Available now
Email/download multiple payslips for single employee – payslips can be downloaded/ emailed for all employees and payslips are available on the EESSP and Client Portal.	Available now
Payslip email timestamps	Available now
A4 payslip format – A5 available and payslips are available on the Employee and Client Portal	Available now

Reports

Feature	Availability
Employment Allowance & Attachment Orders reports	Available now
Multi-report email/download – clients can access reports on the Client Portal	Available now
Statutory payment calculations & schedules	Available now
Report password protection – reports can be made available on the Client Portal via password login	Available now
Report file names include period	Available now
Custom report copying across employers	Available now
Statutory pay forms	Available now
Bureau & employee count reports	Available now
Printing Payroll Journal Summary/Coding Notice History	Available now
Employees display ordering when exporting documents	Available now
Customisable Next Estimated Pay Day Indicator	Available now

Paying Employees

Feature	Availability
Custom bank file templates – 59 options available & you can upload your own custom bank files	Available now
Edit wage amounts in Modulr/bank file	Available now

Automatic Enrolment

Feature	Availability
Bulk email/download AE letters	Available now
Display of pension amounts on Creating Contribution File setup	Available now

Real Time Information (RTI)

Feature	Availability
XML RTI download	Available now

**Please note that these feature delivery timelines are estimates and may change.*

Making the Move

We understand that migrating to a new system is a significant step. That's why BrightPay cloud is being developed with care — so you can adopt it at a pace that suits your business and your clients.

You don't need to move everyone at once. Start by exploring the cloud version, testing it with selected clients, and evaluating new processes. With access to both cloud and desktop included in your subscription this tax year, you can manage the transition smoothly and securely.

We'll continue to share updates as new features are released. In the meantime, if you have any questions or need guidance on the best approach for your bureau, we're here to help.