

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 your new cloud portal – Employer Portal and Manager's Portal.



Watch Demo

What is BrightPay Client and Manager Portal?

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



Payroll Records

On the Employer Portal you can instantly access your employees' payslips and payroll documents, run your own payroll reports, and view amounts to HMRC 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 Settings

On the Employer's portal you can enable the rules you require for the Employee Self Service Portal, like setting up the payslip availability rules, enabling employee requests, adding a global manager. Find out more information about the Employee Self Service Portal [here](#).



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 or employer 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.



Company Communication

Whether it is an important memo, the company quarterly newsletter, details of the summer staff BBQ, the notification system will allow employees be kept up to date on what is happening in the workplace, regardless of location.



HR Documents and Resources

You can share documents and resources with an individual employee, a particular department or all employees at the touch of a button.



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.



Payroll Entry and Payroll Approval Requests

Easily submit your employee hours/payroll details each pay period to your payroll processor through your secure online portal.

Instantly approve the payroll amounts through your secure online employer portal, eliminating the requirement to send documents with sensitive personal information by email.



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.

***Please note, your payroll processor may not be using all of the features listed above**

Benefits to Employers

Here are some key advantages of your employer dashboard accessible via any internet browser, any location, anytime.



Secure & GDPR Compliant

You have an additional layer of data protection with payroll information on the Client Portal, Employee Self-Service access with two factor authentication, centralised document storage, 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.



Online Access 24/7

You have instant access to payroll information, anywhere, anytime, any device. Access payslips, run payroll reports and view amounts due to HMRC without having to wait for your payroll processor to send this information to you.



Automated Payslip Distribution

Some payroll processors send payslips directly to the employer to distribute to their employees. 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 HR Resources, 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.



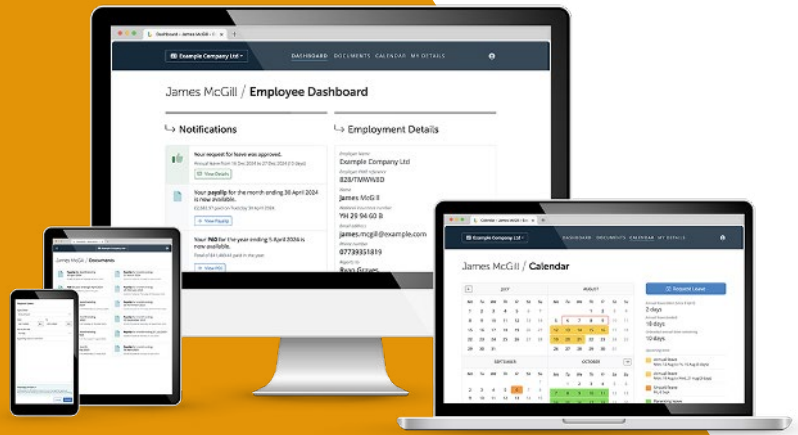
Full Control

Although your payroll processor completes the payroll for you, you can maintain full control over your payroll. With the ability to upload employee pay information and approve the payroll (*features coming soon*) you have flexibility and control of the payroll and you can authorise the payroll before the payslips are issued to employees and can set when the employees receive the payslips.

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 a number of 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 and download HR Resources
- 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:



Approving leave requests



Inviting employees to self-service



Adding resources & documents



BrightPay cloud tutorials



Payroll entry requests



Payroll approval requests