

TASK	HELP PAGE	DONE	INITIALS
Adding an Employer Digital Certificate	 Click to view		
Adding an Agent Digital Certificate	 Click to view		
	 Click to view		
Retrieving RPNs	 Click to view		
Setting up Pension Scheme & Applying Pension Deductions	 Click to view		
	 Click to view		
Benefit in Kind	 Click to view		
Auto Enrolment	 Click to view		
Additions & Deductions	 Click to view		
	 Click to view		
Adding/Amending Hourly Rates	 Click to view		
Holiday Leave	 Click to view		
Importing Periodic Payments	 Click to view		
User Management	 Click to view		
Employee Self Service Portal	 Click to view		
Manager Portal	 Click to view		
Client Portal	 Click to view		

PLEASE NOTE

Important note: If you are moving from a different payroll software provider to BrightPay during the tax year, you must transfer over the same Employment Status/ID. The Employment ID is unique for each separate employment for an employee and is required to identify an employee during PSR submission.

It is recommended that all employer and employee details are reviewed before processing any payroll to ensure information imported in is correct and applicable for the tax year in question. Any questions/queries please enter in the box below so we can go through it on our next call:

