

BrightPay Migration Checklist



Watch the demo
to get started

| TASK | HELP PAGE | DONE | INITIALS |
|---|--|------|----------|
| Adding Revenue Digital Certificate |  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 | | |
| Additions & Deductions |  Click to view  Click to view | | |
| Adding/Amending Hourly Rates |  Click to view | | |
| Annual Leave |  Click to view | | |
| Submitting PSR |  Click to view | | |
| Importing Periodic Payments |  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.