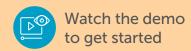
## **Bright**Pay Migration Checklist



TASK	HELP PAGE	DONE	INITIALS
Adding Revenue Digital Certificate	Click to view		
Retrieving RPNs	Click to view		
Setting up Pension Scheme &	Click to view		
Applying Pension Deductions	Click to view		
Benefit in Kind	Click to view		
Additions &	Click to view		
Deductions	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.