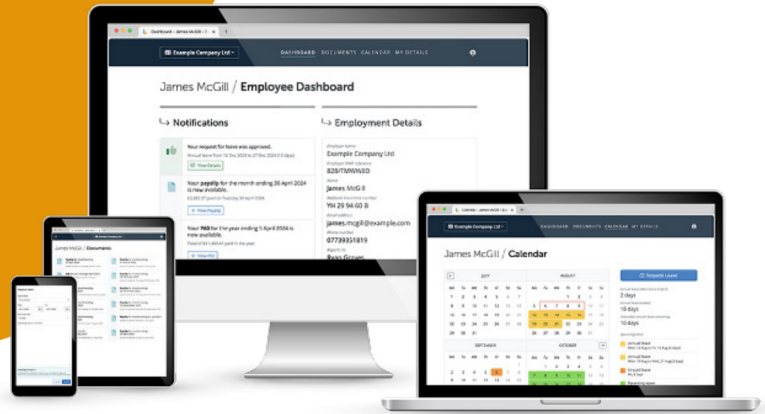


BrightPay

Employee Self Service Portal



With your Employee Self Service Portal you can now...

- Access your payslips and documents anytime, any location and from any device
- View annual leave entitlement and your calendar,
- Request your annual leave,
- Request changes to your personal details

[Access your Employee Self Service Portal here.](#)

Bright ID

An Employee needs to have a Bright ID to access their Employee Self Service Portal. A Bright ID is an email address and password you register with Bright Software Group and it uniquely identifies a user for our products and services.

An employee can sign up for a Bright ID [here](#).

Please view our video tutorial for further guidance [here](#).

Your Personal Details

This page shows the personal details that your employer currently holds for you, and allows you to request some updates such as address, phone number, emergency contact details, etc.

If you want to view or update your personal details, within **'My Details'**, simply click **'Change'**, enter in the changes required, add further changes if desired, once you are happy to send the request select **'Submit for Approval'**. **This needs to be enabled by the employer.*

Your Manager will receive a notification email with the details of your request for approval. View our tutorial [here](#).

Please note: Some important details that your employer must report to HMRC such as date of birth and National Insurance number cannot be changed here. For security, sensitive details (e.g. payment bank account information) are not displayed here either. Please contact your employer directly if any of these details need to be updated.

Your Payslips & Documents

Tap **'Documents'** to access all documents that have been uploaded to BrightPay for you. Then either select Payroll or HR Resources.

Select the payroll document you wish to view. This will now be previewed on screen.

Click **'Download'** button at the top right to save the document to PDF or select **'Print'** button at the top right to print the document.

Select a HR Resource by selecting the relevant link – you can download any file attached or click on any URL on the Resource.

Please view our video tutorial [here](#) for further guidance.

Your Calendar

The current 4 months will be displayed on your employee self-service portal, showing any leave that you have taken/booked off during the calendar year. You can select a future month or previous month by selecting the relevant arrows.

To access your annual leave calendar, tap the Calendar icon and you will be able to see what days you have taken/have booked off.

To request leave, select **'Request Leave'** on the top corner of the screen and enter in the details required. **This needs to be enabled by the employer.*

Your requested days will now be marked on your calendar, and your manager will receive a notification with the details of your request for approval.

Please view our video tutorial [here](#) for further guidance.