



Bright Pay Connect User Guide for Employees

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Employee Dashboard - Documents



1) Click '[Browse All Documents](#)' to access all documents that have been uploaded to BrightPay Connect for you. Alternatively, click '[Documents](#)' on the top menu bar.

Documents which can be accessed here include:

- [Your payslips](#)

You will be provided with a payslip for each pay period on or before pay day. At minimum, your payslip will show your employer's details, information about you and your employment, your earnings before any deductions, the amounts of any deductions (e.g. tax and National Insurance), 'year to date' totals for the tax year, and your net 'take home' payment amount. Your payslips can be used as proof of your earnings, tax paid and any pension contributions.

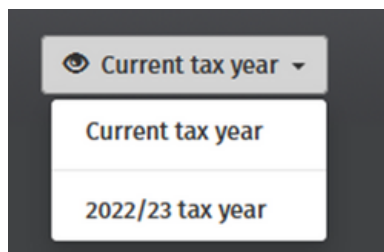
- [Your P60s \(if applicable\)](#)

Your P60 shows a summary of your earnings and tax paid in the tax year (6 April to 5 April). You'll need your P60 to claim back overpaid tax, to apply for tax credits, or as proof of income if you apply for a loan or a mortgage.

- [Your P45 \(if applicable\)](#)

You'll get a P45 from your employer if and when you stop working for them. Your P45 shows how much tax you've paid on your salary so far in the tax year (6 April to 5 April). A P45 has several parts – you must give parts 2 and 3 to your new employer (or to Jobcentre Plus if you're not working).

You can select which tax year you would like to view:



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

Click the '[download](#)' button at the top right to save the document to PDF.

Payslip Month 9 (ending 31 December 2023)



Employee Dashboard – Calendar

DASHBOARD

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MANAGE



The current month will be displayed on your dashboard, showing any leave that you have taken/due to take during this month.

This will provide an overview of the your calendar events as follows (if updated by your employer):

■ Annual leave

■ Unpaid leave

■ Absence

■ Sick leave

■ Parenting leave

Employee Dashboard – Employee Details

DASHBOARD

DOCUMENTS

CALENDAR

EMPLOYEE DETAILS

MANAGE



***Please note: this particular functionality must be activated by the employer to be available to the employee**

1) Should you wish to update your personal details, within '[Employee Details](#)', simply click '[Update my details](#)'. Alternatively, click '[My Details](#)' on the top menu bar.

This page shows the personal details that your employer currently holds for you, and allows you to request any updates.

2) To add or change details, click the '[Change](#)' button next to each applicable field and enter or update the details as required. Click '[Submit Request](#)', when completed.

Your employer will receive a notification with the details of your request for approval.

Please note: Some important details that your employer must report to HMRC such as date of birth, National Insurance number (NINO) and tax code 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 needs to be updated.