brightpayconnect

Cloud backup. Employee self service.

With Connect you can now…..

- Request your annual leave,
- Request changes to your personal details,
- Access your payslips and documents on the go!

Your Payslips & Documents

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

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.

Your Calendar

The current month will be displayed on your app, showing any leave that you have taken/booked off during this month.

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, just tap the + on the top corner of the screen

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

Your Personal Details

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

If you want to view or update your personal details, within 'My Details', simply click update your details and tap save.

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 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.