



## **BrightPay for Employers**

BrightPay is an easy to use payroll software that includes free automatic enrolment functionality. It is the perfect payroll tool for managing your employees' pay. Our customers think so too, with 99.5% of customers describing our interface as user friendly. Customers can also avail of our free phone and email support [here](#).

### **Payroll**

BrightPay has full HMRC accreditation and is RTI compliant. The software includes features that automates most payroll processes. A comprehensive list of all of the payroll features are available [here](#). 99.8% of customers rate BrightPay as excellent, very good or good for quality.

### **HMRC's Basic PAYE tools**

BPT users are concerned that migrating to another payroll tool will difficult and time consuming. BrightPay has made this step easy. We have even developed a feature that allows for free and easy import from HMRC's Basic PAYE tools to BrightPay. If you use [HMRC Basic PAYE tool's](#) migrating to BrightPay takes less than one minute. Read more about [importing from BPT to BrightPay](#).

### **Ease of Use**

BrightPay is an intuitive software that has been specifically designed with the user in mind. We ensure we stay up to date with any changes in legislation. Read our customer [testimonials](#) to see how much our customers love BrightPay. BrightPay has a 99.3% customer satisfaction rate.

### **Auto Enrolment**

The Pensions Regulator recommends you use payroll software that fully supports automatic enrolment (AE). BrightPay can automate AE tasks for you. The automatic enrolment features include staging, automating employee assessment, enrolment, tailored AE letters, opt-ins, joining, opt-out requests, postponement, AE reporting and more.

BrightPay is integrated with [14 AE pension providers](#) including Aegon, Aviva, Creative Auto Enrolment, Legal & General, NEST, NOW: Pensions, Royal London, The People's Pension, Scottish Widows, Simply Auto Enrolment Solutions, Trust Pensions, Welplan and Workers Pension Trust

Without payroll software that caters for auto enrolment or if using HMRC's Basic PAYE Tools (BPT), the assessment of employees and calculation of contributions will need to be done manually. A detailed list of BrightPay's AE features is available [here](#).

## Pricing

### Free Licence

A free licence is available to cater for employers with up to three employees. This licence has no hidden charges. Free licence users can avail of full functionality including automatic enrolment and free support. Download free licence [here](#).

### Standard Employer Licence

A standard licence is designed to cater for a single employer with any number of employees. Priced at just **£89 + VAT** per tax year, this licence includes unlimited employees, full automatic enrolment functionality and free support.

## Auto Enrolment in BrightPay

BrightPay has developed comprehensive auto enrolment features to make it easier for users to process these new duties. BrightPay automates and streamlines the AE process, including employee assessment, enrolment (including batch enrolling), personalised auto enrolment letters/communications, postponement, opt-in requests, opt-out requests & refunds, employee monitoring & reporting and integration with various pension providers.

BrightPay provides auto enrolment functionality free of charge to all customers. Watch our video to see just how easy BrightPay handles automatic enrolment. To view a full list of BrightPay's automatic enrolment features and functionality click [here](#).

## Auto Enrolment Features

### Auto Enrolment Software

The Pensions Regulator recommends that employers use payroll software that caters for automatic enrolment duties. BrightPay automates these duties for both employers and payroll bureaux. What's more, unlike some other payroll software providers, there are no additional costs or charges for auto enrolment. Full auto enrolment functionality is available to customers using any BrightPay licence.

## Staging

Once the staging date is known, this can be entered into BrightPay. When the staging date has been reached, on-screen alerts will notify the user of auto enrolment duties that need to be performed. If the staging date is unknown, it can be accessed on The Pensions Regulator's website [here](#).

[Video Tutorial](#)

## Pension Scheme Set Up

BrightPay is compatible with 14 different [workplace pension providers](#). Once an employer has set up an auto enrolment pension scheme with their chosen pension provider, the contribution rates are easily setup and can be customised for employees. Users can create different contribution rates for different groups of employees, e.g. one set of contributions for directors and another set for other employee groups, such as a sales department.

[Video Tutorial](#)

## Assessment

Once the staging date is reached, BrightPay will assess all employees automatically. BrightPay will use an employee's age and qualifying earnings to determine whether an employee is an eligible jobholder, non-eligible jobholder or entitled worker. BrightPay will automatically continue to monitor any changes to an employee's work status at each pay period.

[Video Tutorial](#)

## Pre-Assessment Tool

It is possible to get an overview of what automatic enrolment will look like before you reach your staging date. BrightPay's free pre-assessment tool will include details of the pensionable pay, qualifying earnings and pension scheme contribution amounts which are estimates based on those in the current pay period for each employee, and so are subject to change.

The standard qualifying earnings and contribution rates are used for all calculations. The tool is completely free to BrightPay customers and also includes general information about employee assessment.

PDF Example: [Pre-assessment Report](#)

[Video Tutorial](#)

## Enrolment

Eligible jobholders are seamlessly enrolled. A useful feature in BrightPay is the option to batch enrol more than one employee at the same time. When enrolling one employee, users will have the option to enrol multiple eligible jobholders with the same settings. Non-eligible jobholders and entitled workers will be informed of their right to opt in or join the scheme.

[Video Tutorial](#)

## Communication

BrightPay will automatically prepare each employee's automatic enrolment letter based on the employee's worker category, using the Pensions Regulator's letter templates. Eligible jobholders, non-eligible jobholders and entitled workers must receive a letter, informing them of their rights and explaining how auto enrolment applies to them. For example, an eligible employee's letter will detail the staging date, contribution rates, the employee's option to opt out and general information about how auto enrolment affects them.

Letters will be personalised with the employee's name and can be printed, exported to PDF or emailed directly to the employee. Batch processing of the letters is handled seamlessly. Some pension providers handle the

communications element of automatic enrolment, and in this instance, BrightPay will allow the user to turn on or off the on-screen alerts for the communications.

PDF Examples: [Eligible Letter](#) | [Non-eligible Letter](#) | [Entitled Letter](#)

[Video Tutorial](#)

## Postponement

Once the staging date has been reached, BrightPay will allow users to postpone some or all employees for up to 3 months. Employees can be postponed individually or batch postponed. BrightPay will automatically prepare the mandatory postponement letter for employees which can be printed, exported to PDF or emailed directly. Once the postponement period has ended, BrightPay automatically assesses employees again.

PDF Example: [Postponement Letter](#)

[Video Tutorial](#)

## Opting In & Joining

Non-eligible jobholders have the right to opt in to a pension scheme where the employer must pay contributions towards the scheme. Entitled workers have the right to join a scheme, however the employer has no obligation to contribute towards it. BrightPay can easily process both requests.

[Video Tutorial](#)

## Opting Out & Refunds

Once eligible jobholders have been enrolled, they have the right to opt out of the pension scheme within 30 days of being enrolled / receiving their auto enrolment letter, depending on which falls later. If an employer receives an opt-out notice from the pension provider for an employee, this can be processed by BrightPay. The software will automatically opt out the employee and refund any contributions that the employee is entitled to. The refund of contributions can then be visible on the employee's payslip.

[Video Tutorial](#)

## Payslips

All pension contributions are included on the employee's payslip, displaying both employer and employee contributions. Payslips can be printed to BrightPay stationery, A4 or A5 pages, exported to PDF or emailed directly to the employee. Payslips can also be printed to some popular payslip stationery, including some Sage and IRIS stationery.

BrightPay offers [payslip translation](#) documents for 35 different languages which is useful for employees whose first language is not English. The documents translate keywords and phrases that are included on a payslip for more than 50 countries.

PDF Example: [Payslip](#)

[Video Tutorial](#)

## Ongoing Auto Enrolment Duties

Automatic enrolment is an ongoing responsibility. Employers must continue to carry out duties and monitor any changes to their employees' worker category after the staging date. BrightPay will continue to automatically monitor the ages and qualifying earning of employees each pay period. Should an employee become an eligible jobholder, BrightPay will advise the user of their auto enrolment duties.

[Video Tutorial](#)

## Reporting

BrightPay's report writer within the analysis section allows the user to create and customise reports as required. A number of pre-set reports are provided within BrightPay, including payroll summary, pensions and statutory pay reports. These favourite reports represent the most common payroll reports generally used, but can be customised depending on the users preference.

[Video Tutorial](#)

## Contributions & Enrolment Files

BrightPay produces contribution files and where applicable, enrolment files for the supported pension providers. These files can then be uploaded to the pension provider's web portal via CSV file format. Currently BrightPay supports [14 pension providers](#) including NEST, NOW: Pensions, The People's Pension and many more.

It is possible to use an auto enrolment pension scheme that is not listed here using the CSV output option. BrightPay is releasing a new upgrade to provide direct integration via an API with NEST, and shortly thereafter with some other pension providers.

[Video Tutorial](#)

## Migrating from another Payroll

If you are using another payroll software package, it is possible to migrate your year-to-date data into BrightPay. BrightPay allows you to begin using the software from three different periods within the year, i.e. start at the beginning of the tax year, start part-way in the tax year or continue part-way in the tax year. If you are migrating mid tax year, the option to continue part-way will allow you to import a CSV file with employee year-to-date cumulative figures.

For more information see [Importing from Sage](#) or [Importing from IRIS](#).

## HMRC Basic PAYE Tools

The Pensions Regulator (TPR) has confirmed that BPT will not cater for the automatic enrolment duties. TPR will release a basic AE toolkit that allows users to download a spreadsheet where they can manually process assessments and contribution calculations each pay period. The Regulator advises BPT users to avail of free or low cost payroll software to automate the AE process and avoid non-compliance fines. Without appropriate software BPT users are at risk of not accurately assessing their employees or incorrectly calculating contributions. Find out more [here](#).

## Book a Demo

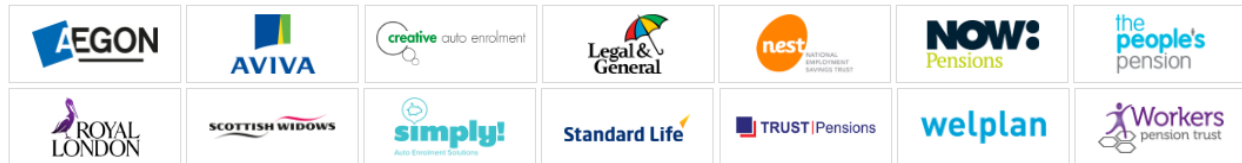
Do you want to take a closer look? A quick 15 minute online demo will illustrate just how easy auto enrolment can be within BrightPay. We can setup a sample company and take you step-by-step through the entire process, including entering staging date, pension set up, employee assessment, communications, opt-outs and postponement.

### [Book a Demo Today](#)

Watch our [video](#) to see just how easy it is to take care of payroll and automatic enrolment.

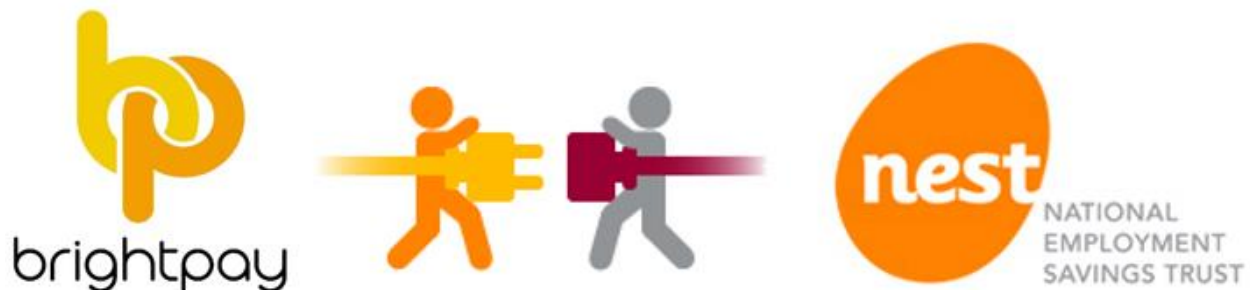
## Automatic Enrolment Pension Schemes

BrightPay is currently compatible with fourteen auto enrolment pension providers. BrightPay allows users to create and export contribution files and where relevant, enrolment files. These files are customised to each individual pension provider. BrightPay also supports many types of traditional pension schemes, which may or may not qualify for auto enrolment (check with your provider).



## NEST Integration / API

BrightPay's development team have worked very closely with NEST to integrate an API in BrightPay. An API (Application Program Interface) is basically direct integration between BrightPay and NEST which allows both systems to directly talk or communicate with each other. Users are now able to seamlessly submit their data through to the NEST API.



Customers can submit their contribution and enrolment files from within BrightPay. This will make it faster for customers to process auto enrolment. The NEST integration or web service will make auto enrolment compliance

more straightforward and remove the necessity to manually log on to the NEST web portal. The benefits for customers include time saving, reduced errors, data accuracy and simple processing.

[Click here](#) to find out how BrightPay and Nest API works.

## **Free BrightPay 60 Day Trial**

We pride ourselves on offering a superior product that makes life easy for our customers. At BrightPay we understand that people like to try before buying. We are so confident that you will like our software we are offering a free [trial](#) for 60 days. If you have three employees or less you can download BrightPay's free licence. The free licence has full functionality.

BrightPay's trial is a great way for you to discover just how easy BrightPay is to use without having to make any commitment. Start streamlining your payroll and [download](#) the 60 day trial today.

Watch this video to see how BrightPay helps John with automatic enrolment

