

Employee Payroll Portal



In our Company, we use an online system where you can review your documentation – the Bright Pay Online Portal service. The access link for the portal will be sent to you individually via the current personal email address we have on the payroll system. If you do not receive the email invitation before pay day, please contact payroll@melroseeducation.com ASAP to arrange a resend.

On receipt of the invitation, we would encourage you to sign-up and explore the portal to familiarise yourself with the layout. You will be able to access your payslips, P60, P45 and any other documents or notices that we issue. The initial sign-up allows you to access the internet version of the portal, which can easily be viewed on a computer but can be a little trickier to navigate on your phone. If you are interested in improving the phone experience of the portal, an app is available from BrightPay which allows you to sign-in and view a much more streamlined version. You can only sign-in to the app once you have completed the email sign-up process so please make sure you do this prior to downloading the app.

There is a short demonstration video available which can be found [here](#), and which will help you navigate the app, but please bear in mind that some of the features shown (such as the calendar) will not be enabled at this time.

Over time we may enable other features but will notify you of this in due course. If, when you have activated your Portal and App, you have any questions please do not hesitate to request advice or guidance by emailing payroll@melroseeducation.com.

Please note that BrightPay periodically removes access for leavers, so, in the event that you might need it, please ensure that you download your P45 with your final payslip. Replacements can be requested via email.

The BrightPay app is available on both Android and Apple products using the links below:

Android: [BrightPay Employee – Apps on Google Play](#)

Apple: [BrightPay Employee App - App Store](#)



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