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## Information For New Starters - Payroll

Welcome to your new job, Cashtrak provide payroll services for your employer. You will be sent an invite from the Brightpay Portal to the provided email address\* to set up your own account. The BrightPay portal is a payroll and HR system.

Once your Brightpay Portal has been set up you will:

- Have access to your payslips and other payroll documents (ie P60).
- View Calendar and Leave requests (subject to employer)
- Be able to update your personal details

Please ensure you follow invite link to the portal and log in as soon as possible as the invite will expire after a certain time.

Should you have any payroll queries, please contact your employer in the first instance, should they advise we should be contacted, you can contact us at: [payroll@cashtrak.co.uk](mailto:payroll@cashtrak.co.uk), urgent queries should be called through to 01865 522785.

\* Please ensure that you have provided an independent email address and not your work email address. This is because it will be your user name for the payroll portal (BrightPay) and if you leave your employment you will still be able to access your payroll documents, if you forget your password and need to reset it, it will e mail the email address given which would no longer be working should you leave your employment.