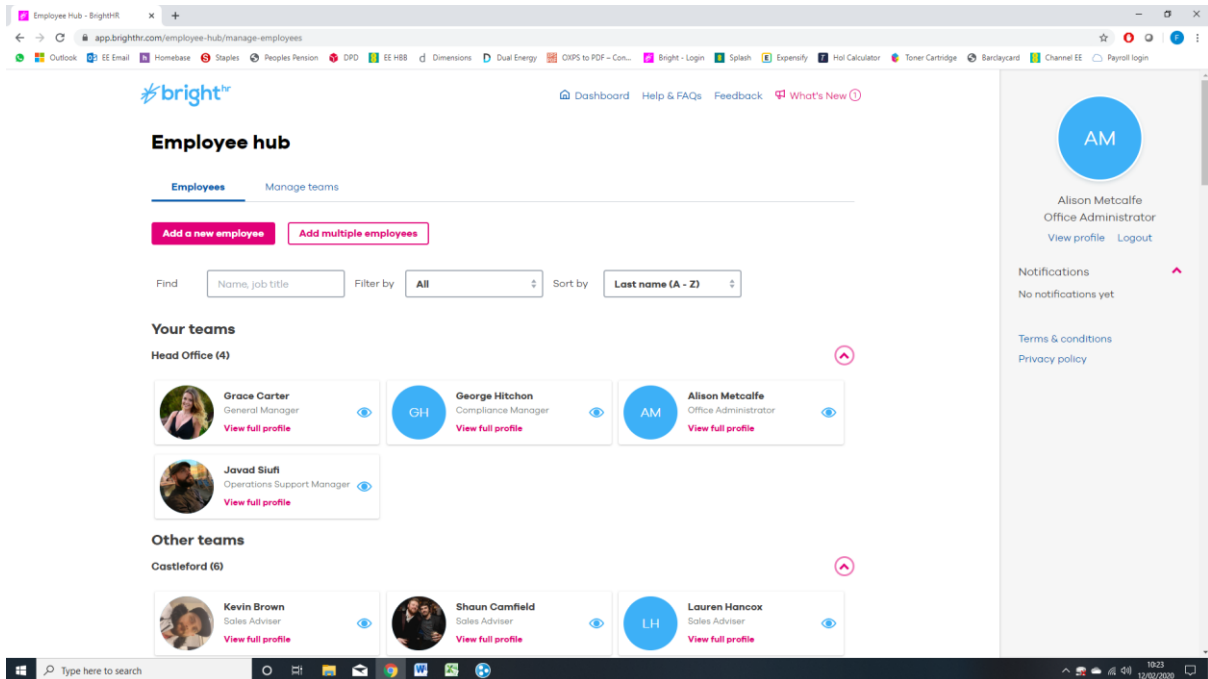


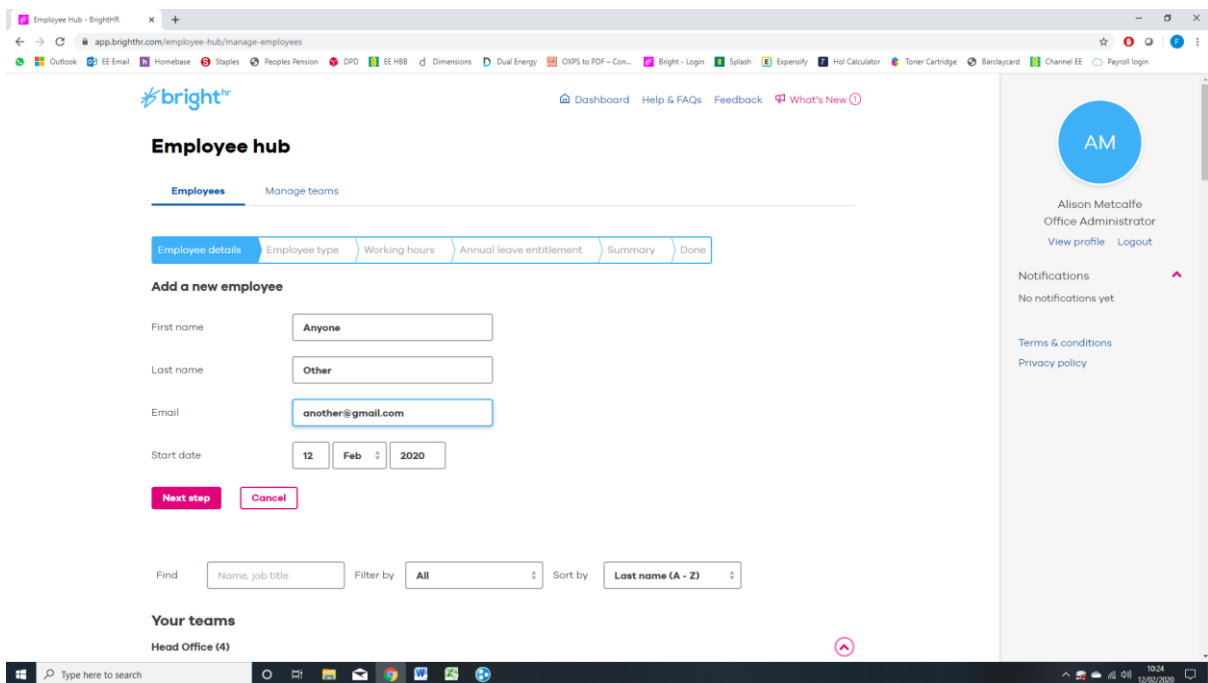
HOW TO ADD A NEW EMPLOYEE TO BRIGHT HR

From the Employee Hub Select “Add a New Employee”



Type in details of your employee into the boxes on the next screen.

Select “Next Step”



The type of employee to select is “Short hours or variable”

Employee hub

Employees | Manage teams

Employee details | **Employee type** | Working hours | Annual leave entitlement | Summary | Done

Please select the type of employee

Regular, full or part time
Employees on a repeating working time pattern who work fixed, predictable number of hours every week and have a fixed leave entitlement

Short hours or variable
Employees on a contract who work a different number of hours or days from week to week (but not zero-hours contracts)

Back | **Next step** | Cancel

Find: Name, job title | Filter by: All | Sort by: Last name (A - Z)

Your teams

Head Office (4)

Grace Carter
General Manager

George Hitchon
Compliance Manager

Alison Metcalfe
Office Administrator

Next step

Select the Leave unit as “days”. Input the contracted hours. The Company’s Working Week is 40 hours and, in most cases, the person is contracted for 5 days per week.

Employee hub

Employees | Manage teams

Employee details | Employee type | **Working hours** | Annual leave entitlement | Summary | Done

Anyone's working hours

Leave Unit: days

Employee contracted hours per week
To the nearest 30 minutes: 30 hrs 0 mins

Company's working week, excluding breaks
To the nearest 30 minutes: 40 hrs 0 mins

Contracted days per week
must be between 0 & 7: 5 days

Public holidays observed for: England & Wales

Back | **Next step** | Cancel

Find: Name, job title | Filter by: All | Sort by: Last name (A - Z)

Next step

Standard Annual Leave entitlement is 28 days per year. Once that is input the system calculates the pro-rata entitlement as the new starter has started part way through the year.

Employee hub

Employees | Manage teams

Employee details | Employee type | Working hours | **Annual leave entitlement** | Summary | Done

Anyone's leave year

Annual leave year start date: 1 Jan

Company's full time annual leave entitlement: 28 days

Annual leave entitlement: 28 days (Recommended 28 days)

Annual leave allowance 01 Jan 2020 - 31 Dec 2020: 25 days (Recommended 25 days)

Back | Next step | Cancel

Find: [Name, job title] Filter by: All Sort by: Last name (A - Z)

Your teams

Head Office (4)

Next Step

At this point you review the details you've entered so far and if you have made a mistake you can go back and amend it. Note that the default setting is that your new starter will receive an email inviting them to register with Bright HR.

Employee hub

Employees | Manage teams

Employee details | Employee type | Working hours | Annual leave entitlement | **Summary** | Done

Summary

You're about to add **Anyone Other** to the company.

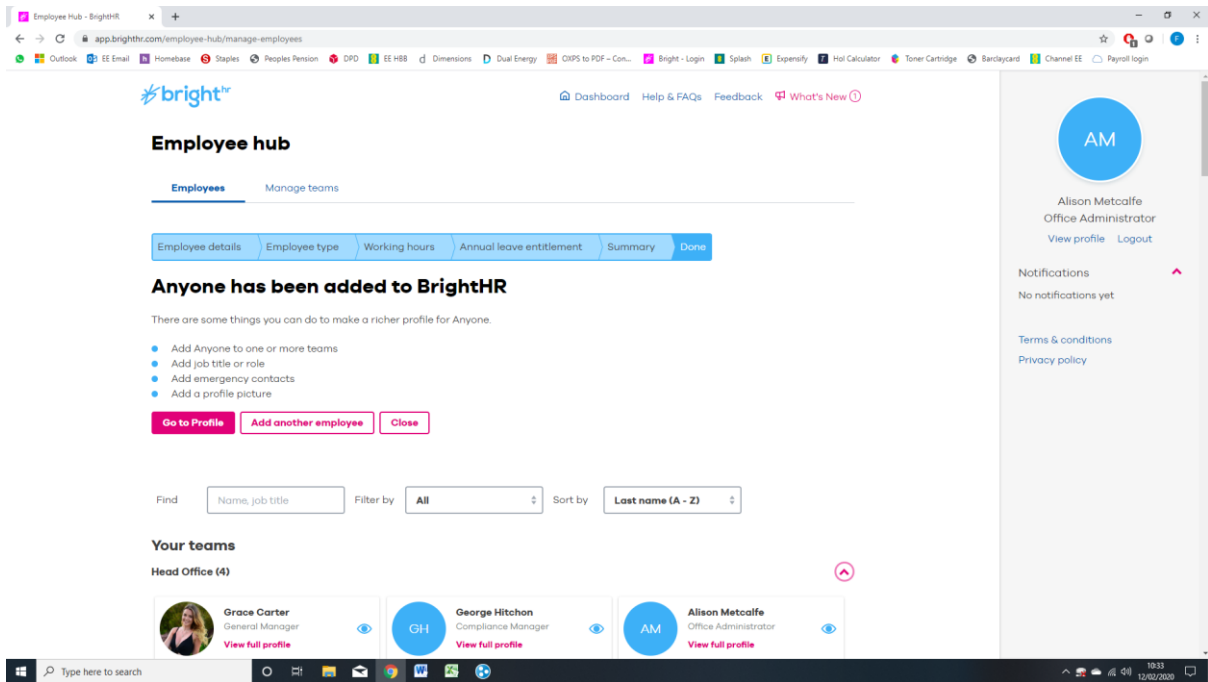
Employee start date	12 Feb 2020
Leave year start date	01 January
Company's full time annual leave entitlement	28 days
Allowance for leave year 01 Jan 2020 - 31 Dec 2020	25 days
Annual leave entitlement	28 days

Send Anyone a registration invite to another@gmail.com ☒

Back | Add Anyone | Cancel

Find: [Name, job title] Filter by: All Sort by: Last name (A - Z)

Select "Add" so your new record is created.

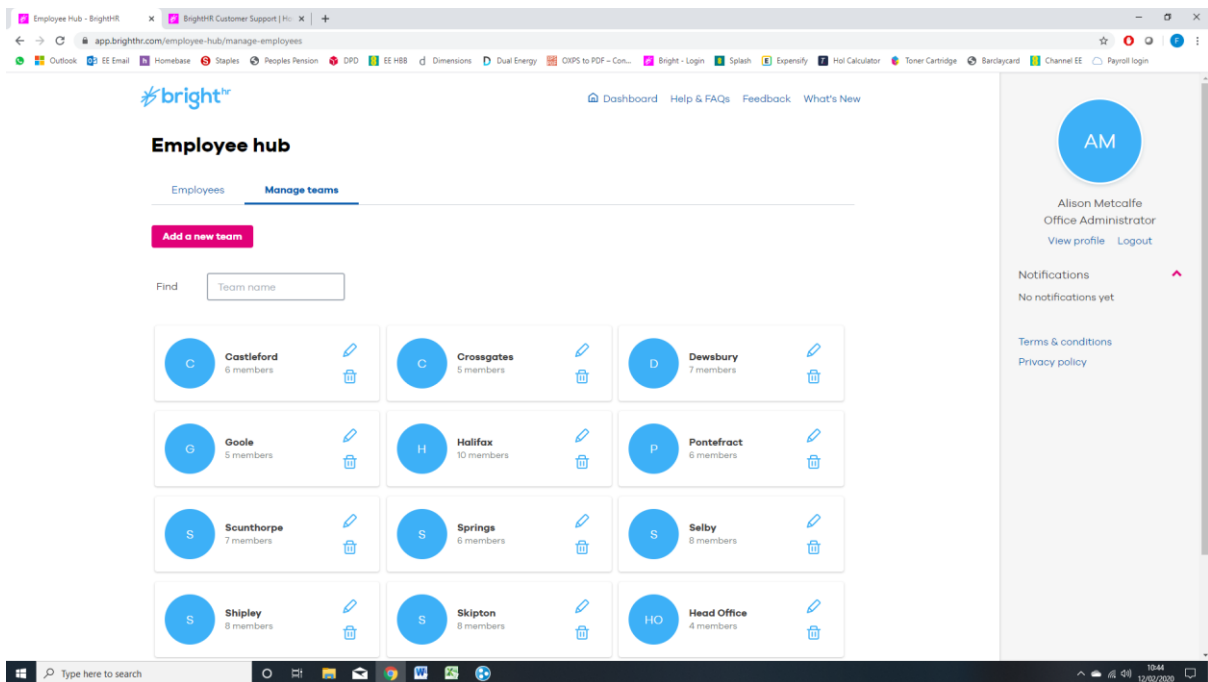


You now have the option to add more details for your new starter. Select “Go to Profile”.

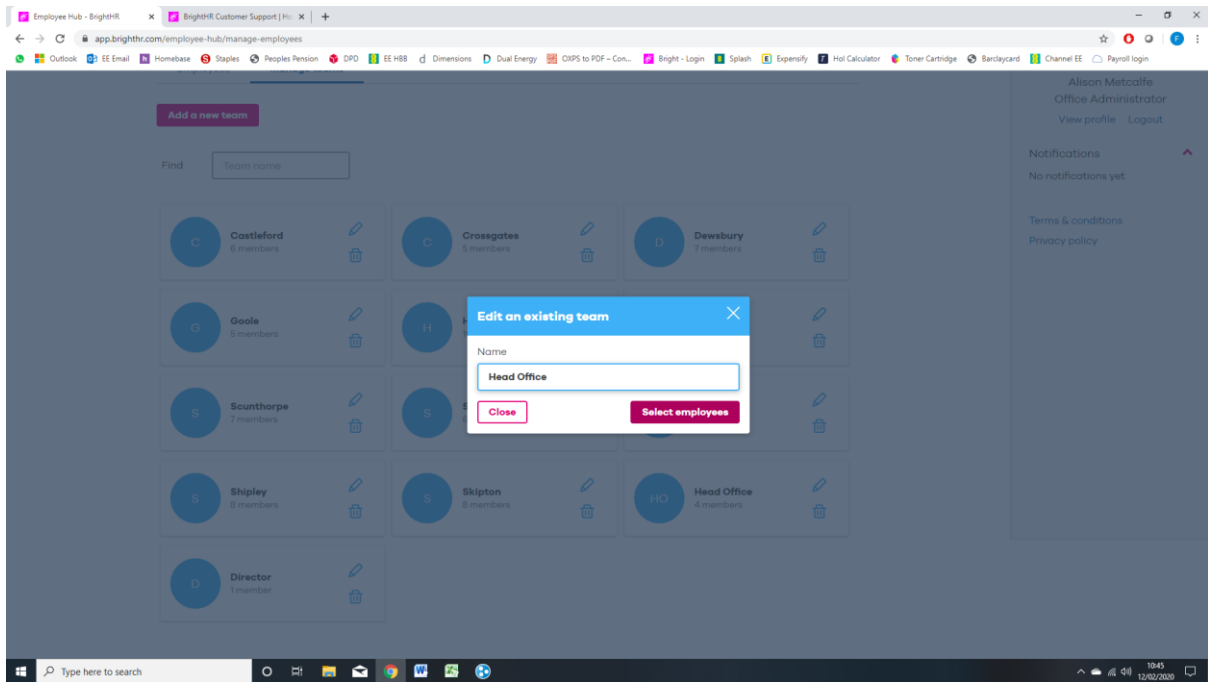
You then get the standard profile screen which everyone can see for their own record so you can add the address, date of birth etc.

Add to the Store

On the Employee Hub Select Manage Teams



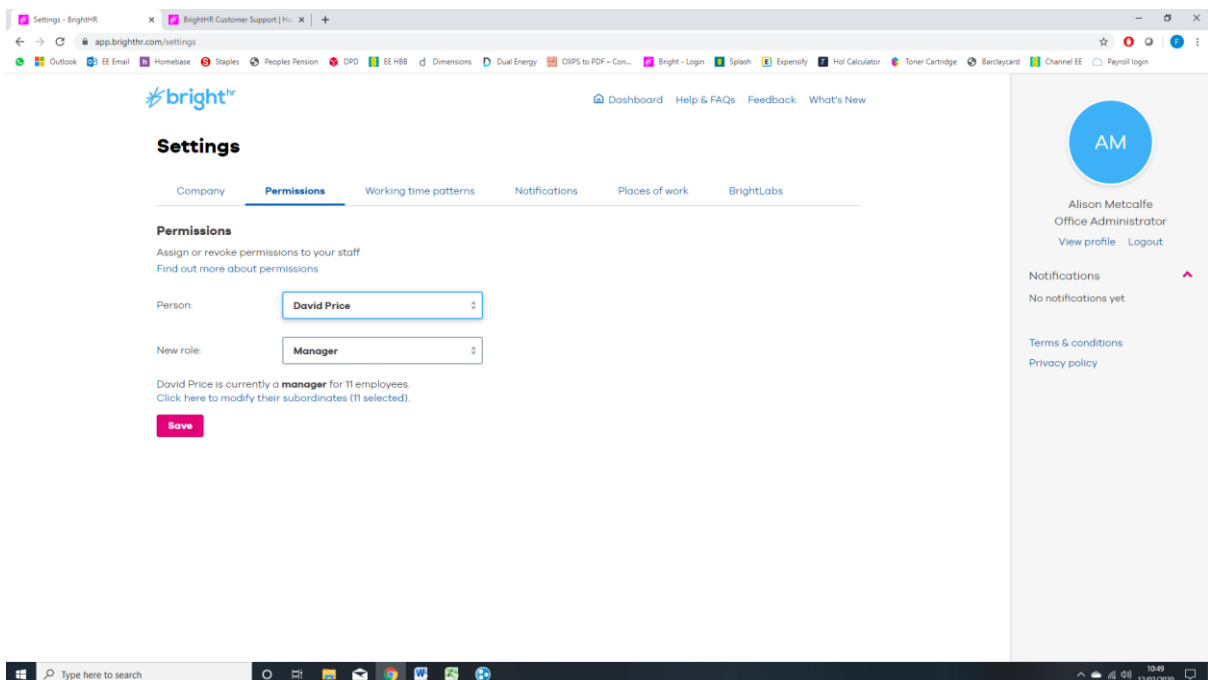
Go to your store and Choose “Select Employees”



You then have the option to find your new Starter and add him/her to your Store.

Change who the Employee Reports to

Go to Settings on the Dashboard. Select “Permissions”. Select the Manager’s Name in the Person Field. Click to modify their subordinates



A pop up opens and you can add your new employee. Ensure you press Save or the changes will not happen!