

LSC connecting success

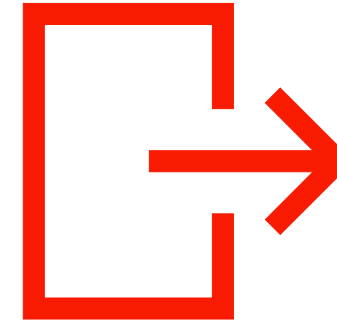
Introduction to BrightPay Connect

 brightpayconnect

www.LSCconnect.com

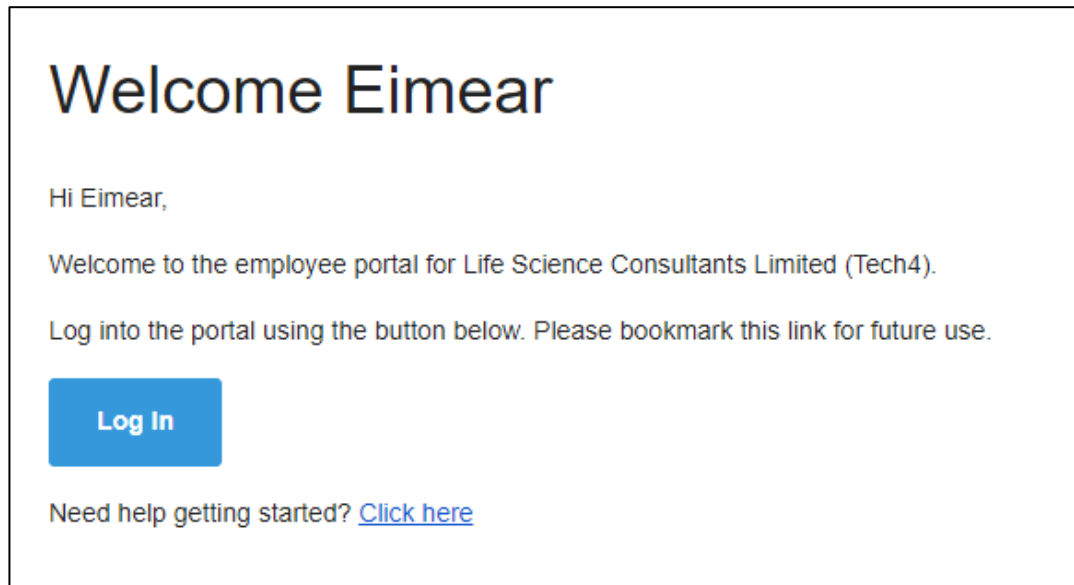


BrightPay Connect provides a web/mobile based self service dashboard for LSC employees to log in and access their payroll data.



This will allow LSC employees to request annual leave, check their holiday balance and update to their personal details.

- You will receive an e-mail invite which will allow you to log on to your BrightPay Connect Portal
- You can access it via a browser or via the BrightPay Connect app



View your payslips

Request holidays

View your holiday balance

Update your personal information

Other LSC information is also available on the portal

What is the new process for requesting annual leave?

Send holiday request form to your hiring manager for approval

- You will have received your holiday request form template in your starter e-mail

Submit holiday request on BrightPay Connect

- LSC will be notified of your request but will not approve until it has been approved by your manager

Once you have received approval of the holidays from your manager send to holidays@lsc.ie

- LSC will approve your holiday request on BrightPay Connect once holiday approval is received. You will receive a notification when it is received

Understanding your holiday balance on Brightpay

Holiday balances are shown on the system from January - December, which is the LSC holiday calendar.



If you start employment with LSC in the middle of a year holiday balances time apportioned based on your start date. For example, if your holiday entitlement is 20 days and you start on the 1st July 2022 you will only work for 6 months in 2022, therefore your holiday balance will appear on the system as 10 days.



If your contract is due to end before the end of December, the balance on Brightpay will show your balance would be up to the end of the year.



If your contract does end before the end of year, the holiday balance will reduce to reflect what your actual holidays earned up to the end of your contract. When your contract is ending, please confirm the end date with the finance team and we will reflect this on Brightpay. Once the end date has been updated on Brightpay your holiday balance will be adjusted by the system to reflect the actual leaving date.

If you have any questions following the demo please contact the finance team at holidays@lsc.ie

Please watch the video to see the Demo

