





Move to
BrightHR

January 2026

Getting Started

Welcome to BrightHR!

B BrightHR<noreply@brighthr.com>
To:  Zabi Dashwood

 This sender noreply@brighthr.com is from outside your organisation.



Hi

Fantastic news! Your company has signed up to BrightHR.

Through BrightHR you'll be able to update your personal and emergency details, view any of your employment documentation and more importantly request time off for your holidays!

The software is super easy to use, always available and securely stored in the cloud. All you need to do is create your password and have a look around.

[Get Started](#)

What's more, once you're registered you can download the BrightHR app for anytime, anywhere access. We've even included a link below to make that even easier!



— Sent from the BrightHR Team.

[↩ Reply](#) [➦ Forward](#)

- Registration emails will be sent today
- Click 'Get Started'
- Follow prompts to set up a password and complete account set-up

Getting Started

Key points

- Manages employee data
- Absence tracking and reporting
 - Including holidays and sickness
- Performance management
 - One to one meetings
 - Return to work interviews
- Document storage

Remaining Unchanged

- Expenses
- E-Learning



Actions



Home



Employees



Calendar



Rotas & shifts



Clock-ins



Documents



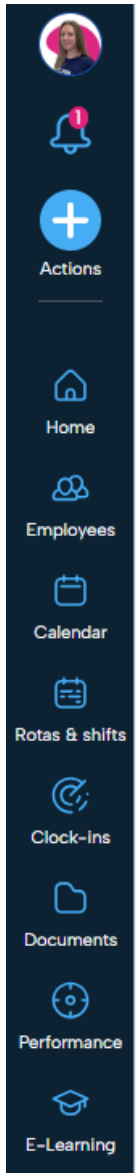
Performance



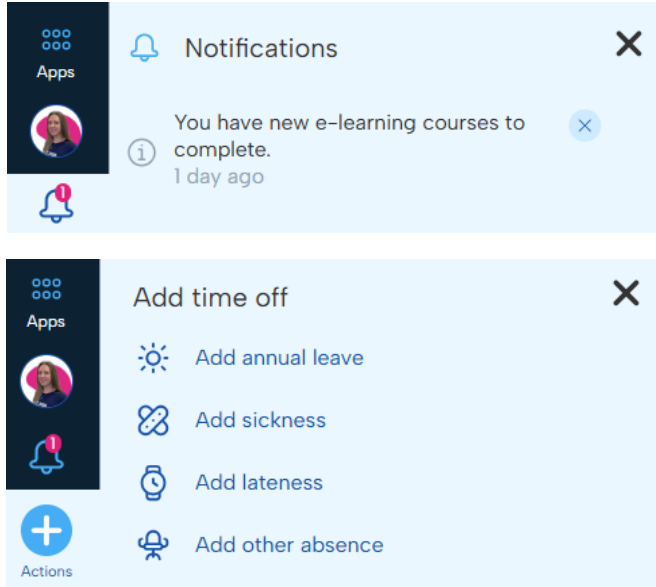
E-Learning

Navigating the toolbar

Account, Notifications, Actions



Account settings – password, etc



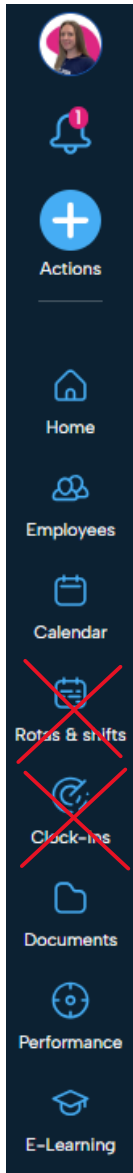
Company wide messages

E-Learning assigned

Requesting leave

Navigating the toolbar

Home



My summary

[Leave](#) [E-learning](#)

Annual leave
8 days remaining
26 days allowance
31%

Next up

Leave summary:

- Days remaining
- Allowance
- Next day's leave

My summary

[Leave](#) [E-learning](#)

Assigned to me [View all assignments](#)

Courses that have been specifically assigned to you

3/3 completed

Next up

You have no pending courses

[View available courses](#)

E-Learning summary:

- Courses allocated and the deadline
- Courses completed
- Available courses

Navigating the toolbar

Calendar

-
-
-
-
-
- ←
-
-
-
-
-



Search employees...

[What's New](#) | [Help](#) | [Feedback](#) | [Settings](#) | [Logout](#)

Calendar

[Calendar](#) | Pending requests **0** | Mandatory leave

January 2026

January

2026

Today Filter absences

Add time off

Sync

By team:

Teams

All teams My team(s)

By type: All (0)

Annual leave (0)

Sickness (0)

Lateness (0)

Other (0)

Annual leave Sickness Lateness Other absence Pending

Month view

< Previous month

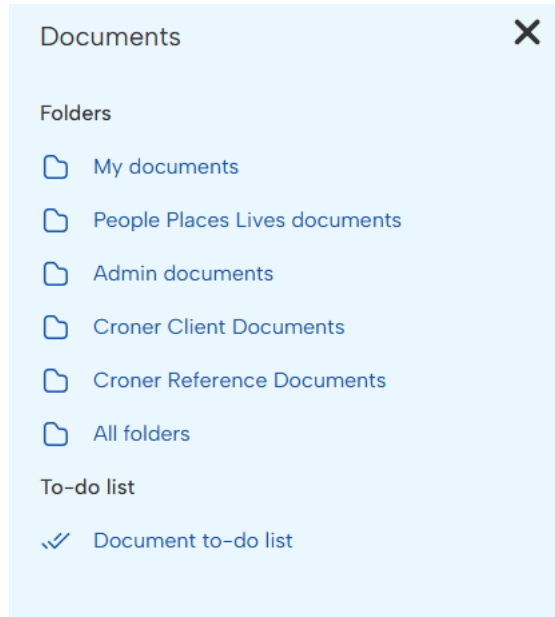
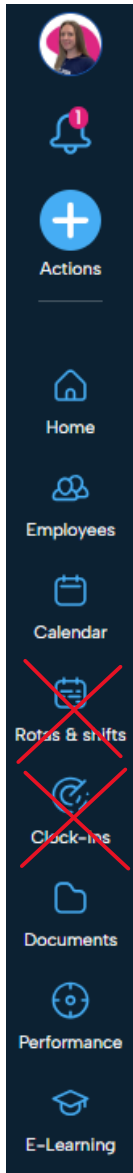
January 2026

Next month >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31 Dec	New Year's Day	1 Jan	2 January	3
5	6	7	8	9	10	11

View whole team's leave, as well as your own

Navigating the toolbar



Documents

My documents

Visible only to you, and management

Storage for:

- Appraisal documents
- Training certificates
- Leave documents

PPL documents

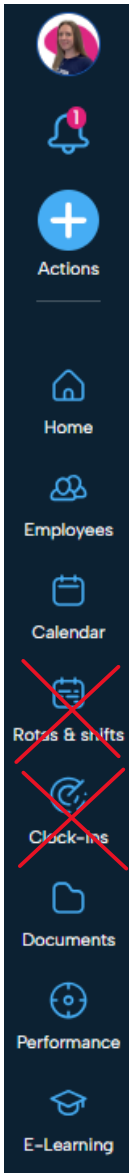
Visible only to the whole company

Storage for:

- Staff handbook
- H&S handbook
- Policies
- Forms

Navigating the toolbar

Performance



Performance



No goals assigned yet

Tip: If you're expecting a goal, check with your manager to confirm it's been assigned.

Performance goals:

- Accessible to both employee and manager

One-to-one reviews:

- Keep track of reviews
- Complete documentation – both manager and employee
- Set up a regular meeting/cycle



Reviews

Assigned to me | Manage cycles | Templates

Not complete | Completed

This is a list of all the reviews that have been specifically assigned for you to complete by your manager

Review title	Manager	Start date	Due by	Status
--------------	---------	------------	--------	--------

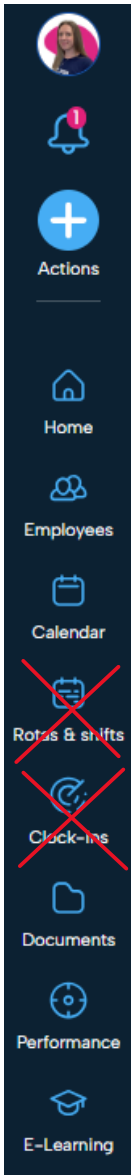


No reviews assigned yet

Tip: If you're expecting a review, check with your manager to confirm it's been assigned.

Navigating the toolbar

E-Learning



We will mostly continue to use Atlas for E-Learning:
Atlas - The Citation Platform

All staff have been allocated a course within the BrightHR E-Learning. Please complete and upload your certificate as per the instructions.

E-Learning

Assigned to me All courses

To do Completed

Search

Search course title

Getting started with BrightHR for employees

In this handy course you'll be guided through the process of setting up your BrightHR account and making the most of BrightHR's amazing features. Complete this course to get your very own certificate and let your manager know...

[Start course >](#)

Duration 20 minutes

Congratulations

Zabi Dashwood
You have passed

Your score: 100%

Download your certificate here

[Review Answers](#) [Provide Feedback](#)

[Download Certificate](#)

GLU **bright**

Next Steps

All Staff

1.

- Register following email link
- Check personal details, etc
- Complete E-Learning

2.

- Use BrightHR for leave requests
- Familiarise yourself with the system

3.

- Any problems or questions get in touch

