bright contracts

Quick Start Guide

Our "Quick Start Guide" will get you up and running swiftly and smoothly

Employer Details

The first step is to get your employer information inputted. To do this:

- Set up a new employer as prompted and enter name, address and password as required.
- In the File Save screen, choose a file location
- When you see "Welcome to Bright Contracts", click on the "Employer Details" tab

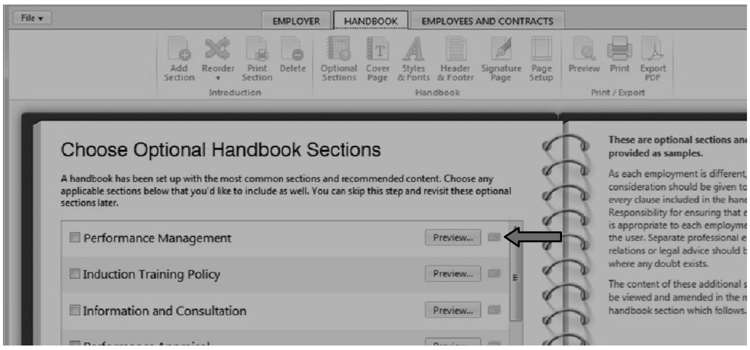
- If you have your company logo in a jpeg or similar file, you can import the logo here. This is useful for handbook and contract print-outs, saving you from printing to company letterhead
- Further support, with step-by-step images to assist you, can be found under the "***User Guide***" on the webpage.

Handbook

Bright Contracts contains a standard Handbook, to access it and to make amendments, should you feel you need to, follow the below steps.

- Click on the “Handbook” tab at the top of the page.

- Choose any optional sections you wish to include in your handbook, an explanation to these policies is provided to the right of the preview.



- A suggested handbook has now been prepared. You can amend any of the sections by clicking on the appropriate section and selecting the “Edit this Section” button.
- Using the toolbar at the top of the page, you can add, delete or change the order of sections as required. You can also amend the cover page, fonts, headers etc.
- Preview the handbook to ensure you are happy with the finished product.
- You can then either print the handbook from the program or export to a PDF file, depending on your company’s needs. For detailed information on how best to distribute the Handbook, please see our guidance note “***Introducing Contracts & Handbooks to Existing Staff***”, under the ***HR Guidance*** section on the website.
- In addition further support, with step-by-step images, can be found in the Handbook section of our ***User Guide*** on the website.

Contracts of Employment & Employee Details

Inputting your employee's details and creating their contracts will only take a few minutes following the below steps.

- Click the "Employees and Contracts" tab at the top of the page.

- At this stage you can either
    - Click the "*Add New Employee*" button and enter the names, addresses etc. for each of your employees

  OR

    - Import the relevant details from Bright Pay or a CSV file. Importing is accessed by clicking on "*File*" menu on the top left of the screen and choosing the "*Import/Export Data*" option.
- Once the employees are set up, enter contract details by clicking on an employee and then clicking on New Contract. (If you are providing a bureau service you may find it useful to print a number of Employee Contracts Checklists for your client to complete. Click the Help menu to access this.)
- You will see 6 tabs for the contract content. Proceed through each tab answering the questions appropriately. There are information boxes throughout the program to assist you.
- When finished, click Save and then Preview. Again, you can amend fonts, headers etc.
- Perform the above 3 steps for all your employees and print and issue **2 copies** of the contract to each employee **(one to be signed by them and returned to you)**. For detailed information on how best to distribute contracts, please see our guidance note "***Introducing Contracts & Handbooks to Existing Staff***", under the ***HR Guidance*** section on the website.
- In addition further support, with step-by-step images, can be found in the "***Employees and Contracts***" section of our ***User Guide*** on the website.

Additional Features

Bright Contracts has additional powerful features, including ***tracking*** and ***record keeping***.

Tracking

Bright Contracts will track:

- If an employee has received a handbook
- If an employee has signed their contract
- When the handbook changes, if an employee has received the latest handbook
- If a fixed term or temporary contract is about to expire
- The various handbook versions and the changed handbook sections

Where, as a result of this tracking, something requires your attention, the software will display a flag next to the employee's name in the "*Employees and Contracts*" tab.

When you choose that employee's name, you will see coloured flags in the central pane. The red flags are those issues that are most serious. Click on the flag in the central pane to update the status of a particular issue e.g. a contract has been signed.

The Summary tab summarises the results of the tracking on one screen.

Record Keeping

This facility allows you to create and store information on the employee throughout their employment.

- Click on the employee's name
- Click on the "*Notes*" tab beside "*Employee Details*"
- Click on "*Add Note*"