

The Payroll Process

- Email, fax or post your payroll Input to Pay Right by 10:30am on your scheduled Input Due date.
- Your payroll will be processed and you will be sent a copy of the BACS LISTING and PAYSLIP SUMMARY reports for your Approval.
- You are required to Fax or email back a signed copy of your BACS LISTING report to Pay Right **no later than 3pm on the 4th day prior to your payroll Credit date.** (failure to meet this deadline may affect your credit date)
- On receipt of the Approved Bacs listing Pay Right will despatch your payroll reports and payslips.