



HALO EMPLOYER · RESOURCE GUIDE

Managing Halo each month

Once an arrangement is active, there are three main tasks: apply the agreed salary sacrifice through payroll, pay the nursery and review Halo's monthly service fee.

Before you begin

Open **Arrangements** and check each active arrangement's:

- Employee
- Monthly contribution
- Start date
- Current status

Only include arrangements that are active for the relevant payroll period.

1

Payroll

When an arrangement first becomes active, update the employee's salary in your payroll software from the arrangement's start date.

Hannah's agreed salary sacrifice is £1,000 a month, equivalent to £12,000 a year. From 1 November, her annual salary changes from £50,000 to £38,000.

You do not need to enter a new salary every month. For each subsequent pay run, confirm that the employee's reduced salary continues to be applied correctly.

Before completing payroll:

- Check the contribution and start date against the active arrangement
- Confirm the arrangement remains active
- Complete your usual National Minimum Wage check
- Record the payroll adjustment in Halo where required

Pay Employees
> Monthly ending 30 Nov 2026
Posted

Gross Earnings 3,166.67	Employer NIC 412.50	Reimbursements 0.00	Total Cost 3,579.17
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Payment Date: 30 Nov 2026
View Journal Entries: PD-9

Employee	Last Updated	Gross Earnings	Total Pay	NMW	Payment Method	Payslip Status	Memo
Hannah Guy		3,166.67	2,573.35	✓	Online bank transfer		

Revert Pay Run
View Reports
Options
Make Payment

Hannah's monthly gross earnings reflect her active salary-sacrifice arrangement.

2

Nursery invoices and payments

The nursery will be given your contact details so it can invoice you directly. Halo is not involved in the nursery's invoicing or in payments between you and the nursery.

When you receive an invoice, compare it with the employee's active Halo arrangement. Check:

- Employee and child
- Nursery
- Billing period
- Arrangement reference
- Invoiced amount
- Payment details

The invoiced amount should match the employee's contribution shown in Halo. Query any difference before making payment.

Child: Brodie Guy

Active

HALO-2026-00783 – Employee: Hannah Guy · Nursery: Halo Demo Nursery

Overview

Audit Log

Nursery Fee

£1,000.00

Contribution

£1,000.00

Frequency

Monthly

Hours/Week

0

Child & Nursery

Brodie Guy

DOB: 22/10/2024

Sex: PREFER_NOT_TO_SAY

Halo Demo Nursery

Not rated

CI: HALO-DEMO-001

Employee & Arrangement

Hannah Guy

Employee

Start: 01/11/2026

Created by: EMPLOYEE

From

Halo Demo Nursery

To

HALO TEST EMPLOYER 07 LTD

Invoice number: HDN-2026-011

Billing period: November 2026

Arrangement reference: HALO-2026-00783

Description	Amount
Nursery fees — Brodie Guy (Employee: Hannah Guy)	£1,000.00
Total due	£1,000.00

Payment terms: As agreed with the nursery

Payment reference: HALO-2026-00783

Bank details

Account name: Halo Demo Nursery

Account number: 00000000

Sort code: 00-00-00

Illustrative example

Compare the nursery invoice with the employee's active Halo contribution before making payment.

Pay the nursery directly through your usual payment process using the details supplied on its invoice.

Purchases overview

>

Bills to pay

Make manual batch payment

Make payment

Group payments by payee bank accounts

Payee ↑	Payee reference ⓘ	Payment terms	Bank account	Due	Pay		
Halo Demo Nursery	HALO-2026-00783	As agreed	00-00-00 Sort code	00000000 Account number	£1,000.00	£1,000.00	

1 payment

£1,000.00

Payment fee

£0.00

Total

£1,000.00

Make payment

Illustrative example

Pay the nursery directly through your usual payment process.

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Purchases overview

> Bills to pay

Payment complete

✓

Payment sent

£1,000.00 paid to Halo Demo Nursery

Payee	Payee reference	Bank account	Amount
Halo Demo Nursery	HALO-2026-00783	00-00-00 ****0000	£1,000.00

1 payment

£1,000.00

Payment fee

£0.00

Total

£1,000.00

Done

Illustrative example

Check that the nursery, arrangement reference and amount paid are correct.

After payment, open **Payroll and Finance → Payment Confirmations** in Halo and confirm that the nursery has been paid for the relevant arrangement and period.

Nurseries issue invoices on their own schedule. Follow the billing period and payment terms shown on the invoice.

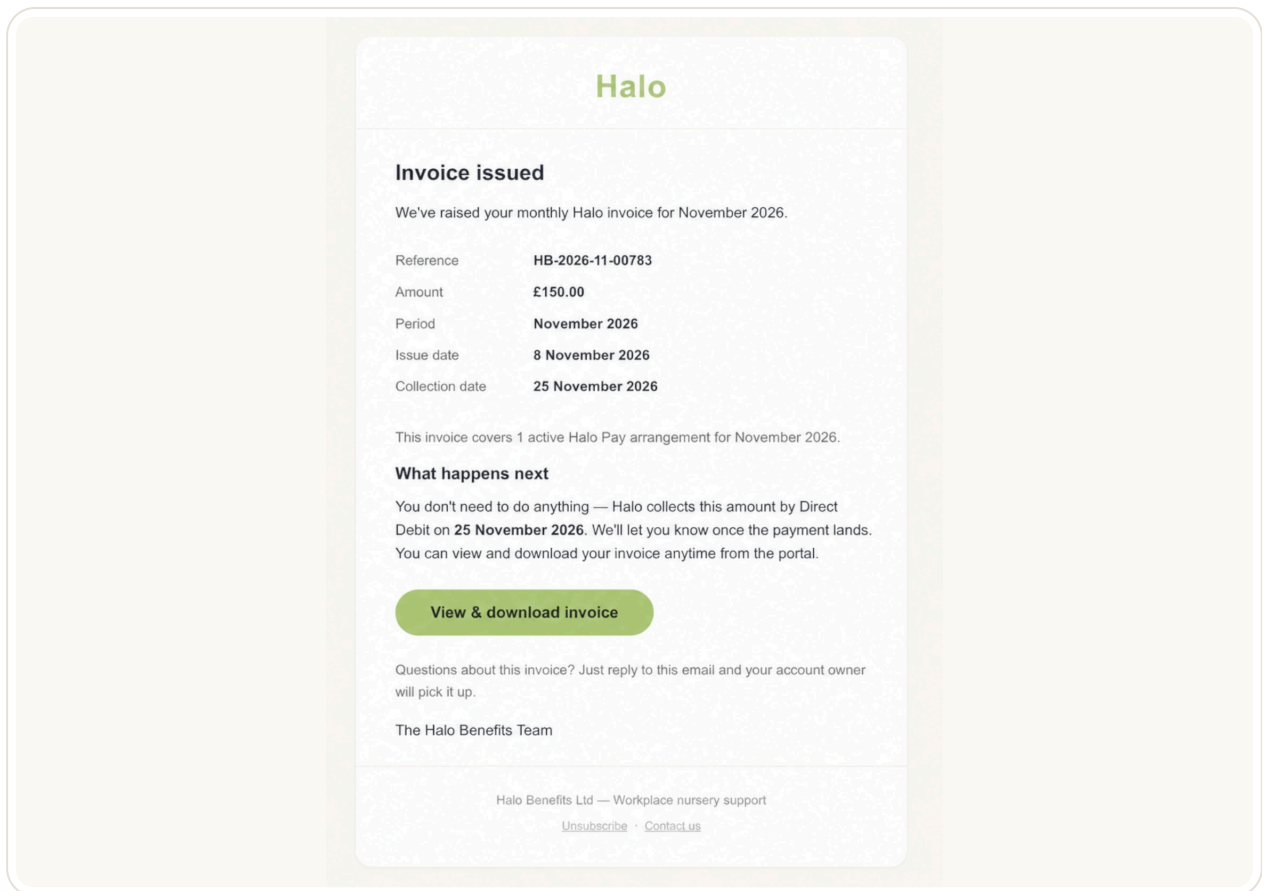
3

Halo service fee

Halo's monthly fee is 15% of the employee's monthly contribution.

For Hannah's £1,000 monthly contribution, the Halo service fee is £150.

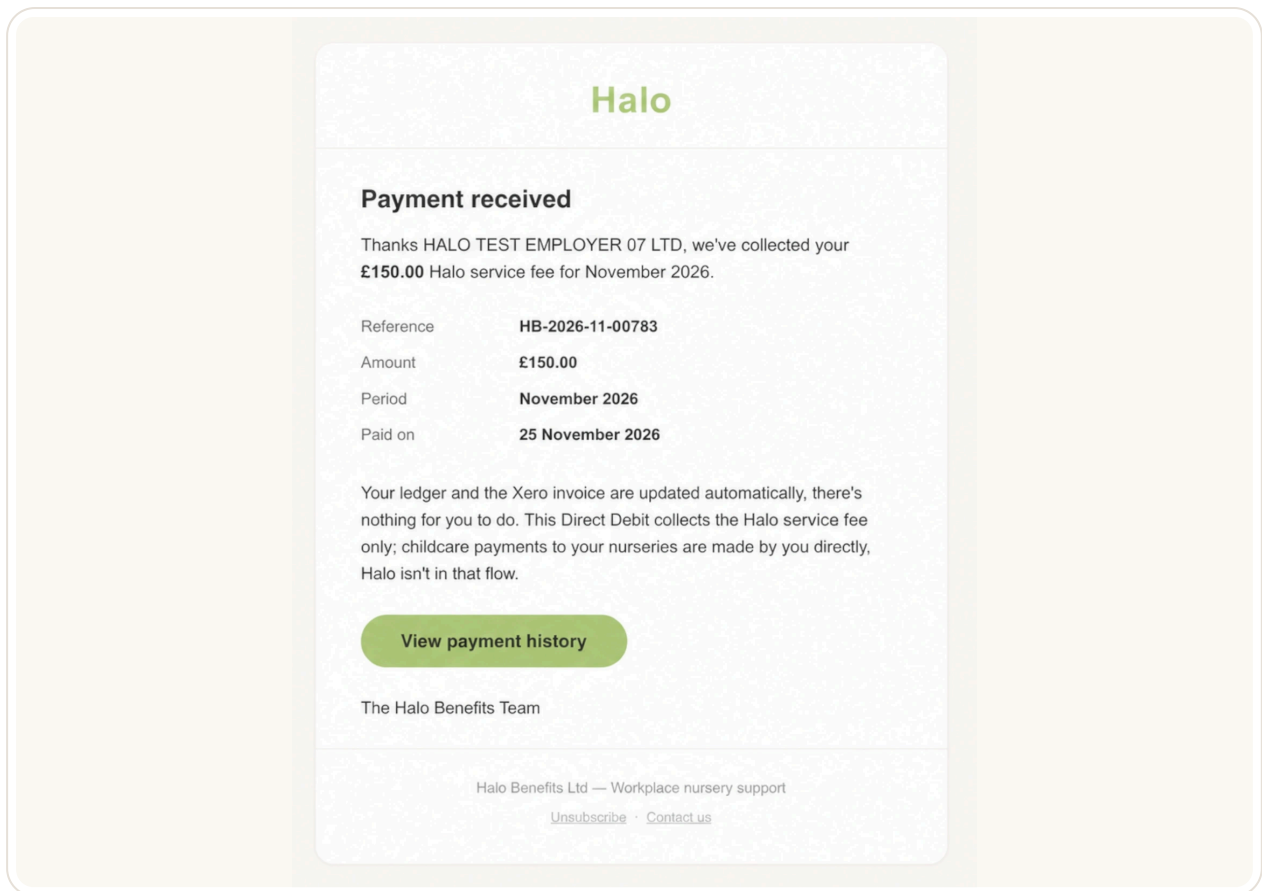
Halo issues an invoice and collects the fee by Direct Debit. Review the amount and collection date when the invoice is received.



Halo issues the monthly service-fee invoice before collecting it by Direct Debit.

If the nursery invoice differs from the contribution shown in Halo, contact Halo so the service fee can be adjusted before collection.

Once the Direct Debit has been collected, Halo sends a payment confirmation.



Halo confirms when the monthly service fee has been collected.

Monthly checklist

For each active arrangement

- ☐ Confirm the correct salary is being used in payroll
- ☐ Check and pay the nursery invoice
- ☐ Confirm the nursery payment in Halo
- ☐ Review Halo's service-fee invoice
- ☐ Contact Halo if any amount does not match

If something changes

If an employee's contribution, nursery or arrangement changes, check the approved effective date before altering payroll or making payment.

See the **Changes and support** guide for the next steps.

Changes and support

Coming soon