



HALO EMPLOYER · RESOURCE GUIDE

Setting up an arrangement

How a workplace nursery arrangement is created, approved and managed – and what the employer needs to do at each stage.

Introduction

Once an employee has been invited to Halo and approved, they can create an arrangement between themselves, their employer and their nursery.

The employee adds their child and nursery, enters the proposed monthly contribution and completes the required employee steps. If their nursery is not already on Halo, Halo will work with the nursery to get it set up.

The employer does not create the arrangement. Halo will notify the employer when an action is required.

The arrangement lifecycle

1

Invite and approve the employee

Before an arrangement can be created, the employee must have access to Halo.

From the Employees page, invite the employee using their name and work email address. Once they accept the invitation, review their details and approve them.

After approval, the employee can begin creating their arrangement.

Employer responsibility: Invite the employee, check their details and approve their access to Halo.

2

The employee creates their arrangement

The employee signs in to Halo and enters:

- Their child's details
- Their chosen nursery
- The proposed monthly contribution
- The intended start date

The employee also completes the required employee agreement steps. The signed employee addendum may therefore already be visible when the arrangement reaches the employer for approval.

If the nursery is not already on Halo, Halo will contact the nursery and help it complete the required setup.

Employee responsibility: Create the arrangement, provide the required information and complete the employee agreement steps.

3

Review the arrangement

Halo will notify the employer when the arrangement is ready for review.

Open **Arrangements** and select the relevant arrangement. Check:

- Employee
- Child
- Nursery
- Nursery fee
- Employee contribution
- Frequency
- Proposed start date
- Employee addendum status

If the information is correct, select **Approve**.

If something needs correcting, use **Edit** where appropriate or contact Halo before approving it.

Employer responsibility: Check that the arrangement details are accurate before approving it.

The screenshot shows a web interface for reviewing an arrangement. At the top left is a 'Back' button. On the right are three buttons: 'Approve' (green), 'Edit' (orange), and 'Delete' (red). Below these is the title 'Child: Brodie Guy' and a subtitle 'HALO-2026-00783 - Employee: Hannah Guy - Nursery: Halo Demo Nursery'. A red badge says 'Your Action Required'. Below the title are two tabs: 'Overview' (selected) and 'Audit Log'. The main section is titled 'Approval Status' and contains a progress bar with three items: 'You' (pending), 'Employee' (checked), and 'Nursery' (pending).

An arrangement requiring employer approval. The approval tracker shows which parties have completed their actions.

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Check the employee addendum and contribution

The arrangement page shows the employee's signed contract addendum and the financial details of the request.

Check that the nursery fee, employee contribution, frequency and proposed start date are consistent with the arrangement you are approving.

The screenshot shows a web interface for approving an arrangement. At the top, there's a 'Back' button and three action buttons: 'Approve' (green), 'Edit' (orange), and 'Delete' (red). Below this, the child's name 'Child: Brodie Guy' is displayed, along with a reference number 'HALO-2026-00783' and employee details 'Employee: Hannah Guy · Nursery: Halo Demo Nursery'. A red badge indicates 'Your Action Required'. There are two tabs: 'Overview' (selected) and 'Audit Log'. The main content area is divided into three sections: 1. 'Approval Status' showing a progress bar with three steps: 'You' (pending), 'Employee' (completed with a checkmark), and 'Nursery' (pending). 2. 'Employee Contract Addendum' showing a 'Signed' status with a green checkmark and a note: 'The employee's Halo Pay addendum is on file for this arrangement.' 3. A summary row with four boxes: 'Nursery Fee' (£1,000.00), 'Contribution' (£1,000.00), 'Frequency' (Monthly), and 'Hours/Week' (0).

Review the signed employee addendum and the arrangement's contribution, frequency and start date.

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The nursery confirms the arrangement

Once the relevant employee and employer steps are complete, the nursery confirms the arrangement and verifies that the child attends the setting.

The approval tracker shows progress across:

- Employer
- Employee
- Nursery

If the nursery is not already registered with Halo, Halo will work directly with the nursery to complete its setup.

Halo and nursery responsibility: Halo supports the nursery through setup, and the nursery confirms the childcare arrangement.

6

Review and accept the nursery partnership agreement

Where an agreement requires employer acceptance, it will appear under **Compliance** → **Contracts**.

Open the pending agreement, review it and select **Review & Accept**.

Employer responsibility: Review and accept any employer agreements shown as requiring action.

Compliance

Contracts, documents, HMRC audit readiness, and AI assistant.

HMRC Audit

Contracts

Documents

AI Assistant

Management & Finance

Contracts & Agreements

Review pending agreements and manage your signed documents.

Pending Review (1)

Halo Employer - Nursery Partnership Agreement

Requires your review and acceptance

Pending

Review & Accept

Accepted (1)

Agreement	Accepted	Status
Halo - Employer Benefits Administration Agreement	11 Sept 2026	Accepted

Pending agreements can be reviewed and accepted from Compliance → Contracts.

7

The arrangement becomes active

When all required approvals and setup steps are complete, the arrangement becomes active.

Halo will notify the employer and provide the information needed to prepare for:

- The employee's payroll adjustment
- Nursery invoices and payments
- Halo's service fee

The active arrangement page becomes the employer's main reference for the arrangement.

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Edit

Cancel

Child: Brodie Guy

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

Active

Overview

Audit Log

Approval Status

✓ You

✓ Employee

✓ Nursery

Employee Contract Addendum

Signed on 22 Sept 2026

The employee's Halo Pay addendum is on file for this arrangement.

Download Addendum

Nursery Fee

£1,000.00

Contribution

£1,000.00

Frequency

Monthly

Hours/Week

0

An active arrangement showing completed approvals, the signed addendum and the agreed monthly contribution.

8

Manage an active arrangement

From the active arrangement page, the employer can:

- View the employee, child and nursery
- Check the monthly contribution and start date
- Download the signed employee addendum
- Review the audit log
- Edit permitted arrangement details
- Cancel the arrangement when required

Changes should be checked before the next relevant payroll period. If the employer is unsure how a change should be handled, they should contact Halo before changing payroll or making a payment.

Employer responsibility: Keep the active arrangement under review and act on any approved changes or cancellation.

Employer checklist

Before the arrangement becomes active

- ☐ Employee invited and approved
- ☐ Arrangement details checked
- ☐ Employee addendum status checked
- ☐ Employer approval completed
- ☐ Required employer agreements reviewed
- ☐ Nursery confirmation completed

Once the arrangement is active

- ☐ Start date noted
- ☐ Monthly contribution confirmed
- ☐ Payroll change prepared
- ☐ Nursery invoicing and payment process understood
- ☐ Signed addendum available for reference

What happens next?

Once the arrangement is active, use the employee's agreed contribution and start date to prepare the payroll change.

The nursery will invoice the employer directly. The employer should compare the invoice with the employee's active Halo arrangement, pay the nursery and complete any required payment confirmation in Halo.

Halo will invoice and collect its service fee separately.

Managing Halo each month

[Read the guide →](#)

Changes and support

Coming soon

Governance and Family Circle

Coming soon