



HALO EMPLOYER · RESOURCE GUIDE

Your employer portal

Your Halo employer portal brings together the employees, arrangements, payments and records involved in running your workplace nursery benefit. This guide provides a quick overview of each area.

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Home

Home shows your current compliance position and highlights anything requiring your attention across the financing and management of your programme.

YOU'RE LIVE ON HALO

Welcome back, HALO TEST EMPLOYER 07 LTD

YOUR COMPLIANCE STANDING

Two things keep your Halo Pay compliant

Financing

Fees, payments, Direct Debit, grants and emergency funding.

Up to date

Nothing outstanding here.

Management

Arrangements, agreements and your team.

Up to date

Nothing outstanding here.

Home shows your current compliance standing and any actions requiring attention.

Employees

Use Employees to invite and approve employees, monitor invitations and manage employees already on Halo.

An employee must be approved before they can create an arrangement.

Employees

Manage employees, invitations, and benefit eligibility.



Invite your employees

We can show you how. This short walkthrough covers sending your first invitation and what happens afterwards.

[Show me how →](#)[+ Invite Employee](#)

ON HALO

2

PENDING INVITES

0

PENDING REVIEW

0

Employee list (2)

[+ Invite Employee](#)

NAME	EMAIL	SALARY	BENEFITS	STATUS	ACTIONS
Ana Guy	anna.guy+employee2@halown.com	£60,000	0	Active	View
Hannah Guy	anna.guy+employee1@halobenefits.co.uk	£50,000	0	Active	View

[Back to home →](#)

Invite employees, monitor pending invitations and review the people currently on Halo.

Arrangements

Arrangements shows the childcare arrangements created by your employees and the approval stage each one has reached.

Open an arrangement to review the employee, child, nursery, contribution, start date and signed addendum. You can also edit permitted details or cancel an arrangement where required.

Arrangements

Manage childcare arrangements for your employees.

ACTIVE

2

AWAITING SIGNATURE

0

AWAITING NURSERY

0

Active

HALO-2026-00784

Milou

Active

Halo Demo Nursery Not rated Ana Guy

£1,200.00/monthly

You Employee Nursery

Employee addendum signed

HALO-2026-00783

Brodie Guy

Active

Halo Demo Nursery Not rated Hannah Guy

£1,000.00/monthly

You Employee Nursery

Employee addendum signed

Search, filter and review workplace nursery arrangements and their approval status.

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

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

The arrangement overview contains its full details, approval history and signed addendum.

Payroll and Finance

This area contains:

- **Payment Confirmations:** Confirm that you have paid the nursery for the relevant arrangement and period.
- **Payroll:** Review the tax and National Insurance information held for participating employees.

Halo does not receive or transfer nursery payments. The nursery invoices you directly, and you pay it through your usual payment process.

Payroll & Finance

Manage payroll data and confirm nursery payments.

Payment Confirmations Payroll

PENDING

0

CONFIRMED

0

Brodie Guy

HALO-2026-00783 · Hannah Guy · Halo Demo Nursery

£1000.00/mo

✓ All payments confirmed

Milou

HALO-2026-00784 · Ana Guy · Halo Demo Nursery

£1200.00/mo

✓ All payments confirmed

Review and confirm the nursery payments connected with each active arrangement.

Payroll & Finance

Manage payroll data and confirm nursery payments.

Payment Confirmations Payroll

Employee	NI Number	Tax Code	NI Category
Ana Guy anna.guy+employee2@halown.com	AB123456D	1257L	A
Hannah Guy anna.guy+employee1@halobenefits.co.uk	AB123456C	1257L	A

Review the payroll information held for employees participating in Halo.

Compliance

Compliance brings together the agreements, documents and evidence supporting your workplace nursery programme.

HMRC Audit

Review your audit-readiness score, outstanding actions and evidence checks.

Pass means the required evidence is present, **Fail** means evidence or action is required, and **N/A** means the check is not currently applicable or due.

Compliance

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

HMRC Audit

Contracts

Documents

AI Assistant

Management & Finance

AUDIT READINESS

42%

10/24 checks passing

NMW PAY-FLOOR

—

Coming soon

OPEN ACTIONS

—

Coming soon

LAST AUDIT PACK

—

No packs generated yet

HMRC audit checklist

Section 318 ITEPA 2003 – Workplace Nursery. Halo runs these checks every payroll month and stores the evidence.

Recent audit packs

No packs generated yet

Review your audit-readiness score and the status of each Section 318 evidence check.

Contracts

Review, accept and download agreements connected with your Halo account and employee arrangements.

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.

Accepted (3)

Agreement	Accepted	Status	
Halo Employer – Nursery Partnership Agreement	24 Sept 2026	Accepted	
Halo Employer – Nursery Partnership Agreement	22 Sept 2026	Accepted	
Halo – Employer Benefits Administration Agreement	11 Sept 2026	Accepted	

Review and download the agreements connected with your Halo account and arrangements.

Documents

Upload, search and manage supporting records such as policies, payroll confirmations, nursery invoices, registrations, declarations and board resolutions.

Compliance

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

HMRC Audit Contracts Documents AI Assistant Management & Finance

Documents

Upload, manage, and track your company documents.

All Documents My Contracts Invoices

Search documents...

All Types

All

Upload

Name	Type	Uploaded	Expiry	Status	Actions
 ChatGPT Image Sep 23, 2026, 11_16_...	Nursery Invoice	24 Sep 2026	—	active	 
 Employer Workplace Nursery Policy	Employer Policy	11 Sep 2026	—	active	 

Upload, search and manage the documents supporting your workplace nursery programme.

AI Assistant

Ask questions about the employees, arrangements, documents and compliance information held in your account. The assistant does not provide legal or tax advice.

Compliance

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

HMRC Audit Contracts Documents AI Assistant Management & Finance

AI assistant

Ask questions about your arrangements and compliance.

2 / 20 queries used this month



Based on the current data for "HALO TEST EMPLOYER 07 LTD", you have "0 approved employees" enrolled in the workplace nursery salary sacrifice scheme.

If you'd like to add employees to the scheme or need guidance on the enrolment process, I'd be happy to help!

11:04:15

How many staff are enrolled?

11:04:15



Ask questions about the employees, arrangements and compliance information held in your account.

Management and Finance

Review the financial, payroll and governance evidence produced through the operation of your programme.

This includes programme funding, payroll confirmations, arrangement evidence and governance activity. It is a self-evaluation tool and does not guarantee a particular compliance, tax or HMRC outcome.

Compliance

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

HMRC Audit Contracts Documents AI Assistant Management & Finance

This view organises the governance and finance evidence your programme already produces as part of its normal operation. It is evidence toward the Section 318 conditions shown and is a self-evaluation aid only – it does not assert, predict or claim any compliance outcome, HMRC position or tax determination.

Finance evidence

What your programme funds, by nursery – organised, not claimed

ESTIMATED YEARLY INVESTMENT

£26,400.00

FUNDING PORTION

£1,320.00

HALO FEE TAKEN

£3,960.00

EMPLOYER SAVING

£3,960.00

FUNDING PORTION

£1,320.00

SERVICE PORTION

£2,640.00

HALO FEE TAKEN

£3,960.00

5% funding portion – the ring-fenced Childcare Funding Portion

10% service portion

Total of the funding and service portions.

Review the finance, payroll, arrangement and governance evidence produced through your workplace nursery programme.

Audit Log

The Audit Log provides a chronological record of activity across your arrangements, showing what happened, who completed it and when.

This is separate from HMRC Audit, which shows whether the required evidence is present.

Audit Log

All audit events across your arrangements – tamper-evidence chain.

TOTAL ENTRIES

25

LAST 7 DAYS

25

Q Search by arrangement, event type, or actor...

25 of 25 entries

Timestamp ▾

Actor

Event

Arrangement

24 Sep 2026, 16:00

SY SYSTEM

Agreement generated

HALO-2026-00784

Search the chronological record of actions completed across your arrangements.

Profile

Profile contains your company, team and personal account settings.

- **Company:** Review company details, bank information, Direct Debit status and payroll schedule.
- **Team:** Invite colleagues and manage their portal access.
- **My Account:** View your login email, reset your password or sign out.

Profile

Company details, team, and personal settings.

Company Team My Account

Company Information

Company Name

HALO TEST EMPLOYER 07 LTD

Company Address

93 George Street, Edinburgh

Company Number

TS000007

Review your company details, bank account, billing status, Direct Debit and payroll schedule.

Profile

Company details, team, and personal settings.

Company Team My Account

 Team

+ Invite



anna.guy+07@halobenefits.co.uk (You)
anna.guy+07@halobenefits.co.uk

Admin



It's just you so far

Invite a colleague to help manage your Halo account.

+ Invite a colleague

Team members can log in and manage this company on Halo. Invitations expire after 7 days.

Invite colleagues and manage access to your employer portal.

Profile

Company details, team, and personal settings.

Company Team My Account

Your account

anna.guy+07@halobenefits.co.uk



Set / reset password



Sign out

If you sign in with Google, you don't need a password – manage your login through your Google account.

Manage your personal login and account information.