


Adding Employees

To use this facility you must have your employee's written permission to input their details onto the employer portal.

Please Note: If you have made an employment related application for one of your employees, they will automatically be added to your employees list once their permit has been issued.


Always check who you are "Working as" before applying for anything.

1. Login to the Portal <https://populationportal.gov.gg/>
2. Click on "Employees" in the top bar



States of Guernsey

Population Management



Working as Test Company Limited

Logout

Apply for a permit

Overview

Employees

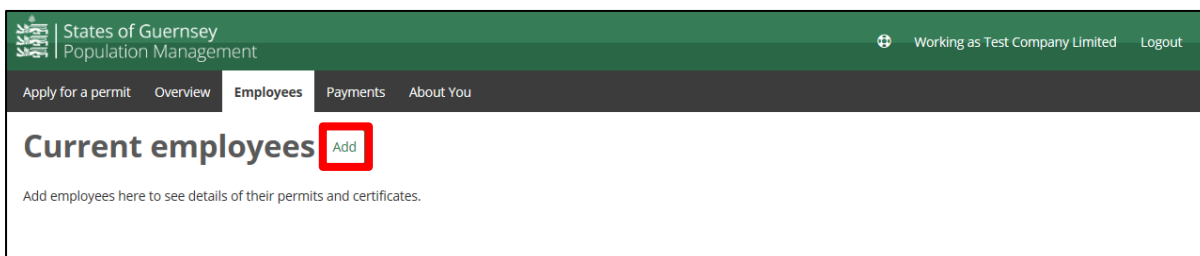
Payments

About You

Applications in progress

Appl No	Description	Job Title	Duration	Submission Date	Status
ER-0020-7301	Employer Registration—Test Company Limited				Awaiting registration

3. Click "Add"



States of Guernsey Population Management		Working as Test Company Limited Logout	
Apply for a permit	Overview	Employees	Payments About You
Current employees Add			
Add employees here to see details of their permits and certificates.			

4. Input the employees details and click “Create”

States of Guernsey
Population Management

Working as Test Company Limited Logout

Apply for a permit Overview Employees Payments About You

Add employee

Social Security number

Date of birth

day month year

Document reference

Please enter the reference exactly as it is shown on the Housing Control or Population Management document: e.g. SD/1920/1234 or P-9999-8888

☐ By ticking this box I declare that I have the consent of the individual to view their current certificate/Permit and to hold this record while they are employed by this Company

Create

Please note:

Please enter the reference exactly as it is shown on the Housing Control or Population Management document: e.g. SD/1920/1234 or P-9999-8888.

If any of the information is incorrect or the licence is not valid you will not be able to add them as an employee. Please contact Population Management for advice on + 44 (0)1481 715790.

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