



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

The screenshot shows the top navigation bar of the States of Guernsey Population Management portal. The 'Employees' tab is highlighted with a red box. Below the navigation bar, the page title is 'Applications in progress'. A table with the following columns is visible: Appl No, Description, Job Title, Duration, Submission Date, and Status. One application is listed: ER-0020-7301, Employer Registration—Test Company Limited, with a status of 'Awaiting registration'.

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

3. Click "Add"

The screenshot shows the 'Current employees' section of the portal. The 'Add' button is highlighted with a red box. Below the button, there is a text prompt: '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.

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.