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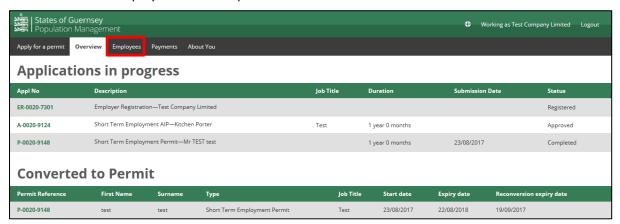
www.gov.gg/populationmanagement

Employment Permit Reconversion

If an employee has left your employment within 28-days for Short-term Permit and 6-months for Medium/Long-term Permits, you may be able to complete a reconversion to save you from having to complete and pay for a brand new application. Please note there is and administration cost for the reconversion (£30 for Short Term Permits and £50 for Medium/Long Term Permits).

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

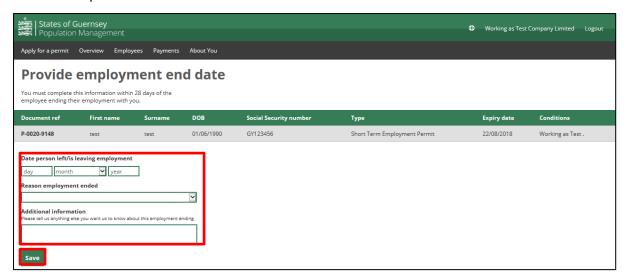
- 1. Login to the Portal https://populationportal.gov.gg/
- 2. Click on "Employees" in the top bar



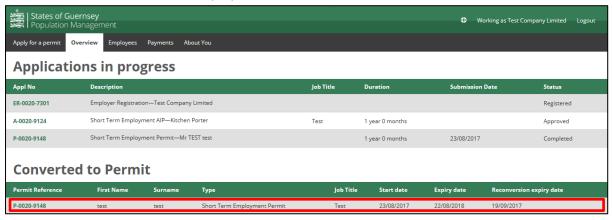
3. Find the employee who has left your employment and click "Provide end date"



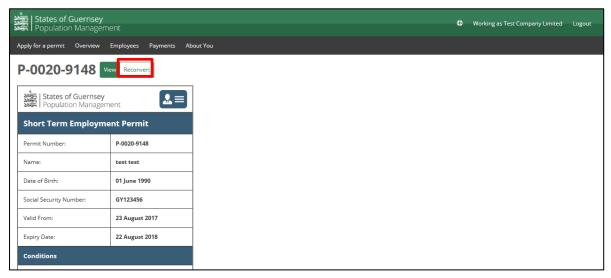
4. Complete the information and click "Save"



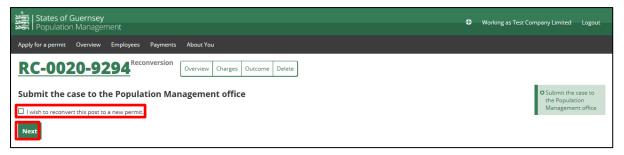
- 5. Return to the 'overview' screen
- 6. Scroll down to the "Convert to Permit" section and select the permit you wish to reconvert (the one related to the employee who has left)



7. Click "Reconvert"



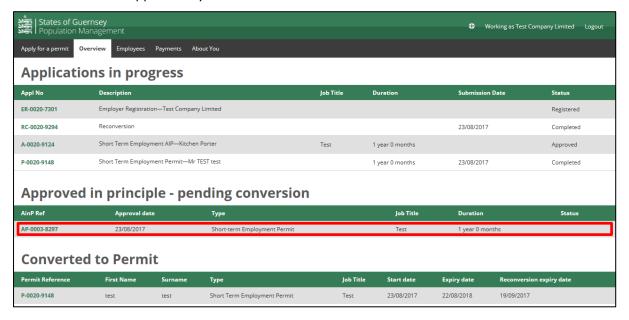
- 8. Tick the box "I wish to reconvert this post to a new permit"
 - a. Click "Next"



- 9. Make the Payment for £30
- 10. Once payment has been received and reconciled, the reconversion will appear in the "Approved in Principle –Pending conversion"

Once you have found a replacement employee continue:

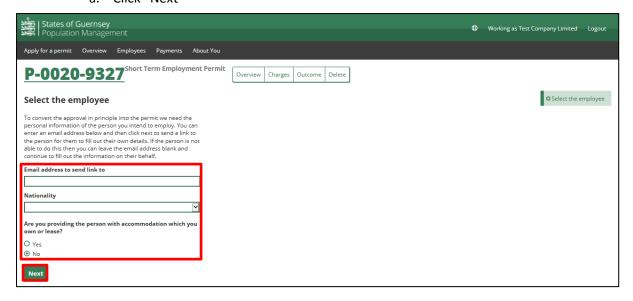
1. Select the application you wish to convert back into a Permit



2. Click "Convert to permit"



- 3. Input the new employee's information
 - a. Click "Next"



4. The employee will be sent an email and a link from "gov.gg" for them to follow and complete their details. Please ensure they check their junk/spam folders and the email address provided is correct

Please note if you are completing the online application on behalf of the employee they <u>must</u> be present at time of completion.

