



## 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 an 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

The screenshot shows the 'Employees' section of the portal. It features two tables:

Appl No	Description	Job Title	Duration	Submission Date	Status
ER-0020-7301	Employer Registration—Test Company Limited				Registered
A-0020-9124	Short Term Employment AIP—Kitchen Porter	Test	1 year 0 months		Approved
P-0020-9148	Short Term Employment Permit—Mr TEST test		1 year 0 months	23/08/2017	Completed

  

Permit Reference	First Name	Surname	Type	Job Title	Start date	Expiry date	Reconversion expiry date
P-0020-9148	test	test	Short Term Employment Permit	Test	23/08/2017	22/08/2018	19/09/2017

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

The screenshot shows the 'Current employees' section of the portal. It features a table with the following data:

Document ref	First name	Surname	DOB	Social Security number	Type	Expiry date	Conditions	Warning	Employment end date
<a href="#">P-0020-9148</a>	test	test	01/06/1990	GY123456	Short Term Employment Permit	22/08/2018	Working for Test Company Limited as Test .		<a href="#">Provide end date</a>

4. Complete the information and click “Save”

States of Guernsey  
Population Management

Working as Test Company Limited Logout

Apply for a permit Overview Employees Payments About You

### Provide employment end date

You must complete this information within 28 days of the employee ending their employment with you.

Document ref	First name	Surname	DOB	Social Security number	Type	Expiry date	Conditions
P-0020-9148	test	test	01/06/1990	GY123456	Short Term Employment Permit	22/08/2018	Working as Test .

**Date person left/is leaving employment**

day  month  year

**Reason employment ended**

**Additional information**

Please tell us anything else you want us to know about this employment ending

**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)

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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				Registered
A-0020-9124	Short Term Employment AIP—Kitchen Porter	Test	1 year 0 months		Approved
P-0020-9148	Short Term Employment Permit—Mr TEST test		1 year 0 months	23/08/2017	Completed

### Converted to Permit

Permit Reference	First Name	Surname	Type	Job Title	Start date	Expiry date	Reconversion expiry date
P-0020-9148	test	test	Short Term Employment Permit	Test	23/08/2017	22/08/2018	19/09/2017

7. Click “Reconvert”

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Apply for a permit Overview Employees Payments About You

**P-0020-9148** [View](#) [Reconvert](#)

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**Short Term Employment Permit**

Permit Number:	P-0020-9148
Name:	test test
Date of Birth:	01 June 1990
Social Security Number:	GY123456
Valid From:	23 August 2017
Expiry Date:	22 August 2018

**Conditions**

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

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Apply for a permit Overview Employees Payments About You

**RC-0020-9294** Reconversion Overview Charges Outcome Delete

Submit the case to the Population Management office

I wish to reconvert this post to a new permit

**Next**

Submit the case to the Population Management office

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

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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				Registered
RC-0020-9294	Reconversion			23/08/2017	Completed
A-0020-9124	Short Term Employment AIP—Kitchen Porter	Test	1 year 0 months		Approved
P-0020-9148	Short Term Employment Permit—Mr TEST test		1 year 0 months	23/08/2017	Completed

### Approved in principle - pending conversion

AinP Ref	Approval date	Type	Job Title	Duration	Status
AP-0003-8297	23/08/2017	Short-term Employment Permit	Test	1 year 0 months	

### Converted to Permit

Permit Reference	First Name	Surname	Type	Job Title	Start date	Expiry date	Reconversion expiry date
P-0020-9148	test	test	Short Term Employment Permit	Test	23/08/2017	22/08/2018	19/09/2017

2. Click “Convert to permit”

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Population Management

Working as Test Company Limited Logout

Apply for a permit Overview Employees Payments About You

**AP-0003-8297** View **Convert to permit**

### 3. Input the new employee's information

#### a. Click "Next"

The screenshot shows the 'States of Guernsey Population Management' interface. At the top, there is a navigation bar with 'Apply for a permit', 'Overview', 'Employees', 'Payments', and 'About You'. Below this, the permit number 'P-0020-9327' is displayed, along with tabs for 'Overview', 'Charges', 'Outcome', and 'Delete'. The main section is titled 'Select the employee' and includes a 'Select the employee' button. Below the title, there is explanatory text: 'To convert the approval in principle into the permit we need the personal information of the person you intend to employ. You can enter an email address below and then click next to send a link to the person for them to fill out their own details. If the person is not able to do this then you can leave the email address blank and continue to fill out the information on their behalf.' The form contains the following fields: 'Email address to send link to' (text input), 'Nationality' (dropdown menu), and 'Are you providing the person with accommodation which you own or lease?' (radio buttons for 'Yes' and 'No', with 'No' selected). A red box highlights the 'Email address to send link to' field, the 'Nationality' dropdown, and the radio buttons. A 'Next' button is located at the bottom left of the form area.

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 **must** be present at time of completion.

The screenshot shows an email body with the following content: 'Your email details have been provided to Guernsey's Population Management Office by Test Company Limited, because we have agreed that an Employment Permit can be issued for the post of Test, and you have been appointed to the post.' Below this, there is a paragraph: 'Before we can issue your Employment Permit, we need to know your details. Please [follow this link](#) to provide the information we need. We will be asking you to provide photo ID. This can be uploaded as a scanned image or photo, but please remember to have your photo ID ready to upload. We will also be asking you to make a truthful declaration about whether you have any criminal convictions. Permit applications can be refused for people with serious criminal records. If you want to find out more, [you can read our policy](#).' A red box highlights a green button labeled 'Complete your details'. Below the button, there is text: 'If you have any questions about this email, you can call Guernsey's Population Management Office on +44 (0)1481 715790.' Another paragraph follows: 'We want to reassure you that your personal information will be processed in accordance with Data Protection legislation. We also want to let you know that some of your information will be used for Guernsey's Rolling Electronic Census, but this is in a format that does not allow the identification of individual people.' The email is signed 'Population Management Office.' and includes a logo of a group of people. At the bottom, it says: 'Please take a look at our website - [www.gov.gg/populationmanagement](http://www.gov.gg/populationmanagement) if you want to find out more about the Population Management Law.'