



Removing Employees

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

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

3. Find the employee you wish to remove and click "Provide end date"

Document ref	First name	Surname	DOB	Social Security number	Type	Expiry date	Conditions	Warning	Employment end date
P-123-456	Test	Testerson	01/01/1990	GY123456	Short term employment	01/01/2020			Provide end date

4. Complete the information
 - a. Click "Save"

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-123-456	Test	Testerson	01/01/1990	GY123456	Short term employment	01/01/2020	

Date person left/is leaving employment

day month year

Reason

Save