Move employees between companies

Setup paiyroll® · https://paiyroll.com/kb/move-employees-between-companies/

Existing, New or Running Company?

Please follow this guide if you need to transfer employees between companies. This may happen when companies are acquired or when you need new PAYE references.

Decide which of the three options applies:

Existing	New	Running
Use the same paiyroll® company for both the old and new company	Use different paiyroll® companies by copying the old company to a new company	Move employees into another paiyroll® company that is already running
This is the easiest option when all of the employees are the same in both companies, and the old company will not be needed after the move	Use this option when the employees differ, you are splitting a company, or you need/prefer to keep the old company after the move	Use this option when an existing company takes on employees, e.g., after an acquisition. Skip "Set up the new company", upload the employees into the running company, then upload their Pay Items in step 2 of "Start the employees in the new company"

In the example procedure below, [some] employees from the **old company** will be made leavers and moved to the **new company** as starters.

Before you start

Dates: If you have salaried employees, choose start and end dates that align with your pay period to avoid a salary starter/leaver pro-rata effect, e.g., 31st March/1st April is typical.

Practice! We recommend you practice this procedure beforehand so you are familiar with every step. The easiest way to do this is to copy a company with no employees, which will create a Test

company. You can then practice the various downloads and bulk employee edits with this Test company, confident that you will not accidentally modify a real company or real employees. You can do a pay run redo, but don't approve any pay runs from this Test company. Keeping the name as **Test company** will allow you to delete the company at the end when you have finished your practice.

Move the employees

Make the employees leavers in the old company

1. Enter an **End date** for each old company employee to set them as leavers.
    - Employees > Download...
    - Edit the CSV file to filter end_date for all non-leavers, enter the leaving date, and save as an Excel XLSX
    - Use bulk employee edit to modify start and end dates
2. Only if the old PAYE scheme needs to be closed, enter a Scheme ceased date in Setup > Report Definitions > GB RTI FPS. However, HMRC does not allow a future cease date, so you may have to wait until the actual day of your last payday.
    - If the scheme is not being ceased, you can skip this step.
    - If you are using 2 companies, you can defer this step to the end. Note that you will not be able to use this scheme after you've closed it!
    - If you are using the same company (**Existing**), approve the pay run in step 3 before you change the **Employer PAYE reference** in "Set up the new company". Then clear the **Scheme ceased date**: while it is set, every FPS tells HMRC that the scheme ceased, and the FPS stops if an employee has no end date.
3. **Redo** and **approve** the required pay run to submit the leavers from the old company
4. **Download** and save the **PAYE** previous pay/tax, **AE** pension status and Student Loans
    - **Setup > All Tools > Company switch PAYE AE SL Pay Item workbook**
    - Select the old company
    - Enter the leaving date
    - Click **Review**, then **Download** to generate a workbook which includes PAYE, AE Automatic Enrolment and Student Loan pay items indexed by the current usernames, works_Id and

name in 3 sheets

- Be sure to save this Excel workbook for a later step

Set up the new company

1. **New** only: **Copy** the old company to a new company (otherwise, skip this step)
   - **Setup > All Tools > Company create or copy**
     - Select the existing old company to copy
     - Select the **employees** carefully, considering how to minimise edits - it is very easy to upload employees, but much harder to delete them!
       - Select **None (include only test employees)** if you are splitting one company into several other companies - it will be quicker to download/ upload the employees and Pay Items afterwards into each company
       - Select **Include leavers in the last 31 days, but not current employees**, to only select the subset of leavers - only those employees are copied
         - The 31 days count back from the day that you copy the company, so copy it within 31 days of the leaving date
       - Fake employees should be left at zero, and frequency can be any value
       - Click **Create company**
         - This will copy all company information, including Pay/Report Definitions, Employees, and Pay Items, to a new Test company
         - New employees will be created with unique usernames, e.g. john.smith@acme.com -> john.smith@acme.com1
         - Report and Data feed usernames are not copied, and you must enter them again. Passwords are copied.

2. ***Existing*** *or* ***New*** *only (skip for* ***Running****)*: **Companies** > **Update** either the existing company if you are using the same company, or the newly created company named **Test company**:
   - In the **Tax** tab, enter the new company details
     - **Employer PAYE reference**, **Accounts office reference**

        - The company's **Last Re-enrolment date** - this will be the date of the first hire if it is a new company
    - For a new Test company, enter the **Legal name** in the **Main** tab, and the Address in the **Postal** tab
    - **Update**

Start the employees in the new company

```
Important: If you are uploading employees, be sure to delete all YTD state columns starting with a $ from column BF onwards
```

1. Clear all **End date**s, and set a **Start date** for new company employees to set them as re-starters, which will automatically reset all YTD state values and pension information on the first pay run
    - If you selected **None (include only test employees)**, or for **Running**, the employees are not in the new company yet: in the new company, click **Employees** > **Upload...** to upload them
    - Employees > Download...
    - Clear any **Pay after end** dates on employees; otherwise, this will stop the bulk upload
    - Use bulk employee edit to make the changes
2. **Upload** Pay Items, AE pension status, PAYE previous pay/tax and Student Loans from step 4 of "Make the employees leavers in the old company" above
    - If you are using the same company, you can upload the sheets directly using the username in column A. If you're using 2 companies, you must edit the workbook in Excel and swap the *username* column (A) with the works_id column to upload by works_id in column A. Alternatively, you can use the **name** column as long as you do not have two *John Smiths*. Pay item upload uses the first column index.
    - **Pay Items:** If you do upload employees, you must add all *standard* pay items to each, either:
        - **Pay Item Editor** > **Create Pay Item** > **AE**, then **Update**, automatically adds all the *standard* items
        - Download old Pay Items and Upload

- If you are performing this procedure in the first tax month of the year, you must set the PAYE previous pay/tax columns to zero!
- You may need to amend the AE date to be the start date.
- Any P6 and P9 tax codes that have been collected in the old company would also be used in the new company - this is especially important as you will not be able to access DPS until after your first submission.
- **Pay Item editor > Tools > Upload Pay Item workbook** to upload the 3 sheets into the new company, transferring previous PAYE pay/tax, AE auto-enrolment status and Student Loans.

3. Pay run **Redo**
4. Check everything twice!
5. Send a scheme cease FPS if required

Self-service

If you used the single-company move, employees will continue to access their documents using the same username and email.

If you have two companies, then you may wish to swap usernames so that the original usernames are used in the new company and **_old** usernames in the old company. If you swap them before step 2 of "Start the employees in the new company", you can upload the workbook by username:

	Old company	**New company**
Bulk employee edit usernames	john.smith@acme.com -> john.smith@acme.com**_old**	john.smith@acme.com**1** -> john.smith@acme.com
Employees access	**old** payslips using old usernames, *john.smith@acme.com**_old***	**new** payslips with current usernames, *john.smith@acme.com*
Email addresses (unchanged)	*john.smith@acme.com*	*john.smith@acme.com*

Email addresses remain unchanged in old and new companies. Please ensure employees are aware of the difference between their **username** and **email**, and that any password reset request can reset either or both.

Next steps

- Employee bulk edit
- Close/ Cease PAYE Scheme
- Copy company within the same client