

# Migrating from PaySuite



Your payroll product is being upgraded. This means that from April 2020 you'll no longer be able to use **PaySuite payroll**.

It's time to move over your data to a new QuickBooks payroll product. Rest assured, we have made the whole process really easy.

First, choose the right payroll product for you:

**QuickBooks Online Standard Payroll**

or

**QuickBooks Online Advanced Payroll**

Then simply select a date to make the switch.


We'll handle the rest.

# Migrate from PaySuite in 4 easy steps

# Step 1


**Sign In** to your QuickBooks account.

intuit®

 quickbooks

Sign In

One account for everything Intuit, including QuickBooks. [Learn more](#)


 Sign in with Google

or

Email or user ID


Password

☐ Remember me

 Sign In

By clicking Sign In, you agree to our [Terms](#) and have read and acknowledge our [Privacy Statement](#).

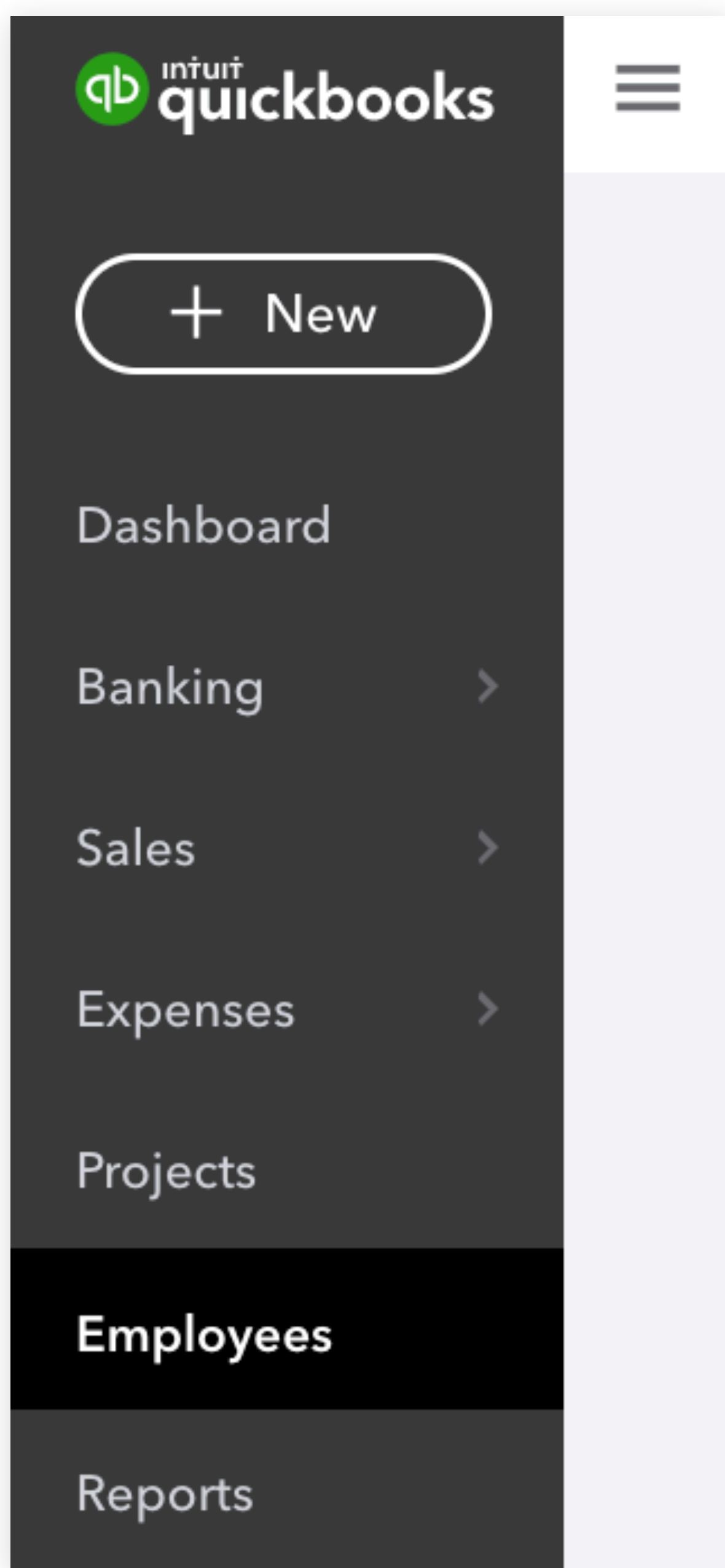
Migrating from PaySuite



intuit®  
quickbooks®

# Step 1

Then go to the **Employees** tab.



# Step 1

You'll see a message about the change to your payroll plan:

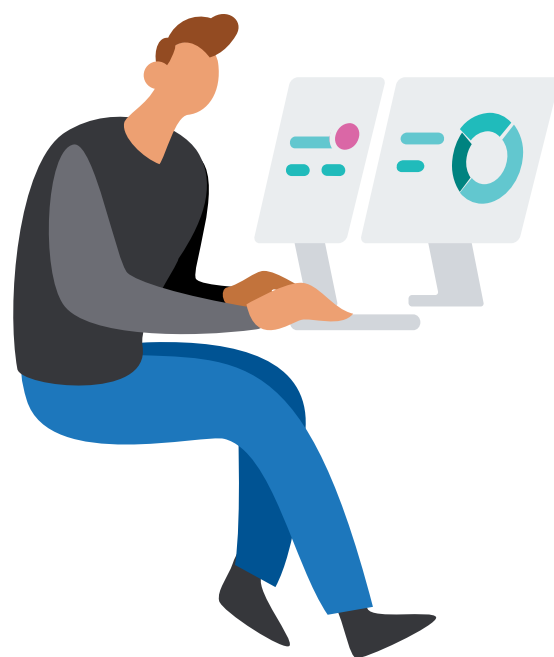
**! Make the switch before the end of the tax year**

You need to change your payroll plan. Move to QuickBooks Online Standard or Advanced Payroll and find the perfect fit for your business. [Schedule migration](#)

Click on [Schedule migration](#) to start the process.

# Step 2

If you want to know more about the migration process and our payroll products, select [Learn more](#) .



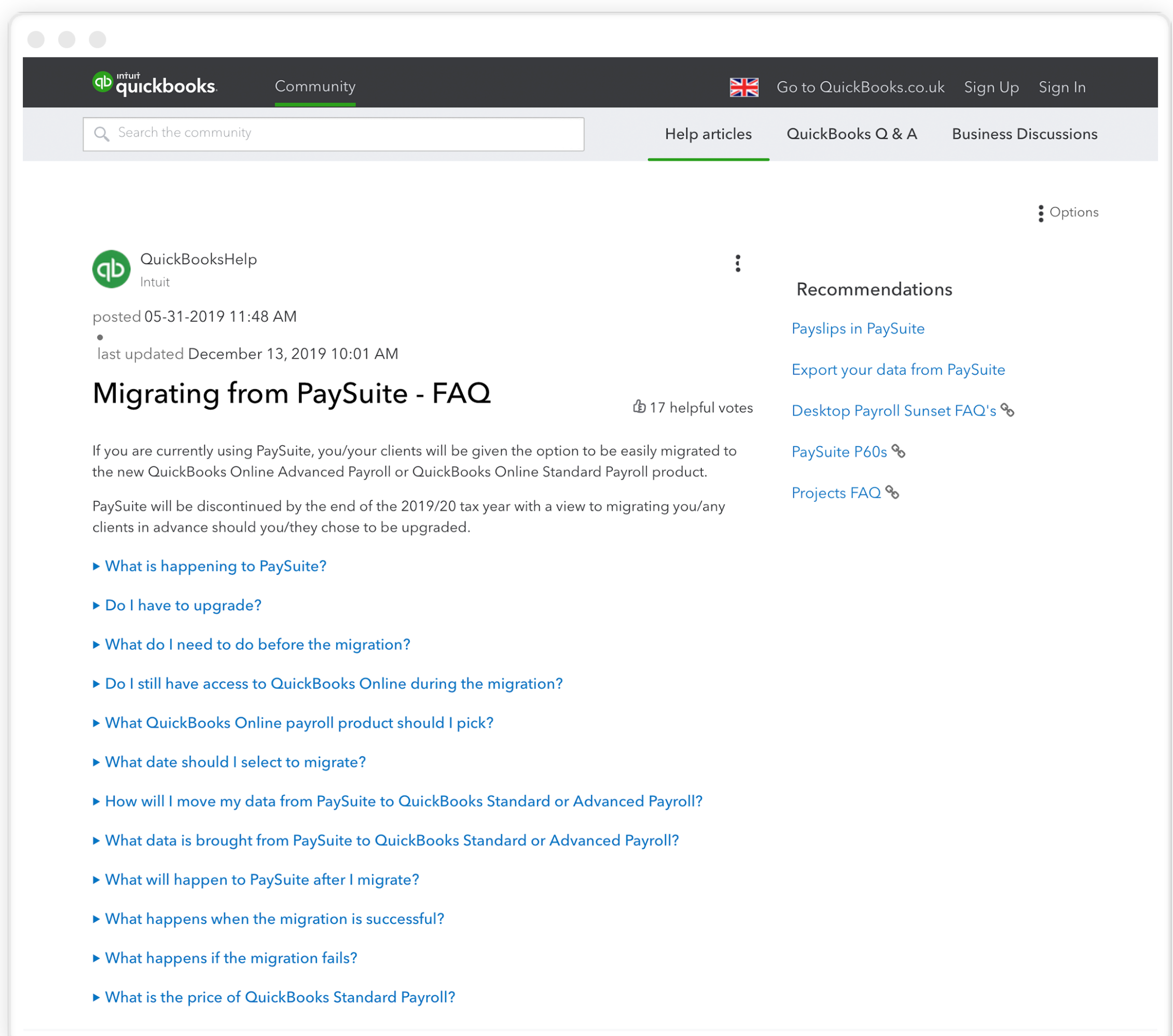
## Migrate to QuickBooks Online Payroll before time runs out

Our new **Standard** and **Advanced** plans are replacing PaySuite for all your payroll needs. Migrate automatically at a time that suits you.

[Learn more](#)[Schedule migration](#)

# Step 2

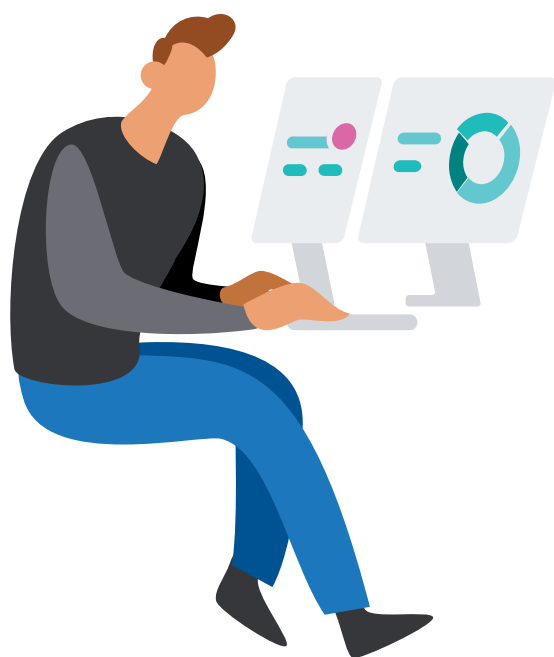
This will open a new window with information to help.





# Step 2

When you're ready to continue  
select [Schedule migration](#) .



## Migrate to QuickBooks Online Payroll before time runs out

Our new **Standard** and **Advanced** plans are replacing PaySuite for all your payroll needs. Migrate automatically at a time that suits you.

[Learn more](#)[Schedule migration](#)

# Step 3

It's time to choose your payroll plan.

RECOMMENDED ?

### Standard Payroll

Best for most businesses

**£1** /per paid employee per month<sup>1</sup>

**until 31/7/20**  
Full price effective from 1/8/20  
£4/ month + £1 per paid employee per month

Select Standard Payroll

- › Calculates net pay, taxes and National Insurance
- › Creates and sends payslips
- › Submits RTI filings to HMRC
- › Assess your workforce and manage workplace pensions
- › Supports the following pay schedules: weekly and monthly pay runs
- › Covers sick, maternity & paternity statutory payments

[Learn more](#)

### Advanced Payroll

For businesses with unique needs

**£1** /per paid employee per month<sup>1</sup>

**until 31/7/20**  
Full price effective from 1/8/20  
£8/ month + £1 per paid employee per month

Select Advanced Payroll

- › Calculates net pay, taxes and National Insurance
- › Creates and sends payslips
- › Submits RTI filings to HMRC
- › Assess your workforce and manage workplace pensions
- › Supports the following pay schedules: weekly, monthly, 2 weekly, 4 weekly, quarterly and annual pay runs
- › Covers sick, maternity, paternity, adoption & shared parental statutory payments
- › BACS payment file
- › Separates out directors pay from other employees
- › Automatically sends pension contributions info to the right provider
- › Includes portal and mobile app for employees with timesheets and leave requests

[Learn more](#)

We'll recommend the right product for you, based on your previous use.

# Step 3

In some cases, you'll only be able to select Advanced Payroll.

**BEST FOR YOUR BUSINESS** ?

**Advanced Payroll**  
For businesses with unique needs

**£1** /per paid employee per month<sup>1</sup>  
**until 31/7/20**  
Full price effective from 1/8/20  
£8/ month + £1 per paid employee per month

Select Advanced Payroll

- › Calculates net pay, taxes and National Insurance
- › Creates and sends payslips
- › Submits RTI filings to HMRC
- › Assess your workforce and manage workplace pensions
- › Supports the following pay schedules: weekly, monthly, 2 weekly, 4 weekly, quarterly and annual pay runs
- › Covers sick, maternity, paternity, adoption & shared parental statutory payments
- › BACS payment file
- › Separates out directors pay from other employees
- › Automatically sends pension contributions info to the right provider
- › Includes portal and mobile app for employees with timesheets and leave requests

[Learn more](#)

That's because it looks like our Standard Payroll features won't cover the needs of your business.

# Step 4

Select the date when you want the migration to happen.

☐ 23 March 2020

☐ 24 March 2020

☐ 25 March 2020

☐ 26 March 2020

☐ 27 March 2020

☐ 28 March 2020


☐ 29 March 2020

☒ 30 March 2020

☐ 31 March 2020

# Step 4

On your migration day, your payroll will be unavailable for up to 24 hours.

<input type="radio"/> 23 March 2020	<input type="radio"/> 24 March 2020	<input type="radio"/> 25 March 2020
<input type="radio"/> 26 March 2020	<input type="radio"/> 27 March 2020	<input type="radio"/> 28 March 2020
<input type="radio"/> 29 March 2020	<div><input checked="" type="radio"/> 30 March 2020  Payroll will be unavailable until the migration is complete.</div>	<input type="radio"/> 31 March 2020

So make sure you pick a date that when you won't need to complete any payroll tasks.


# Step 4

Once you're happy with your choice, select **Confirm date** to complete the scheduling process.

<input type="radio"/> 23 March 2020	<input type="radio"/> 24 March 2020	<input type="radio"/> 25 March 2020
<input type="radio"/> 26 March 2020	<input type="radio"/> 27 March 2020	<input type="radio"/> 28 March 2020
<input type="radio"/> 29 March 2020	<div><input checked="" type="radio"/> 30 March 2020 <div><div><div></div><div>i</div></div><div>Payroll will be unavailable until the migration is complete.</div></div></div>	<input type="radio"/> 31 March 2020

# That's it

You can keep using PaySuite as usual until your migration date.



## Migration worked a treat!

You've successfully moved to QuickBooks Online Standard Payroll. Get started using our tutorial videos and handy articles.

[Get started](#)



We recommend that you export your **PaySuite payroll data** for your records once you've run your last payroll or finalised any changes.



# Thank you

