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.

[QuickBooks sign-in form]

By clicking Sign in, you agree to our Terms and have read and acknowledge our Privacy Statement.
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.
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

until 5/4/20
Full price effective from 6/4/20: £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

until 5/4/20
Full price effective from 6/4/20: £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.

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.

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.

- 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

30 March 2020 Payroll will be unavailable until the migration is complete.
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