

Changing an employee from full time, part time or casual

AccountRight Plus and Premier, Australia only

Changes to working arrangements can be updated in an employee's card. This includes changes to pay rate, hours worked, and entitlements. Keeping the same employee card also ensures only one payment summary is produced for the employee at the end of the payroll year.

While we can't tell you *what* needs changing in AccountRight, we can provide some guidelines and tell you *how* to make the changes.

Check the rules with an expert

If you're not sure what an employee is entitled to under their new arrangement, the Fair Work website is a good place to start. You'll also find lots of experts on our community forum who are happy to provide advice on your situation.

Here's a few common scenarios and how to treat them.

Scenario	Details
An employee changes from part time to full time (or vice-versa)	<p>The employee may still be entitled to annual leave and personal leave. If so, change the Employment Status in the employee's card and check their other payroll information.</p> <p>If the employee is also changing from an hourly pay rate to an annual salary (or vice-versa), you'll also need to change the Pay Basis in their card.</p> <p>See Updating the employee's card.</p>
An employee changes from casual to permanent	<p>Unlike casual employees, full time and part time employees generally accrue entitlements. In this case, change the Employment Status in the employee's card, and ensure the applicable entitlements are assigned.</p> <p>If the employee is also changing from an hourly pay rate to an annual salary, you'll also need to change the Pay Basis in their card.</p> <p>See Updating the employee's card.</p>
An employee changes from permanent to casual	<p>Full time and part time employees generally accrue entitlements, but casual employees typically don't. This means when an employee changes to a casual basis, any unused annual leave will need to be paid out. If the employee has accrued long service leave, this may also need to be paid out. See Paying out unused leave.</p> <p>You'll also need to change the Employment Status and Pay Basis in the employee's card and, if required, pay out unused leave. See Updating the employee's card.</p>

If your scenario isn't covered, [contact us](#) and we'll help you work it out.

Before you begin

Process the employee's final pay (under their current arrangements) before paying unused leave or updating their card.

Paying out unused leave

If an employee has accrued leave which needs to be paid out, here's how to do it.

To work out how much leave to pay

To set up an unused leave wage category

To pay the unused leave

Updating the employee's card

After the employee's final pay under their old working arrangements, update their card to reflect their new arrangements.

This usually involves changing their **Employment Status** (full time, part time or casual), and may also require a change to their **Pay Basis** (hourly or salary).

It's also a good idea to check all other payroll details, particularly entitlements, to ensure everything is set up correctly.

To change the Employment Status

To change the Pay Basis

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