

## Employer Checklist

Employing someone to work within your home can feel daunting. That's why we've created this handy checklist for you to consider when hiring a new member of staff.

Simply work through the list and tick each item off once it's done.

### **Salary**

When you are looking to employ someone, you should consider what gross salary you will be offering in addition to what the contracted hours will be.



### **Total Cost**

Knowing what your total employment costs will be (including salary, Tax and National Insurance) is vital. You can use our [salary calculator](#) to help you work this out.



### **Pension**

All employers are legally obliged to offer a pension to their employee. If the employee meets the age and salary criteria, they will be automatically enrolled to the pension scheme. Stafftax offers an additional service that can assist you with this should you need it.



### **Insurance**

Employers Liability Insurance is a legal requirement for all domestic employers. This is to cover damages and/or claimant's costs.



### **Holiday**

Your employee will be entitled to a minimum statutory holiday entitlement dependant on how many days/hours they work per week. You can use our handy [holiday entitlement calculator](#) on our website to work this out.



### **Contract of Employment**

An Employer must provide their employee with a contract or a particulars of employment statement, on their start date. As part of our payroll services, Stafftax can provide you with a bespoke contract.



### **Legal Checks on Employee**

When employing someone, you should undertake checks to ensure that the individual is eligible to work in the UK. This can include requesting a copy of the passport or Visa.



Stafftax is able to assist with the above as part of our comprehensive payroll service.

See [www.stafftax.co.uk](http://www.stafftax.co.uk) or call us on 020 3137 4407.