



Information Sheet

New Employee Checklist for Employers

As you have just submitted a New Employee Information form to the Wiltshire CIL Payroll Service for your new personal assistant to be added to the payroll system, you may find it useful to check through the list below to make sure you have considered all aspects of taking on a new employee. *(If you are a new employer, this information sheet is just a reminder of what your DP Adviser will have already been through with you).*

- The rate of pay and number of hours are sustainable with the funding you are receiving – we normally recommend around £10 per hour (this recommended rate may vary depending on the type of direct payment you have – check your budget). NB: you must comply with the National Minimum and National Living Wage requirements <https://www.gov.uk/national-minimum-wage-rates>
- In order to comply with the law on illegal working, you have checked they are eligible to work in the UK and have retained on file an acceptable proof of their identity (please see our separate leaflet **Checking the Right to Work in the UK** or go to <https://www.gov.uk/legal-right-work-uk>).
- You have provided your new employee with a Contract of Employment.
- You have set them up with time sheets, holiday and sick leave sheets.
- We strongly recommend you to ask them to apply for a Disclosure & Barring Service (DBS) check. If you are receiving funding from Children & Families then your employee **must** be DBS checked.
- Are there any hazards or issues in your home environment which you need to raise with your new employee? For health & safety and risk assessments, you will find helpful information on the Skills for Care website (see below).
- If your new employee is replacing someone, have you let the Payroll Service know? They will need to run a final payroll and remove them from your account with H.M. Revenue & Customs.

Skills for Care has useful information on being an employer:

<http://www.skillsforcare.org.uk/Employing-your-own-care-and-support/Being-an-employer/Being-an-employer.aspx>

If you have any queries about the information provided or you would like further information, please contact the DP Adviser Team at Wiltshire Centre for Independent Living on 0300 1233 442 or admindp@wiltshirecil.org.uk.