



nannytax[®]

payroll experts who care

First Time Nanny Employer Checklist	Enter details in this column
Salary Set a salary at or above the National Minimum Wage. Enter total weekly salary and number of hours per week.	
Total Cost You should know what your total outgoings will be, including tax, Employee's National Insurance and Employer's National Insurance. Enter total weekly or monthly outgoings.	
Holiday A full-time employee is entitled to a minimum of 5.6 weeks' holiday per year (28 days for a 5-day week) including bank holidays. Decide on a holiday allowance for your nanny and enter it here.	
Legal checks on employee There are various checks you are required to make to ensure your nanny is entitled to work in the UK. You cannot make assumptions about this. What checks have you made?	
Contract of Employment You must provide your nanny with a contract of employment or written statement of employment particulars within two months of her start date. Nannytax will supply a specimen contract as part of our payroll service	
Insurance Employers Liability Insurance is a legal requirement for all nanny employers. You may also choose for your nanny to have Nanny Public Liability Insurance. Nannytax can supply either or both types of insurance if required	
Childcare Vouchers If you have a job, you may be entitled to childcare vouchers and should discuss this with your employer.	
Pension The government has introduced legislation that means all employers are to provide an 'auto enrolment' pension for their employee/s. This will include nanny employers in the near future as it is being phased in gradually.	

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

See www.nannytax.co.uk or call us on **020 3137 4401**.