

I've Employed My First Member of Staff... Now What?

What's Changed?

You're now an employer, which comes with new responsibilities. From paying wages correctly to staying compliant with employment law, there's more to think about than just handing over a payslip.

What You Need To Do Now

- **Register as an employer with HMRC.** You need to do this before the first payday - you'll be given a PAYE reference number once set up.
- **Set up a payroll system.** This handles things like tax, National Insurance, payslips, and reporting to HMRC. I can recommend and set this up for you.
- **Check your employee's right to work in the UK.** This is a legal requirement for all employers - you'll need to see original documents and keep copies.
- **Provide an employment contract.** A written employment contract must be given on or before their first working day. This is not optional - it's a legal requirement and ensures both you and your employee are clear on key details like hours, pay, holidays, and responsibilities.
- **Set up a pension scheme.** Even if your employee doesn't meet the automatic enrolment criteria, you still need a pension scheme in place in case they choose to opt in.
- **Get employer's liability insurance.** This is a legal must-have, even if you're only employing one person.
- **Understand holiday pay, sick pay, and minimum wage rules.** These apply from day one - it's important to be clear on the legal basics.

How I Can Help

I can:

- Register you as an employer with HMRC
- Set up payroll software and run your payroll each month
- Make sure you're meeting pension duties
- Keep you up to date with legal changes
- Help with payslips, P60s, and year-end filing

Easy Mistakes to Avoid

- ✗ Forgetting to register with HMRC before the first payday
- ✗ Not checking right-to-work documents
- ✗ Not providing an employment contract
- ✗ Ignoring pension duties
- ✗ Thinking payroll is just about wages - it's not!

Need a hand?

Hiring someone should feel like a positive step - not a paperwork panic. If you want help setting things up properly or making sure you've ticked all the boxes, just get in touch.