

**DIRECT PAYMENT – CHECKLIST**

<b><u>PA Employment Checklist</u></b>	
Ensure you have consent to hold data from all employees and have given current privacy notice.	
Ensure deletion of all data for past employees (except where you have a legal obligation to hold this, eg payroll information)	
Continue to monitor whether your PA needs to pay tax, national insurance or pension contributions	
Claim your employers NI allowance if applicable	
Pay your contribution into the DP account regularly, if applicable	
Inform your PA of their holiday entitlement and ensure they take their paid leave	
Provide your PA with a payslip for periods worked	
Pay your PA, and other Invoices by transfer from Kent Card either online or by calling PFS on 0207 127 4395 or by cheque or BACS from DP bank account.	
Keep a record of the amount of hours worked by each PA for each period.	
Ensure your PA signs for the time they have worked and money they have received.	
Keep all Kent Card Statements, bank accounts, Payroll information, Invoices and Receipts ready for your regular finance reviews.	
Ensure business use car insurance is in place if you let your PA use your car, or if they take your child out in their own car.	
If you plan to take on a new PA, contact your Case Worker to get a DBS check arranged if these are required, carry out Right to Work Checks, obtain consent to hold data, give privacy notice, job description and contract of employment.	
Ensure that you allow time for Supervision.	