

The Essential Household Employer Checklist

Everything you need to employ with confidence in South Africa - on a single page.

Use this checklist to stay organised, meet your responsibilities and build a great relationship with your household employee.

1 BEFORE YOU EMPLOY SOMEONE



- ☐ Verify Identity Documentation
- ☐ Confirm the employee's right to work in South Africa (Where applicable)
- ☐ Agree on salary and working hours
- ☐ Prepare a written employment contract
- ☐ Record emergency contact details
- ☐ Capture banking details

2 EVERY MONTH



- ☐ Pay salary on time
- ☐ Issue a payslip
- ☐ Record leave
- ☐ Process overtime or deductions
- ☐ Complete UIF payment and monthly submission
- ☐ Keep payroll records up to date

3 KEEP THESE RECORDS



- ☐ Employment Contract
- ☐ Copy of ID / Passport
- ☐ Work permit (Where applicable)
- ☐ Payslips
- ☐ Leave records
- ☐ Salary history
- ☐ Disciplinary records (If any)
- ☐ Emergency contact information

4 EVERY YEAR



- ☐ Review salary
- ☐ Update employee information
- ☐ Review annual leave
- ☐ Renew any expiring documentation
- ☐ Update employment contract if needed



ASK KHAYA TIP

Keep this checklist somewhere visible and review it each month before processing payroll.

Khaya HR helps you manage everything in one secure platform



Employee Records



Payroll



Payslips



Leave Management



Employment Contracts



Monthly UIF Administration



Khaya AI Workforce Assistant



Recruitment & verification



Khaya Passport



Marketplace



Stop managing everything manually.

Khaya HR takes care of the admin so you can focus on what matters most - your home and your people.

CREATE YOUR FREE ACCOUNT TODAY

- ☒ Free to start
- ☒ No credit card
- ☒ Cancel anytime



You're not alone.

Thousands of South African employers use Khaya HR to employ with confidence.

We've got your back.