EMPLOYER RESPONSIBILITIES

UNDER SSB ACT, CHAPTER 44

- Register for Employer status within seven (7) days of employing your first employee.

- Only hire persons with a **"Valid for Employment"** Social Security card.

- Provide a complete and accurate listing of all employees to SSB.
  (Social Security number, name, date of birth, and employment start date.)

- Submit monthly contributions on behalf of all employees working 8 or more hours in a week to secure their eligibility to claim benefits.
  *(Social Security number, salary and contributions for each worker. **Deadline:** 14th of the month for the previous month or next working day if the 14th falls on a weekend or Public/ Bank holiday)*

- Provide all employees with a payslip showing their Social Security contribution breakdown.

- Report employment injuries within 24 hours and maintain an accident log to record all work-related injuries.

Note: Employees have the right to report Employers to SSB for non-payment of their contributions.

SOCIAL SECURITY BOARD