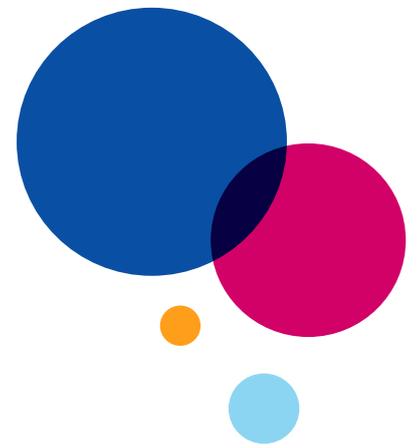


# The personal assistance playing field



As the employer of a personal assistant you operate in a field with several players, each of whom has their own role and task.

These players include, for instance, services for the disabled, payroll accounting, occupational healthcare, the pension insurance company and accident insurance company, Kela, the tax authority, the employers' union and sometimes the employees' union. For many, the relationship is administrative and tied to the payroll administration. Additional information and guidelines concerning all these players are available from services for the disabled and centres of assistance.

## Take care of your statutory agreements

As an employer, it is a good idea to make sure that your statutory agreements are in order.

Make sure you have valid occupational healthcare, pension insurance and accident insurance. If you are a member of the Heta Union, you must also arrange mandatory group life insurance for your employees.

Membership in the Heta Union (i.e. Union of the Employers of Personal Assistants in Finland) brings security and support to employers. It also brings flexibility to working time rules, as well as other benefits.

## The Oima service

The Oima service plays an important role in facilitating assistants' payroll administration. Payroll administration for assistants is almost always handled via the Oima service.

Oima automates the payment of wages and items related to the payment of wages (such as withholding tax and social security expenses) to the tax authority, as well as data and payments to the employment and accident insurance companies.

The employee's trade union membership fees and debt recovery are also managed automatically through Oima.

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This material is part of Varma's work ability support material. How can I succeed as an employer of a personal assistant?  
Part 2a: The personal assistance playing field .

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