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# Employee linked persons

In the employee linked persons register, you describe the types of persons that you want to add to the employee card, for example a child or a contact person. Based on the children's data, Directo also calculates the employee's exemption from the social tax minimum itself. The contact person's data helps you quickly contact the employee's next of kin in an emergency.

You can find the employee linked persons register in the menu `Settings → Personnel Settings → **Employee linked persons**`.

## Adding a linked person type

1. Click **Add new** in the register.
2. Fill in the fields.
3. Click **Save**.

**NO** - the number of the linked person type. Directo fills it in itself.
**Type** - the name of the linked person type, for example `child` or `contact person`.

## Child and social tax

If the employee has a child under 3 years of age or at least 3 children under 18, the employer does not have to pay the social tax minimum for them. For Directo to take this into account automatically:

1. Create the type `child` in the register.
2. On the **Linked persons** tab of the employee card, add a row with the type `child` for each child and fill in the child's name, personal identification code and date of birth. Each child's name must be different.
3. Check that **minimum wage** is selected for social tax on the employee card. Then Directo changes the option itself based on the children's data.

The exemption from the social tax minimum for a child cannot be used by both the mother and the father. Ask the employee which parent uses it.

The setting `System settings > Related Employee type to calculate child days` can contain the type `Laps`. Since the employee applies for child leave from the Social Insurance Board (SKA), calculating child days in Directo is usually not necessary.

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