

Key dates



End of Year

Start of Year

2025-26

8 Oct

End of Year
information available

Read the End of Year guide and watch the training video

15 Oct

End of Year
screen opens

Begin your End of Year processing

12 Nov

Start of Year
information available

Read the Start of Year guide and watch the training video

19 Nov

End of Year
screen closes

End of Year screen closes at 5pm. Remember to print your final End of Year report before it closes

1 Dec

Start of Year
screen opens

Begin Start of Year processing

9 Dec

Main payday for
pay period 19

Lump sum holiday pay paid for term-time only and timesheet only employees, and returning teachers who failed the full year test

12 Dec

Second payday for pay
period 19

Termination pay is paid for employees whose roles were terminated on or before 9 Dec 2025, and out of cycle payments

23 Dec

Main payday for
pay period 20

Public holidays paid for eligible timesheet only employees

24 Dec

Second payday for
pay period 20

Termination pay paid for employees whose roles were terminated on or before 23 Dec 2025

29 Dec

Third payday for
pay period 20

Out of cycle payments

26 Jan

Deadline
for new starters

Forms for new starters up to 3 Feb 2026 must be submitted by 5pm

28 Jan

Deadline
for annualisations

Annualisations (via EdPay or EP23nt) must be submitted by 5pm

30 Jan

Deadline
for STP cut-off

Tasks should be completed for returning term-time only employees and teachers in the Start of Year screen

26 Feb

Start of Year
screen closes

Start of Year screen closes at 5pm. Remember to print out your final Start of Year report before it closes