



End of Year Guide

Purpose

The End of Year process makes sure all employees are paid correctly over the term four holidays.

What we need from you

We need to know the answers to four questions:

1. Is your school's term four end date correct?
2. Which employees' jobs are terminating in term four?
3. Which continuing employees will have a last day that is different to your term four end date?
4. Have you booked annual leave for your 52-week workers?

End of Year dates

Wednesday, 15 October 2025

to

Wednesday, 19 November 2025, 5pm

How to use this guide

This guide shows you how to complete the tasks in the End of Year (EOY) process. Work through each task in order, then tick off the tasks in the checklist at the end of the guide.

End of Year tasks

- | | |
|---|---------|
| 1. Confirm the changes you will need to make in the EOY screen | Page 3 |
| 2. Update your school's term dates | Page 4 |
| 3. Terminate jobs that are not continuing into the next school year | Page 5 |
| 4. Check and update the last day of duty tab | Page 7 |
| 5. Book leave for 52-week workers | Page 9 |
| 6. Complete the End of Year checklist | Page 10 |

What you need to know before you begin

- Check that your principal and other authorised users can access EdPay. Some EOY tasks may need to be done by others because users cannot make changes to their own details.
- You will need to complete all the tasks in the End of Year process by 5pm, 19 November, when the EOY screen closes. This doesn't include booking annual leave.
- You don't need to complete End of Year in one sitting. You can make as many changes as you need to before the EOY screen closes. There is no "EOY complete" button in EdPay.

If you need more help

- contact your Payroll Advisor: email support@novopay.govt.nz or phone 0508 668 6729
- visit our website to see the [End of Year toolbox](#) and [EdPay training guides and videos](#) (EdPay.govt.nz)

1. Confirm the changes you will need to make in the EOY screen

Why this is important

Before you update the End of Year screen, we need you to confirm you have all the right information to make sure your school's employees are paid correctly over the term four break.

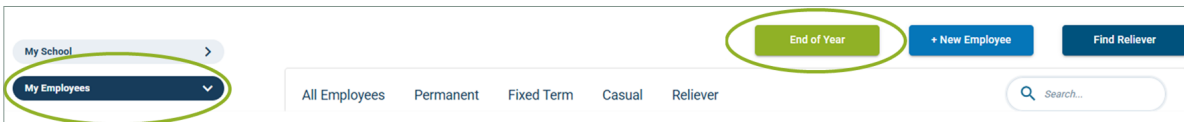
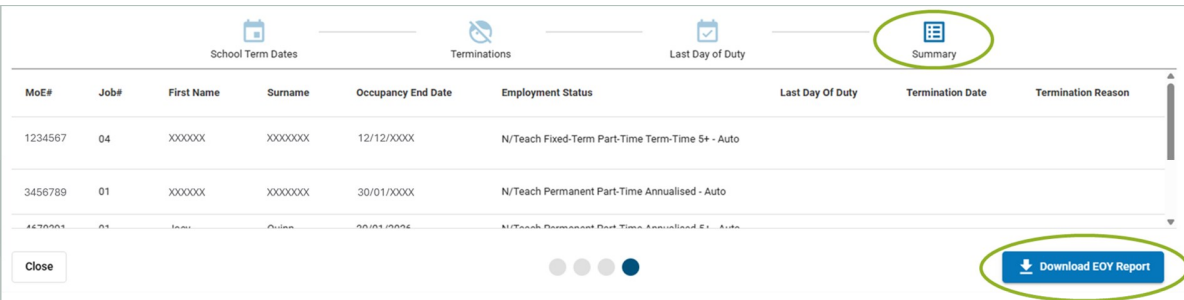
Before you begin

Please review the descriptions of the column headings in the EOY screen and report.

 School Term Dates		 Terminations		 Last Day of Duty		 Summary	
First Name	Surname	Occupancy End Date	Employment Status	Last Day Of Duty		Termination Date	

Occupancy end date	Employment status	Last day of duty	Termination date
The end date loaded for a fixed-term employment.	Eg, fixed term, permanent, term-time only, 52 week, timesheet.	This is the last day an employee works at your school in term four. If their last day of duty and the school's year end date are different, you need to enter their last day of duty into EdPay.	The employee will be paid up to this date, while working at your school, if they are not returning to the same job in the following year.

How to download the EOY report and confirm the changes you will need to make

Step	Action
1	Download the End of Year report. It shows the current End of Year information for your employees. a. In EdPay, go to the My Employees tab and click on the End of Year button.  b. Select the Summary tab, then click on the Download EOY Report button. 
2	Use the report as a worksheet. Talk to your principal, people leaders and employees to confirm: • dates (eg, term dates, last day of duty, termination date) • that employees are not returning to the same job next year, and • if any 52-week workers are taking leave over the term four break. Note on the EOY report all the entries you will need to make for employees in the EOY screen.

The EOY report is available until 5pm 19 November when the EOY screen closes. You can download the EOY report as many times as you like, to check your progress through the End of Year tasks.

2. Update your school's term dates

Why this is important

Schools can set their start and end dates as long as the school is open for instruction for the right number of half days. These date variations can make a difference in term break calculations.

We need to know your school's term dates so that we pay your employees correctly over the term four break.

Before you begin

What are your school's dates next year?

If your school hasn't set term dates for next year, use the Ministry of Education's published dates below. You will be able to change next year's term dates if you need to in the new year.

2025 term four end date	2026 term one start date	2026 term four end date
19 December 2025	26 January 2026	18 December 2026

Term-time-only employees

Term-time-only employees who finish on the last day of school will be paid up to Friday unless they have a Saturday/Sunday work pattern. Their annual leave due will be booked from the Monday.

How to update your school's term dates

Step	Action
1	Go to: EdPay > My Employees > End of Year screen > School Term Dates 
2	Enter your school's: Term 4 this year end date End Date * DD/MM/YYYY Term 1 next year start date Start Date * DD/MM/YYYY Term 4 next year end date End Date * DD/MM/YYYY - term four this year end date - term one next year start date - term four next year end date ! If your term four end date is a Friday (eg, 19/12), enter the next Sunday (eg, 21/12). This lets us pay salaries up to Sunday and Holiday Pay from Monday. You don't need to save these entries, they will auto save in EdPay. ! You will not be able to change this year's term four end date after the End of Year screen closes.



3. Terminate jobs that are not continuing into the next school year

Why this is important

If a job is not terminated in the system, the employee will receive payments after their contract ends, which causes overpayments that need to be recovered and extra administrative load.

Before you begin

Please read the information below before following the instructions on the next page.

Check your information is correct

Please make sure that employees are not returning to the same job next year before terminating their job.

Plan to enter information in small batches

We recommend you enter and submit a small amount of job terminations at a time. This helps avoid errors caused by being interrupted.

Note termination reasons that cannot be entered in the EOY screen

The table on the right shows termination reasons that need to be entered in the usual terminations screen, not the EOY screen. Note them on your EOY report printout to complete after you've terminated the jobs in the EOY screen.

Job terminations that cannot be entered in the EOY screen	
Job type	Termination reasons
Teachers	- Redundancy - Medical retirement - Transferring to another school not on the last day of term four
All non-teachers	- Redundancy - Retirement
Annualised employees	Any reason. None of these employees' jobs can be terminated in the EOY screen.
Casual employees (Ministry concurrence, Community education)	

Termination dates for teachers

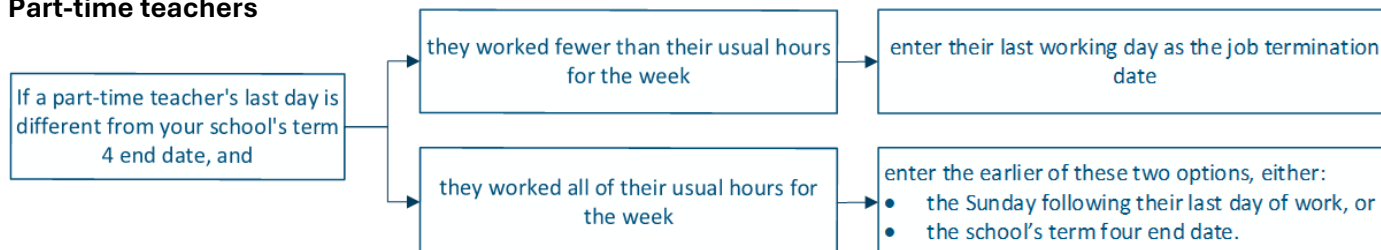
Maximum end date

The maximum end date for teachers is the school's term four end date.

Transferring to another school

The end date for teachers transferring to another school is 27 January.

Part-time teachers



Termination pay dates

If the job termination date is between:	26 November - 9 December 2025	then the termination pay date will be:	12 December 2025
	10 December - 23 December 2025		24 December 2025

Continued on next page

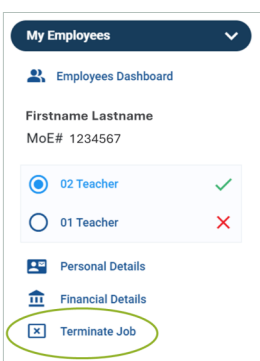
3. Terminate jobs that are not continuing into the next school year, continued

How to terminate jobs in the EOY screen

Step	Action
1	Go to EdPay > My Employees > End of Year Screen > Terminations 
2	Select from the list, or enter the name or MOE number of the employee whose job is terminating. 
3	If the employee has more than one job, select the correct one from the drop-down list. Then select the termination reason from the drop-down, and enter or select the termination date. Follow the usual termination rules .   This page <i>does not</i> auto-save. If you leave the page without submitting your changes, they will be lost.
4	Repeat for a group of employees on your End of Year report. We recommend you submit information in small batches of employees to avoid errors caused by interruptions. When you have entered all the details for that batch of job terminations, select Submit .

Next steps

Terminate jobs that cannot be terminated in the EOY screen



My Employees

Employees Dashboard

Firstname Lastname
MoE# 1234567

- 02 Teacher ✓
- 01 Teacher ✗
- Personal Details
- Financial Details
- Terminate Job**

Terminate the remaining jobs on your EOY report (with job termination reasons that cannot be entered in the EOY screen) the usual way.

- Open the employee's page, select the correct job number if required, then click **Terminate Job** on the bottom left of the screen.
- Enter their last day of duty and the termination reason, then click **Submit**.

Change or reverse a job termination

If you need to change or reverse a job termination after it has been submitted, send a [Termination reversal \(NOVO6r\) form](#) to your Payroll Advisor.

4. Check and update the last day of duty tab

Why this is important

An employee's last day of duty is either the last day they will work at the school this year, or the school's term four end date. Some employees' work patterns mean their last day of duty may not fall on the same day as the school's end date. We need you to confirm this to make sure their holiday pay is paid correctly.

Before you begin—what you need to know

- Entering the last day of duty ensures holiday pay is paid correctly. It does not remove the employee from the payroll.
- Principals need to enter the last day of duty for administrators, as they won't be able to enter their own.
- Only term-time only non-teachers, fixed-term teachers and permanent part-time teachers will show on this tab.
- You can make changes to an employee's last day of duty until the End of Year screen closes.
- If an employee's last day of duty is the same as the school's term four end date, you don't need to do anything. Leave the last day of duty field blank.
- Fixed-term: the last day of duty must be on or before the fixed-term end date. (See following page for guidelines and examples.)

How to check and update employees' last day of duty in the EOY screen

Step	Action
1	Go to EdPay > My Employees > End of Year Screen > Last Day of Duty tab  This tab auto-saves information as you enter it. There is no save button.
2	Check each employee's last day of duty against the school's term four end date. If their last day of duty is: • the same as your school's end date, leave the field blank. • not the same as your school's end date, enter the date in the last day of duty field. Note: See the following page for guidelines and examples.  Make a note of the employees who will need further action (booking leave or job termination).
3	When you have checked each employee and entered all the dates needed, download the EOY report (see Task 1 of this guide) and confirm the information is correct. Get the report signed off if necessary.

Next steps

You may need to book leave for some employees to cover the period from the last day of duty to the school's end date, or complete job terminations and restarts (Add New Employee).

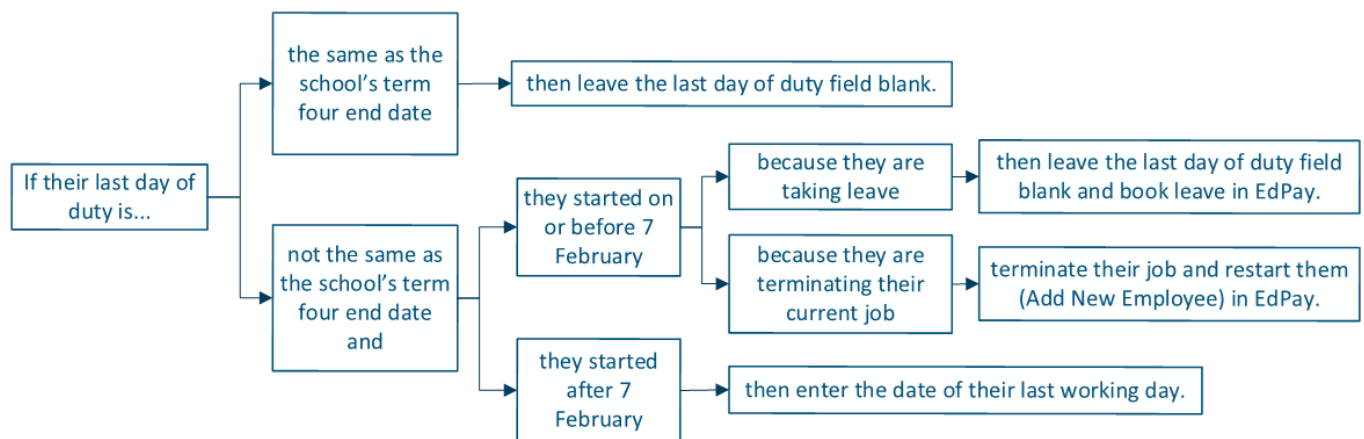
4. Check and update the last day of duty tab, continued

Guidelines

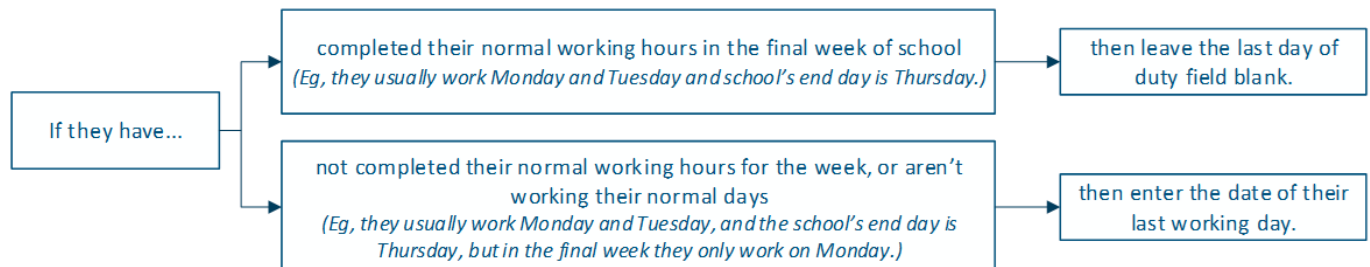
Fixed term: the last day of duty must be on or before their fixed-term end date

If an employee's last day of duty is after their fixed-term end date, you will need to extend their fixed-term end date in EdPay. The fixed-term end date will either update immediately or, if your Payroll Advisor has to action a ticket, please wait for their confirmation email before completing the employee's End of Year information.

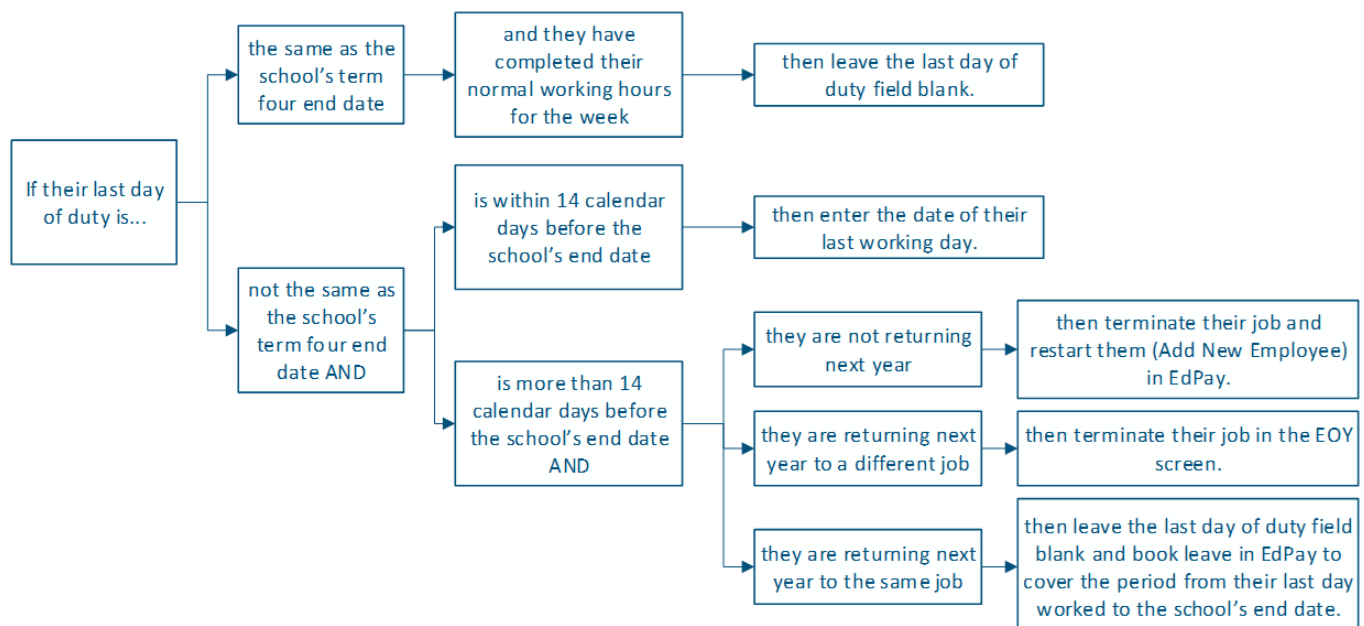
Fixed term full time teachers



Fixed term part time teachers



Term-time-only non-teachers



5. Book leave for 52-week workers

Why this is important

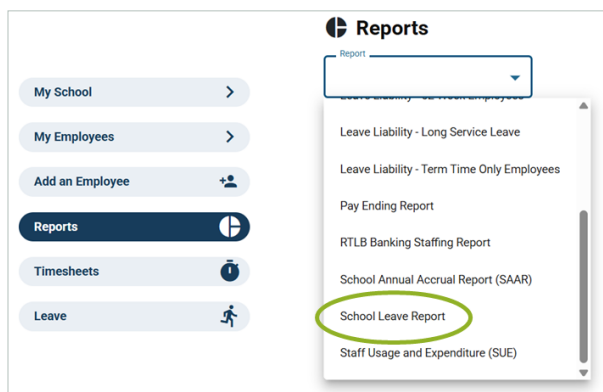
52-week workers are non-teaching roles that are paid all year round, including during the term breaks. If a 52-week worker takes annual leave over the term four break, it must be booked as annual leave, otherwise they will be paid salary and their annual leave balance will not be correct.

Before you begin

Check and confirm leave

Please check with the 52-week workers at your school to confirm if any are taking annual leave over the term four break.

- You can see which staff are 52-week workers in the Employment Status column of the EOY report.
- You can check an employee's annual leave balance by clicking on the Reports tab on the left of the screen, then selecting School Leave Report from the drop-down list. Their annual leave balance will also display when you create the leave booking in EdPay.



How to book leave

Book leave in the usual way for these employees for the time they are off work over the holiday period. See the [Book leave](#) page on our website for step-by-step instructions.

Note: If a **part-time** 52-week worker is not working any of their rostered days in a week, please book annual leave for them for the whole week (Monday-Friday), even if they don't usually work every day of the week.

6. Complete the End of Year checklist

Use the checklist below to make sure you have completed every step in the EOY process.

Step	Action	✓
1	Talk to other EdPay authorised users at your school and let them know you are preparing to complete the final checks. Has everyone finished submitting End of Year entries or changes, and has the principal entered the last day of duty for administrators, if required?	☐
2	Have you completed all the EOY tasks? - Have you updated your school's term dates? - Have you terminated jobs that are not continuing into the new school year? - Have you updated the last day of duty tab? - Have you booked annual leave for 52-week workers? Are you ready to complete final checks?	☐ ☐ ☐ ☐ ☐
3	Complete your final checks. - Download the End of Year report. - Check that all terminations for employees not returning next year have been correctly entered, with dates and reason codes. If any are incorrect, fill out a <i>Termination reversal (NOVO6r)</i> form and email it to your Payroll Advisor (support@novopay.govt.nz) as soon as possible. - For employees whose last day of duty is not the same as the school's end date: check that their end dates have been entered correctly. If the date is the same as your school's term four end date, this field should be blank. - Check you have booked leave for all 52-week workers for their time off during the term four break. Has all your End of Year data been entered correctly?	☐
4	Tell the other authorised users at your school that you have finished End of Year, so that they don't make any more changes in EdPay. Note: There is no EOY Complete button in EdPay as the information updates in real time.	☐
5	Download and save a final copy of the End of Year report for your records. (You won't be able to download the report after End of Year closes.)	☐

Congratulations! You have completed End of Year processing for this year!

End of Year closes at 5pm 19 November



All changes for next year, and the term four end date for this year, must be made before then and cannot be changed afterwards.

After End of Year closes you will not be able to make changes to pay details for term-time-only employees until Start of Year opens.

Start of Year opens 1 December