



End of Year

Start of Year

2026–27

Key dates

15 Oct	End of Year information available	Read the End of Year guide and watch the training video.
28 Oct	End of Year screen opens	Begin your End of Year tasks.
3 Nov	Annualisation screen opens	Begin annualising existing employees who were annualised in 2026. Wait for the SOY screen to open to annualise term-time-only employees.
18 Nov	Start of Year information available	Read the Start of Year guide and watch the training video.
26 Nov	End of Year screen closes	End of Year screen closes at 4.30pm. Remember to print your final End of Year report before it closes.
9 Dec	Start of Year screen opens	Begin your Start of Year tasks.
22 Dec	Payday for pay period 19	Lump-sum holiday pay is paid for term-time-only and timesheet-only employees, and returning teachers who failed the full-year test.
23 Dec	Second payday for pay period 19	Termination pay is paid for employees whose roles were terminated on or before 22 Dec 2026.
24 Dec	Third payday for pay period 19	Out-of-cycle payments are made.
5 Jan	Main payday for pay period 20	Public holidays are paid for eligible timesheet-only employees.
25 Jan	Annualisation screen closes	Annualisation screen closes, and EP23nt form must be in by 5pm or employees can't be annualised. New appointments for new starters up to 2 Feb 2027 must be in EdPay.
28 Jan	Deadline: restarters in pay period 22	Deadline for restarting term-term-only returning employees in PP22. Tasks should be completed in the Start of Year screen.
8 Feb	Deadline: new starters 3–16 Feb	New appointments for new starters between 3 and 16 Feb 2027 must be in EdPay.
11 Feb	Deadline: restarters in pay period 23	Deadline for restarting term-term-only returning employees in PP23. Tasks should be completed in the Start of Year screen.
25 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.

For more information visit our [End of Year](#) and [Start of Year](#) information pages on [EdPay.govt.nz](https://edpay.govt.nz)