Start of Year Changes

Contents

EdPav

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52-Week non-teacher

Allowances

Add, change, remove allowances

- EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements

Employment status

Change to fixed-term

- EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as permanent, please send an EP31) - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as permanent, please send an EP31)

Change to permanent

- EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

Change to term-time-only

- EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as 52-week worker, please send an EP31) - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as 52-week worker, please send an EP31)

Change to timesheet-only

- EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as 52-week worker, please send an EP31) - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as 52-week worker, please send an EP31)

Change to working 5 days a week

- EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

Change to working less than 5 days a week

- EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

Funding

Change department code

- EdPay - Select employee and job number> edit job funding section - EdPay - Select employee and job number> edit job funding section

Grade/Step/Pay Rate

Change grade, step and/or pay rate

- EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

Hours

Change hours

- EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

Leave

Book leave

- EdPay - Leave booking or a NOVO12 - EdPay - Leave booking or a NOVO12

EdPay

- **Reverse and/or rebook leave**
  - Form - NOVO12r - Form - NOVO12r

- **Start and end dates**
  - **Change fixed-term end date**
    - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

  - **Termination**
    - **Employee not returning for new school year**
      - EdPay - Termination - EdPay - Termination

    - **Employee not returning in the same job for new school year**
      - EdPay - Termination - EdPay - Termination

    - **Employee's job has been terminated, but they are returning to the same job for the new school year**
      - Form - NOVO6r - Form - NOVO6r

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Annualised non-teacher

Annualisation

Annualise for new school year, advising of all job details

- Form - EP23nt - deadline 29 Jan - Form - EP23nt - deadline 29 Jan

Changes to Annualisation (designation code or deannualising an employee)

- EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

Changes to Annualisation (IEA, Hours, Allowances, payrate)

- Form - EP24nt - For changes effective after 31 January - Form - EP24nt - For changes effective after 31 January

Employment status

Change to term-time-only

- EdPay - Select employee and job number > Pay details change (change employment status to term-time-only, advising their 2024 start date) - EdPay - Select employee and job number > Pay details change (change employment status to term-time-only, advising their 2024 start date)

Funding

Change department code

- EdPay - Select employee and job number> edit job funding section - EdPay - Select employee and job number> edit job funding section

Termination

Employee's job has been terminated, but they are returning to the same job for the new school year

- Form - NOVO6r and EP23nt (deadline 29 Jan) - Form - NOVO6r and EP23nt (deadline 29 Jan)

EdPav

Fixed-term teacher

Allowances

- **Add Māori immersion teacher allowances (MITA)**

  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements

- **Add mentor/tutor teacher allowances**

  - Form - NOVO36m (Primary), NOVO36t (Area) - Form - NOVO36m (Primary), NOVO36t (Area)

- **Add Pacific bilingual immersion teacher allowances (PITA)**

  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements

- **Add service qualification/increment allowance (secondary and area)**

  - Form - NOVO18t (or an EP31 if it needs to be reinstated) - Form - NOVO18t (or an EP31 if it needs to be reinstated)

- **Add, change, remove recruitment, retention, responsibility (RRR) allowances**

  - EdPay - Allowances (Primary) or NOVO16t (Secondary/Area) - EdPay - Allowances (Primary) or NOVO16t (Secondary/Area)

- **Add, change, remove career advisor teacher allowances (secondary and area)**

  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements

- **Add, change, remove higher duties allowances**

  - Form - NOVO28t - Form - NOVO28t

- **Add, change, remove Kāhui Ako (Community of Learning) allowances**

  - Form - EP16c - Form - EP16c

- **Add, change, remove Kāhui Ako (Community of Learning) higher duties allowances**

  - Form - NOVO28b (taking over normal teaching duties), NOVO28a (taking over Kāhui Ako duties) - Form - NOVO28b (taking over normal teaching duties), NOVO28a (taking over Kāhui Ako duties)

- **Add, change, remove middle/senior management allowances**

  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements

- **Add, change, remove permanent/fixed-term units**

  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements

- **Add, change, remove school-based allowances**

  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements

- **Add, change, remove specialist classroom teacher (secondary)/specialist teacher (area) allowances**

  - Ministry of Education - Ministry of Education

- **Employment status**

  - **Change to permanent**

    - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

- **Funding**
  - **Change department code**
    - EdPay - Select employee and job number> edit job funding section - EdPay - Select employee and job number> edit job funding section
  - **Change funding code to a study/sabbatical award**
    - Form - NOVO21 - Form - NOVO21
  - **Change funding code to bulk grant**
    - EdPay - Select employee and job number> edit job funding section - EdPay - Select employee and job number> edit job funding section
  - **Change funding code to teacher salaries**
    - EdPay - Select employee and job number> edit job funding section - EdPay - Select employee and job number> edit job funding section
- **Hours**
  - **Change from full-time to part-time**
    - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
  - **Change from part-time to full-time**
    - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
  - **Change part-time hours for a part-time teacher**
    - EdPay - Start of Year screen > Change Hours tab - EdPay - Start of Year screen > Change Hours tab
  - **Leave**
    - **Book Leave - Paid and unpaid**
      - EdPay - Leave booking or a NOVO12 - EdPay - Leave booking or a NOVO12
    - **Reverse and/or rebook leave**
      - Form - NOVO12r or reverse eligible leave in EdPay - Form - NOVO12r or reverse eligible leave in EdPay
    - **Salary assessment**
      - **For a teacher new to teaching in a state or state-integrated school or who has not taught in a state or state-integrated school for two years**
        - Salesforce - Salary Assessment - Salesforce - Salary Assessment
      - **For a teacher who has received new, additional or improved qualifications that payroll has not assessed**
        - Form - NOVO17t - Form - NOVO17t
    - **Start and end dates**
      - **Restart a fixed-term teacher**
        - EdPay - Start of Year screen > Restart Job tab - EdPay - Start of Year screen > Restart Job tab
      - **Termination**
        - **Employee not returning for new school year**

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- EdPay - Termination - EdPay - Termination

- **Employee not returning in the same job for new school year**

  - EdPay - Termination - EdPay - Termination

- **Employee's job has been terminated, but they are returning to the same job for the new school year**

  - Form - NOVO6r - Form - NOVO6r

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Permanent teacher

Allowances

- **Add Māori immersion teacher allowances (MITA)**
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements

- **Add mentor/tutor teacher allowances**
  - Form - NOVO36m (Primary), NOVO36t (Area) - Form - NOVO36m (Primary), NOVO36t (Area)

- **Add Pacific bilingual immersion teacher allowances (PITA)**
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements

- **Add service qualification/increment allowance (secondary and area)**
  - Form - NOVO18t (or an EP31 if it needs to be reinstated) - Form - NOVO18t (or an EP31 if it needs to be reinstated)

- **Add, change, remove career advisor teacher allowances (secondary and area)**
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements

- **Add, change, remove higher duties allowances**
  - Form - NOVO28t - Form - NOVO28t

- **Add, change, remove Kāhui Ako (Community of Learning) allowances**
  - Form - EP16c - Form - EP16c

- **Add, change, remove Kāhui Ako (Community of Learning) higher duties allowances**
  - Form - NOVO28b (taking over normal teaching duties), NOVO28a (taking over Kāhui Ako duties) - Form - NOVO28b (taking over normal teaching duties), NOVO28a (taking over Kāhui Ako duties)

- **Add, change, remove middle/senior management allowances**
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements

- **Add, change, remove permanent/fixed-term units**
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements

- **Add, change, remove recruitment, retention, responsibility (RRR) allowances**
  - EdPay - Allowances (Primary) or NOVO16t (Secondary/Area) - EdPay - Allowances (Primary) or NOVO16t (Secondary/Area)

- **Add, change, remove school-based allowances**
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements

- **Add, change, remove specialist classroom teacher (secondary)/specialist teacher (area) allowances**
  - Ministry of Education - Ministry of Education

Employment status

Change to fixed-term

- EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as permanent, please send an EP31) - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as

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permanent, please send an EP31)

- **Funding**
  - **Change department code**
    - EdPay - Select employee and job number> edit job funding section - EdPay - Select employee and job number> edit job funding section
  - **Change funding code to bulk grant**
    - EdPay - Select employee and job number> edit job funding section - EdPay - Select employee and job number> edit job funding section
  - **Change funding code to teacher salaries**
    - EdPay - Select employee and job number> edit job funding section - EdPay - Select employee and job number> edit job funding section
- **Hours**
  - **Change from full-time to part-time**
    - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
  - **Change from part-time to full-time**
    - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
  - **Change part-time hours for a part-time teacher**
    - EdPay - Start of Year screen > Change Hours tab - EdPay - Start of Year screen > Change Hours tab
- **Leave**
  - **Book Leave - Paid and unpaid**
    - EdPay - Leave booking or a NOVO12 - EdPay - Leave booking or a NOVO12
  - **Reverse and/or rebook leave**
    - Form - NOVO12r or reverse eligible leave in EdPay - Form - NOVO12r or reverse eligible leave in EdPay
  - **Salary assessment**
    - **For a teacher new to teaching in a state or state-integrated school or who has not taught in a state or state-integrated school for two years**
      - Salesforce - Salary Assessment - Salesforce - Salary Assessment
    - **For a teacher who has received new, additional or improved qualifications that payroll has not assessed**
      - Form - NOVO17t - Form - NOVO17t
    - **Termination**
      - **Employee not returning for new school year**
        - EdPay - Termination - EdPay - Termination
      - **Employee not returning in the same job for new school year**
        - EdPay - Termination - EdPay - Termination
      - **Employee's job has been terminated, but they are returning to the same job for the new school year**

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Term-time-only non-teacher

Allowances

- **Add, change, remove allowances**

  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements

- **Annualisation**

  - **Annualise for new school year, advising of all job details**

    - Form - EP23nt - deadline 29 Jan - Form - EP23nt - deadline 29 Jan

  - **Changes to Annualisation (designation code or deannualising an employee)**

    - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

  - **Changes to Annualisation (IEA, Hours, Allowances, payrate)**

    - Form - EP24nt - For changes effective after 31 January - Form - EP24nt - For changes effective after 31 January

- **Employment status**

  - **Change to 52-week worker**

    - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as term-time-only, please send an EP31) - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as term-time-only, please send an EP31)

  - **Change to fixed-term**

    - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as permanent, please send an EP31) - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as permanent, please send an EP31)

  - **Change to permanent**

    - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

  - **Change to timesheet-only**

    - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

  - **Change to working 5 days a week**

    - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

  - **Change to working less than 5 days a week**

    - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

  - **Funding**

    - **Change department code**

      - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

    - **Grade/Step/Pay Rate**

      - **Change grade, step and/or pay rate**

        - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

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- **Hours**

  - **Change part-time hours (employee has no work pattern)**

    - EdPay - Start of Year screen > Change Hours tab - EdPay - Start of Year screen > Change Hours tab

  - **Change part-time hours (employee has work pattern)**

    - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

  - **Changes between part-time and full-time**

    - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

- **Leave**

  - **Book Leave**

    - EdPay - Leave booking or a NOVO12 - EdPay - Leave booking or a NOVO12

  - **Reverse and/or rebook leave**

    - Form - NOVO12r - Form - NOVO12r

  - **Start and end dates**

    - **Change fixed-term end date**

      - 1) restart employee in the Start of Year Screen. 2) EdPay - Select employee details, and job number> Pay Details change - 1) restart employee in the Start of Year Screen. 2) EdPay - Select employee details, and job number> Pay Details change

    - **Restart for new school year (also complete for permanent employees)**

      - EdPay - Start of Year screen > Restart Job tab. Note: If their start date overlaps with annual leave, enter the day after annual leave booking ends as the start date. Next, submit a timesheet, for any hours that overlap with annual leave booking. Use the code TXTRA – Extra Time - EdPay - Start of Year screen > Restart Job tab. Note: If their start date overlaps with annual leave, enter the day after annual leave booking ends as the start date. Next, submit a timesheet, for any hours that overlap with annual leave booking. Use the code TXTRA – Extra Time

    - **Termination**

      - **Employee not returning for new school year**

        - EdPay - Termination - EdPay - Termination

      - **Employee not returning in the same job for new school year**

        - EdPay - Termination - EdPay - Termination

      - **Employee's job has been terminated, but they are returning to the same job for the new school year**

        - Form - NOVO6r - Form - NOVO6r

EdPay

Timesheet-only non-teacher

Allowances

- **Add, change, remove allowances**
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements

Annualisation

- **Annualise for new school year, advising of all job details**
  - Form - EP23nt - deadline 29 Jan - Form - EP23nt - deadline 29 Jan

- **Changes to Annualisation (designation code or deannualising an employee)**
  - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

- **Changes to Annualisation (IEA, Hours, Allowances, payrate)**
  - Form - EP24nt - For changes effective after 31 January - Form - EP24nt - For changes effective after 31 January

Employment status

- **Change to 52-week worker**
  - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as timesheet only, please send an EP31) - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as timesheet only, please send an EP31)

- **Change to fixed-term**
  - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as permanent, please send an EP31) - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as permanent, please send an EP31)

- **Change to permanent**
  - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

- **Change to term-time-only**
  - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

- **Change to working 5 days a week**
  - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

- **Change to working less than 5 days a week**
  - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

- **Funding**
  - **Change department code**
    - EdPay - Select employee and job number> edit job funding section - EdPay - Select employee and job number> edit job funding section

  - **Grade/Step/Pay Rate**
    - **Change grade, step and/or pay rate**
      - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

EdPay

- **Start and end dates**
  - **Change fixed-term end date**
    - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
  - **Termination**
    - **Employee not returning for new school year**
      - EdPay - Termination - EdPay - Termination
    - **Employee not returning in the same job for new school year**
      - EdPay - Termination - EdPay - Termination
    - **Employee's job has been terminated, but they are returning to the same job for the new school year**
      - Form - NOVO6r - Form - NOVO6r

EdPay