



Start of Year Changes

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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

- **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

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)

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**

- 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

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

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**

- Form - NOVO6r - Form - NOVO6r

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

- **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

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

- **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