



**We collect information toward the end of each year to ensure all employees are paid correctly over the term 4 holidays.**

There are four questions:

1. Is your school's end date for term 4 2022 correct?
2. Which employee's jobs are ending (terminating) in term 4?
3. Which continuing employees will have a last day for 2022 that is different to your school's term 4 end date?
4. Have you booked annual leave for your 52-week workers?



**Wednesday, 19 October, 2022**  
**5pm, Monday, 21 November 2022**

End of Year opens in EdPay  
End of Year closes in EdPay



**Get more help:**

- [www.edpay.govt.nz](http://www.edpay.govt.nz) in the End of Year 2022 Tool Box
- Your payroll adviser – support@novopay.govt.nz, 0508 668 6729
- EdPay Training Guides and Videos on the EdPay website—  
[EdPay | Training](#)



Check that your principal and other authorised users can access EdPay.  
Request a password reset by contacting your School Account Team for any passwords that have expired.

### End of Year step-by-step process—Checklist



1. Check the job information we have for your employees by downloading your End of Year report  
EdPay > End of Year screen > Summary Screen > Download CSV  
You do not need to send this report to Education Payroll – it is to help you organise your End of Year processing (page 4).



2. EdPay > End of Year screen > School Term dates  
Check your school's 2022 term 4 end date, and enter your 2023 start and end dates (page 5).



3. EdPay > End of Year screen > Terminations  
Terminate all employee's jobs that will NOT be returning in 2023 (page 6).



4. EdPay > End of Year screen > Last Day of Duty  
Tell us the date your term-time only non-teachers and fixed-term teachers will finish if it is different to your school's term four end date (page 8).



5. Go to EdPay > My Employees - Select all 52 Week workers and enter in the Leave bookings for the Annual Leave.  
This should cover any time during the term 4 break when they will not be working at school (page 10).



6. EdPay > End of Year screens > Summary > Download CSV  
Check all the entered data is correct for your End of Year entries and save for your school records (page 11).

**Well Done! End of Year is complete.**



There is no 'EoY Complete' Button in EdPay.

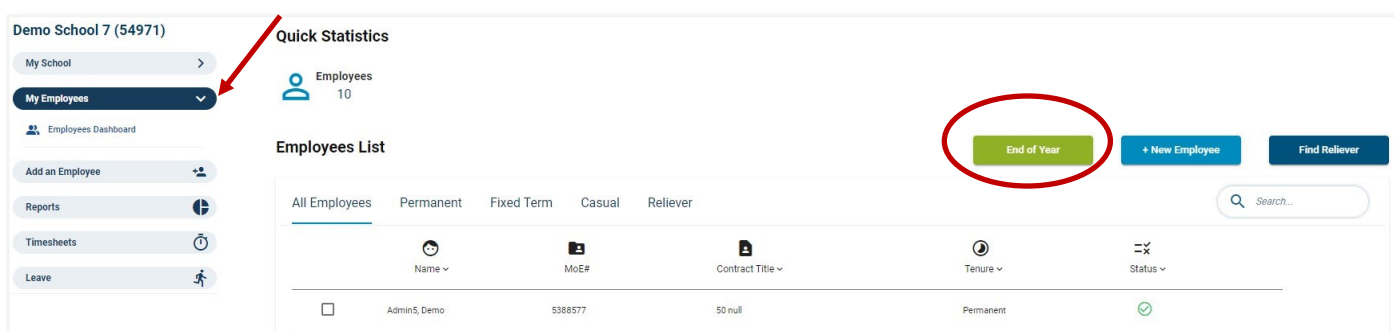
End of Year will be completed for your school automatically on 21 November, 5pm. Please ensure that any changes you need to make (school term dates, last day of duty or terminations) have been made before this date.

**EdPay**—Our payroll system. You do your entire End of Year process here.

You can access EdPay through <http://www.edpay.nz/> Log in using your username (7 Digit MOE number) and password, and click **Accept & Login**

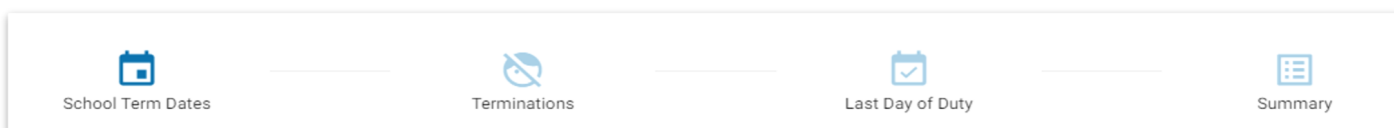
**EdPay End of Year screen**— This is the application you will use to enter your End of Year information.

You can open the End of Year screen by signing into EdPay, then going to your 'My Employees' Screen on the left hand side. Once in the 'My Employees' Screen, click on the green 'End of Year' button on the top right hand side.



Once you have opened the End of Year screen, use the tabs along the top to navigate between the End of Year functions

- ◇ School term dates (page 5)
- ◇ Terminations (page 6)
- ◇ Last day of duty (page 7)



## Download your End of Year report

End of Year Guide

2022

Your End of Year report is a working document that shows the relevant information we hold about your employees.

### To download this report:

1. Go to: **EdPay > My Employees > End of Year Screen > Summary Tab**
2. Select 'Download CSV' to download your End of Year report.
3. Save the file onto your computer and use it as a worksheet to note all the entries you need to make for your employees. This will make it easier to prepare and check during your End of Year process.

MoE#	Job#	First Name	Surname	Occupancy End Date	Employment Status	Last Day Of Duty	Termination Date	Termination Reason
4563222	03	Joshua	Warren		N/Teach Fixed-Term - T/Sheet			
4221319	03	Ronald	Gomez	12/08/2022	N/Teach Fixed-Term Part-Time Term-Time - Auto			
4221319	04	Ronald	Gomez	14/12/2022	N/Teach Fixed-Term Part-Time Term-Time - Auto			
4221319	05	Ronald	Gomez	13/12/2022	N/Teach Fixed-Term Part-Time Term-Time - Auto	09/12/2022		
4729761	04	George	Burton	14/12/2022	N/Teach Fixed-Term Part-Time Term-Time 5+ - Auto	14/12/2022		
5388577	01	Demo	Admin5		N/Teach Permanent Full-Time 5+ - Auto			
4712144	01	Marilyn	Webb	30/01/2023	N/Teach Permanent Part-Time Annualised - Auto			
4361500	02	Travis	Casey	30/01/2023	N/Teach Permanent Part-Time Annualised 5+ - Auto			
4361500	03	Travis	Casey	30/01/2023	N/Teach Permanent Part-Time Annualised 5+ - Auto			
4570752	01	Kathryn	Jimenez	30/01/2023	N/Teach Permanent Part-Time Annualised 5+ - Auto			

If you enter 27 Jan 2023 as a termination date for a teacher, it may show as 29 Jan 2023. We are aware of this and will move these dates back to 27 Jan 2023. No action is required by schools.

Download EOY Report



You can re-download the End of Year report csv file at any time and it will show the up-to-date changes you have made, as you enter employee information into the End of Year Screens.

This report is only available while the End of Year screens are open.

In the End of Year summary tab, you can also sort each of the columns but you can only sort one column at a time.

## How do I interpret my End of Year report?

**Occupancy end date:** The end date loaded for an employee's job.

**Employment status:** Signifies the type of job – Fixed or Permanent tenure, and if they are term time only, 52 week, timesheet etc.

**Last day of duty:** This is the day that is entered as their last day of work at your school in term 4, if it is different to the school's end date.

**Termination date:** The date that this employee will be paid up to, while working at your school. This is for their job that they are not returning to in 2023.

## Update your school's calendar

End of Year Guide

2022

It is important that your school term dates are correct in EdPay because that defines how your employees' holiday pay is calculated. If your school's dates are different to the published Ministry dates, you must ensure they are entered correctly.

### The Ministry's published term dates are:

	2022 term 4 end date	2023 term 1 start date	2023 term 4 end date
Ministry published term dates	20 December 2022*	30 January 2023	20 December 2023*

\*Term 4 end dates that fall on a Friday should be entered in EdPay End of Year screens as the following Sunday.

### To advise us of your school's term dates:

1. **EdPay > My Employees > End of Year screen > School Term Dates**
2. Enter your school's term 4 2022 end date.
3. Enter in your school's term 1 2023 start date and term 4 2023 end date.

- Your school term dates are the date your school opens and closes for instruction (to ensure your school is open for the correct number of half days). If you do not know your school's 2023 term dates, use the Ministry's published dates above.
- If your school's end date is on a Friday (2, 9 or 16 Dec), enter in the following **Sunday** as your term 4 end date (4, 11, 18 Dec).  
This allows us to pay teachers their salary correctly up to the Sunday, and holiday pay from the Monday. Term time only employees who finish on the last day of school will only be paid up to Friday (unless they have a work pattern loaded to work the Saturday/Sunday). Their annual leave due will be booked from the Monday.
- The term dates will 'auto-save' in this screen, ready for your next steps.
- The 2023 term dates entered for your school will not make changes to your employees' start and end dates at this point (this will be done during Start of Year).



You cannot change your term 4 2022 end date after the End of Year screen closes on 21 November 2022.

Please make sure that your term 4 2022 end date is correct before the End of Year screen closes on 21 November.

## Terminations

## End of Year Guide

2022

Instructions for how to terminate employees who are not returning to the same job at your school in 2023



Do not terminate an employee unless you are **sure** they are not returning to their current job in 2023, as they will not receive any payments after their contract is ended, (it can mean they won't be paid correctly for public holidays).

Use your End of Year report that you downloaded (page 4) to note all information on terminations, and have these checked and approved if necessary BEFORE beginning the termination process. Make sure you keep resignation letters for auditing purposes.

### For employees who are not returning in 2023 to your school:

1. Go to **EdPay > My Employees > End of Year Screen > Terminations tab.**
2. Select the employee to be terminated by typing in their name or MOE number into the search bar.
3. Select the termination reason from the drop down box (if the reason you want isn't available, please do the termination using your normal EdPay process) (see page 9).
4. Type in the termination date or select it from the dropdown calendar (Follow normal termination rules).
5. When you have made all the required changes for the displayed employee(s), press submit. This will submit the terminations for all these employees instantly.



Please note: If you navigate away from the terminations tab without clicking submit, your changes will be lost.

You can submit termination information in small batches of employees to avoid errors or interruptions.

If you need to change or reverse a termination after it has been submitted, you will need to send in a NOVO6R as soon as possible to your payroll advisor.

### What if the termination reason I want isn't available?

There are some termination reasons you will not be able to action in the End of Year screen. You will need to complete a termination for these employees using the regular EdPay termination screen.

Note: terminations with reason of transfer will not show on the End of Year report.

These terminations must be done outside of the End of Year screen		
Teachers and Non-Teachers	Teachers	Non-Teachers
Redundancy	Medical retirement	Retirement
		Annualised employees



You can remove an employee by pressing the delete button before you submit.

You can submit termination information in small batches of employees to avoid errors caused by interruptions.

If you download the End of Year report again after terminating your employees, it will show you the updated termination details.



If you enter 27 Jan 2023 as a termination date for a teacher, it may show as 29 Jan 2023. We are aware of this and we are going to move these dates back to 27 Jan 2023. No action is required by schools.

Entering the last day of duty in the End of Year screen ensures we calculate and pay out their holiday pay correctly. It will not terminate their position, (use the termination tab if this is needed). You will need to consider this for all term-time only non-teachers, fixed term teachers, and permanent part time teachers.

### To enter in the last day of duty:

#### 1. EdPay > My Employees> End of Year Screen > Last Day of Duty tab

- If your employee's last day of duty is **different** to your school's end date, fill in their last day of duty field with their date.
- If the employee's last day of duty is the **same** as your school's end date, leave their last day of duty field blank.

Name	MoE#	Contract Title	Tenure	Employment Status	Last Day of Duty
BG Burton, George	4729761	04 - Assoc - Teacher Aide	Fixed-Term	Term-Time Only Part Time	14/12/2022
CD Carter, Diane	4942876	01 - Assoc - Teacher Aide	Permanent	Term-Time Only Part Time	12/12/2022 <b>A</b>
CR Colon, Rosemary	4213929	14 - Teacher	Fixed-Term	Full Time	<b>B</b>
CR Crawford, Rebecca	4927519	04 - Teacher	Fixed-Term	Part Time	Last Day of Duty
GR Gomez, Ronald	4221319	02 - Admin - School Secretaries	Permanent	Term-Time Only Part Time	Last Day of Duty

Last Day of Duty only needs to be updated for employees that have a different finishing date to the school term 4 end date. For more information about Last Day of Duty, please see the End of Year information on the EdPay website [here](#).

- If their last day of duty is later than the occupancy end date in the End of Year report (for example, if their fixed term end date is in November but they will be working until end of term) update their occupancy end date first, by extending the fixed-term end date in EdPay as a Pay Details Change request. (Error message: Last Day of Duty cannot be after occupancy term date. Please update occupancy or terminate employee )
- Wait for the occupancy end date change to be actioned by your Payroll Advisor, before making End of Year changes to that employee.  
You will need to delete the date from the last day of duty field while this is processed.



When you have entered in all the last day of duty dates for employees that have a **different** date to the school term 4 end date, go to the summary tab in the End of Year screen, and download the End of Year CSV report again. Please check all the last day of duty information is correct and have it signed off if necessary.



## Extra information for determining the last day of duty

Read this extra information to determine an employee's last day of duty, or see the ['How To' Guide](#) (Edpay.govt.nz)

- ⇒ If no last day of duty is entered, your school's term 4 end date will be used.
- ⇒ Only employees **eligible** for a last day of duty will show in this tab.
- ⇒ The information entered into the last day of duty tab will save automatically, there is no 'save' button. You can make changes to an employee's last day of duty in the End of Year screen until the End of Year processing closes at 5pm 21 November.
- ⇒ For part-time teachers, who have not completed their usual hours for the week in the school's final week, enter their actual last day of duty.
- ⇒ If the last day of duty is earlier than 14 days before the school's term 4 end date, leave the last day of duty field blank, and book the employee leave in EdPay as leave without pay (LWOP), from the day after their last day of duty, up until your school's term 4 end date.

### Part-time, fixed term teachers

If these teachers have worked their normal hours for the final week of school, the last day of duty for a part-time, fixed term teacher will be also be the school's last day of term 4 (because their pay is calculated on a weekly basis).

*Example: If the part-time, fixed term teacher normally works Monday, Tuesday, Wednesday, and your school's term 4 end date is Thursday, then their last day of duty will be the **same** as your school's term 4 end date on the Thursday. You will NOT need to enter in a different last day of duty in the End of Year screen, as it becomes the same as your school's end date.*

If the teacher is not working their normal days or has not completed all their hours, their end date will be the last day that they work.

*Example: If the teacher normally works Monday, Tuesday, Wednesday, and your school term 4 end date is Thursday, but they are only working the Monday in the last week of term, then their last day of duty is **different** to your school's term 4 end date. You WILL need to enter a last day of duty date in the End of Year screen.*

### Term time only non-teachers

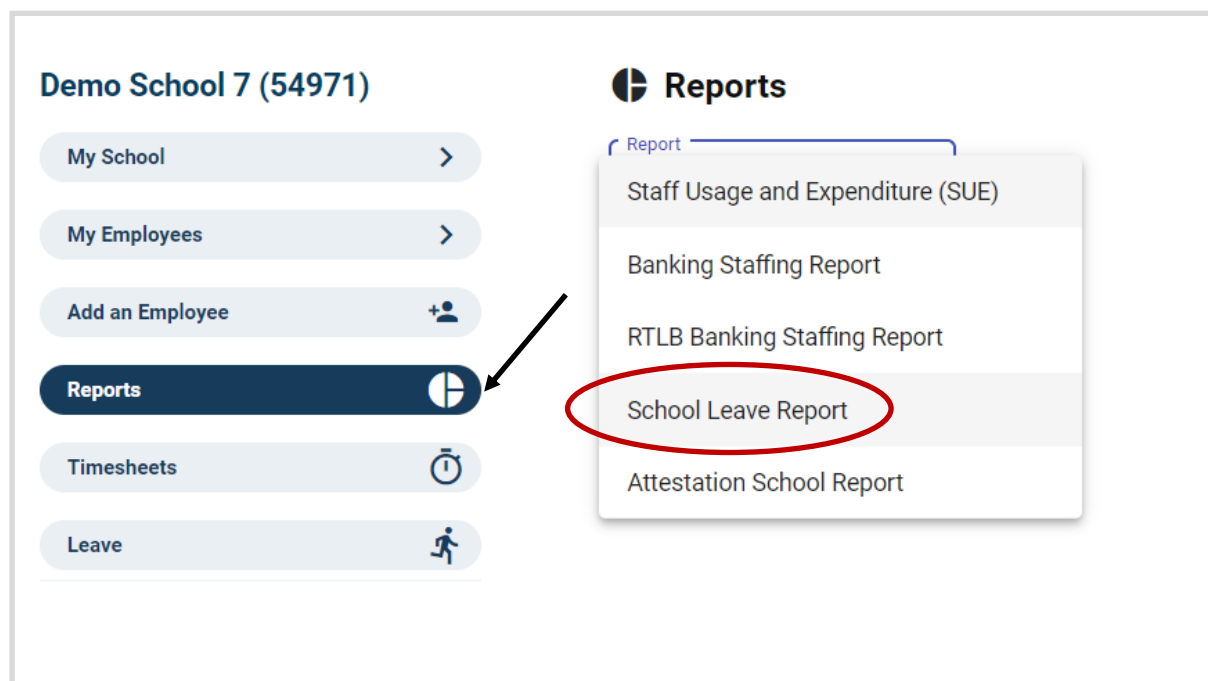
If	Then
If their last day of duty is the same as the school's end date (Eg they worked all their hours for the week)	No action is required—Leave the last day of duty field blank
If their last day of duty is within 14 calendar days of the school's end date (but not the same date)	Enter a last day of duty in the End of Year screen.
If their last day if duty is more than 14 calendar days before the school's end date because they are taking leave, and they are <b>returning</b> in 2023.	Book Leave Without Pay (LWOP) in EdPay to cover the period from their last day worked at the school in 2022 to the school's term 4 end date.  You will not need to enter their last day of duty in the End of Year screen. Leave the field blank, as the school's term 4 end date will become their last day of duty.
If their last day of duty is more than 14 calendar days prior to the school's end date, and they are <b>not returning</b> in 2023.	Do not enter a date in the last day of duty tab. Treat them as a termination and enter their termination date in the End of Year screen, termination tab.

### 52 week workers

Your 52 week workers are the employees who are paid all year round, including during the holidays. These are often caretaker/cleaner positions, or some administration staff. You can see which staff are 52 week workers on the End of Year report (Page 4).

These staff will need to have leave booked for the time they are off work over the holiday period. For example, a cleaner may take 2 weeks of annual leave over the term 4 break, and not come into work at all. This needs to be booked as annual leave, otherwise you will be paying them salary, and it will not deduct from their annual leave balance correctly.

You can also check an employee's annual leave balance by going to the School Leave report in EdPay, under the Reports screen on the left. Their annual leave balance will display when you create the leave booking in EdPay.



## Finish your End of Year process

## End of Year Guide

2022

The last step is to check you have completed everything you need to for your 2022 End of Year.

Please use the checklist on page 2 to ensure you have completed everything.

In EdPay, there is no 'EoY Complete' button as the information updates in real time.

End of Year processing for all schools closes at **5pm 21 November**. All changes must be made before the close off and cannot be changed after 21 November. This includes:

- school term dates
- last day of duty
- terminations
- term 4 end date.

## Download and check your final End of Year report

1. Communicate with all authorised users at your school and advise them that you are doing your final checks for End of Year process. Ensure they have finished submitting End of Year entries or changes. If you are an admin, your principal will need to enter in the last day of duty for you, you won't be able to do your own.
2. Download your End of Year Report to make your final checks.  
**EdPay > My Employees > End of Year screen > Summary tab > Download CSV report** (Page 4).
3. Check the report to see that all terminations have been correctly entered, with dates and reason codes, for employees not returning in 2023. If any of these are incorrect, please fill out a NOVO6R and send this to your Payroll Advisor on support@novopay.govt.nz – do this as soon as possible (page 6).
4. Check that all employees with a last day of duty different to your school's term 4 end date have been entered in correctly. If the date is the same as your school term 4 end date, this field should be blank. You can make any amendments needed in the last day of duty tab (page 8).
5. Once you are happy that all the data has been entered correctly, download and save a final End of Year report using the 'download CSV' button and retain a copy of this for your school records. Communicate with other authorised users that you have done this, so they don't make further changes.
6. Use the Checklist on Page 2 to make sure you have completed every step including booking leave for all 52 week workers for their time off during the term 4 break.



You have now completed the **End of Year** processing for 2022!

The **Start of Year** screen will be available from 7 December 2022.