

Education Payroll

School Administrators' Conference

Thursday 22 September 2022

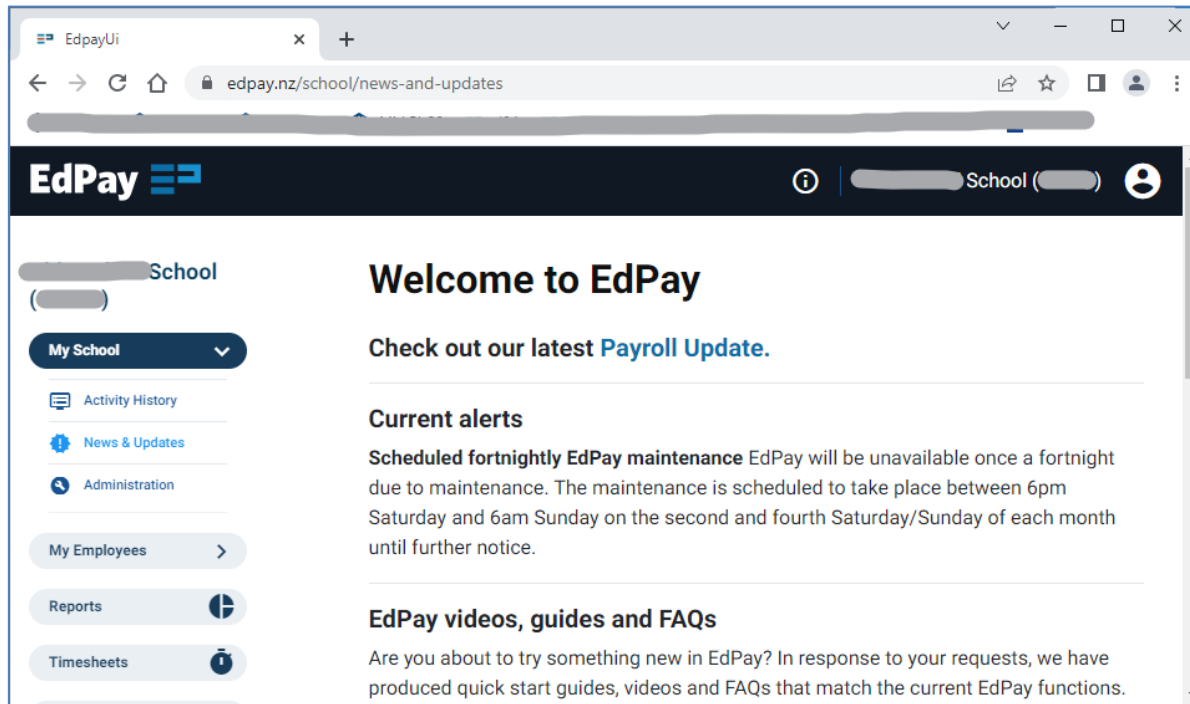


What we're going to cover

- The EdPay roadmap
- How to get the most out of the edpay.govt.nz website
- Break-out session on training and the website

EdPay update

James Robertson
Product Owner, EdPay portal



Feedback from you, our users

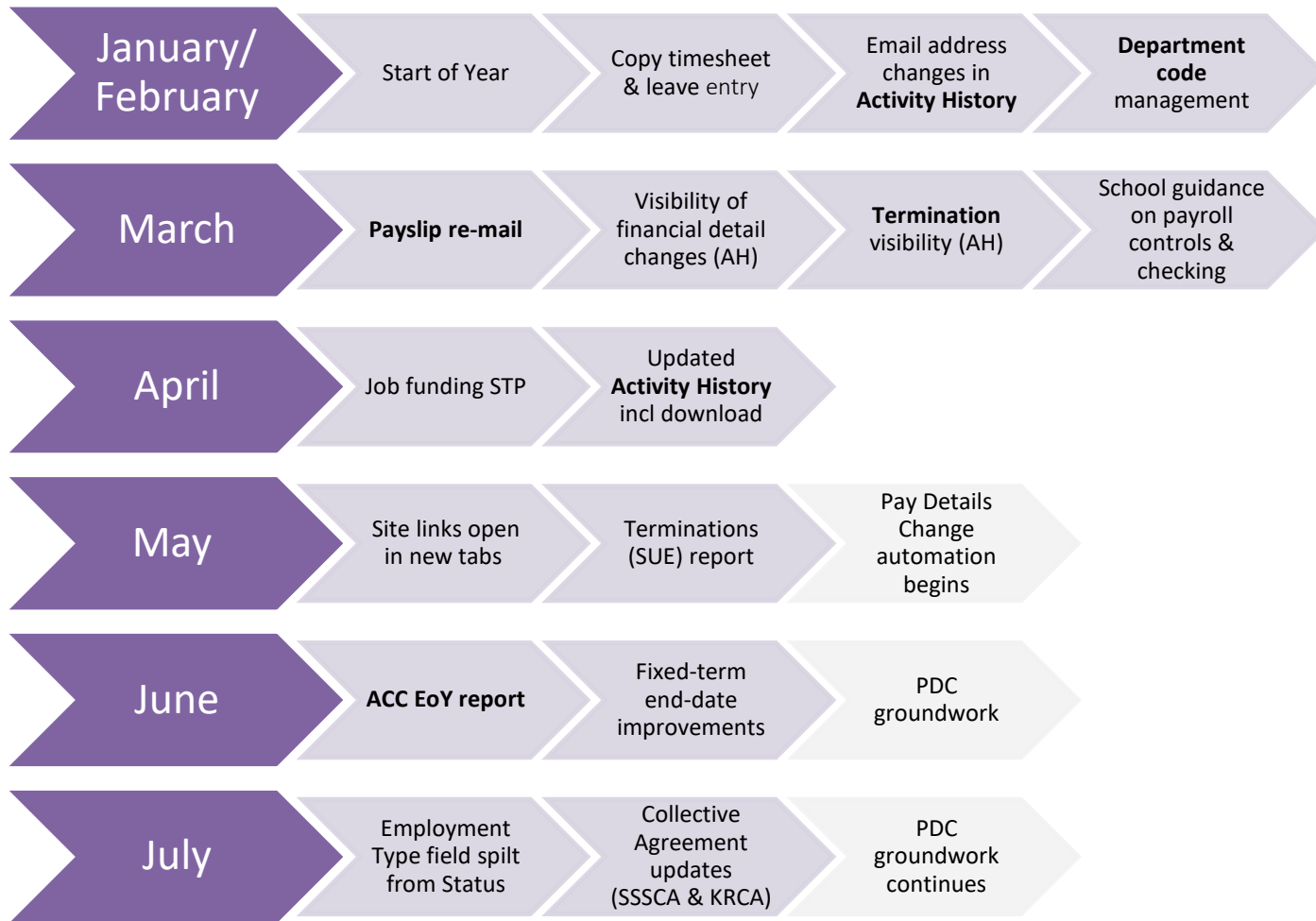
*Can we have access on EdPay to change **department code names** please?*

*As we have requests to reprint **payroll slips** for some of our staff, it would be great to have this function available in EdPay going forward.*

*OMG we really need a record of what **Staff Terminations** have been actioned. Would it be possible for this to be part of the **School Activity History**?*

*Where we can we access the **ACC EOY report** for account reconciliation in the new EdPay system?*

First half of 2022



EdPay straight-through processing (STP)

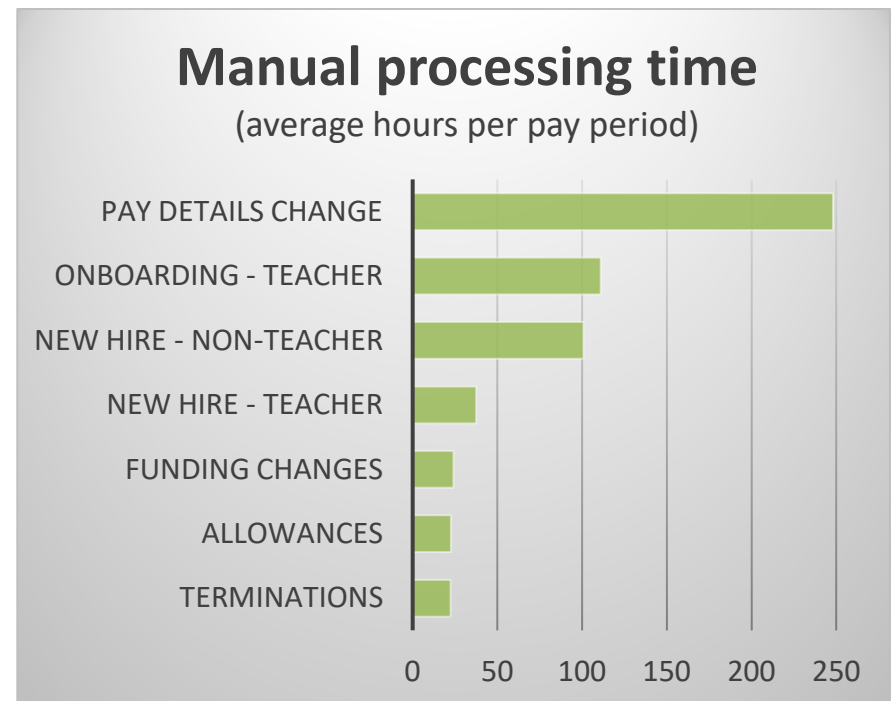
Over 90% EdPay transactions now straight-through processed

Done

- ✓ Timesheets*
- ✓ Leave*
- ✓ Leave reversals
- ✓ Terminations
- ✓ Allowances
- ✓ Tax codes
- ✓ KiwiSaver changes
- ✓ Update personal details
- ✓ Funding changes

*very high transaction volumes

To do



EdPay in development: straight-through processing of pay details changes

EdPay

My School

My Employees

Employees Dashboard

03 Groundskeeping

02 Groundskeeping

Personal Details

Financial Details

Terminate Job

Add an Employee

Reports

Timesheets

Leave

02 Groundskeeping

Job History

Job

ACTIVE

Effective Date

dd/mm/yyyy

'Effective Date' is required

☐ Update to employee's original job start date

Employment Agreement

Sec & Area Schools Groundstaff IE

Position Title

Non-Teacher

Designation Code

S55 - Groundskeeping

Grade

Groundskeeper

Step

01

Salary

21.78

Rate Type

Hourly

Tenure

Permanent

Employment Type

52-Week Worker

Employment Status

Part Tim

5 Days a Week?

Yes

No

Average Hours Per Week

07:30

Standard Work Week Hours

40:00

Aggregate percentage

UI-Version: 12.23.0-next.2

EdPay roadmap

To end of 2022

- Straight-through processing of **pay details changes**

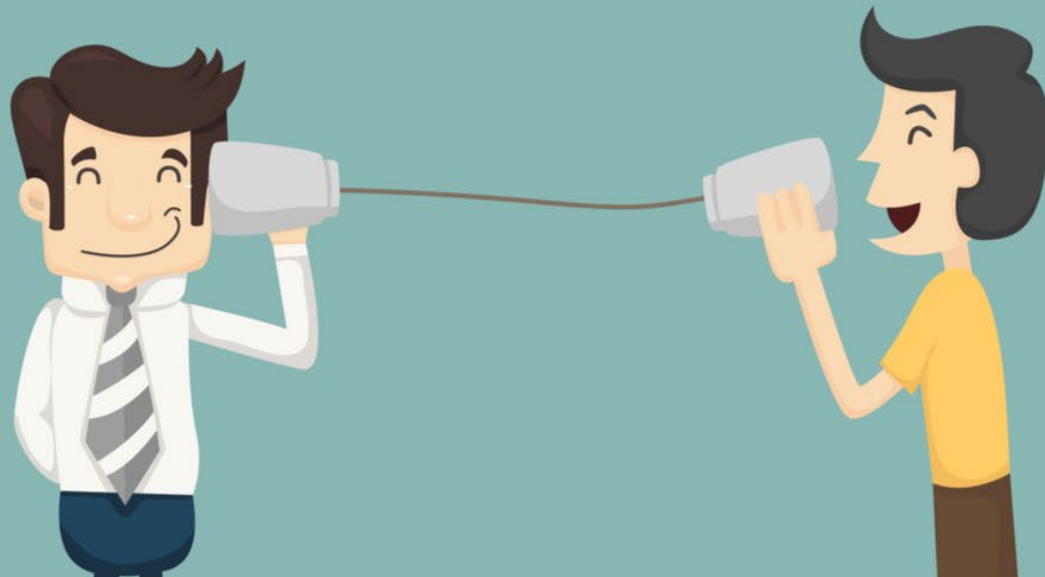
Early to mid-2023

- Straight-through processing of teacher **onboarding** and teacher & non-teacher **new hire**

Mid-2023 and beyond

- Further **customer-requested enhancements**
- **Reporting/dashboards**
- Investigate further **reducing EdPay forms**
- UX review and **design refresh**
- etc.





EdPay training and website

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EdPay

SEARCH

Home
How to
Forms
Reports
Tools to help you
EdPay training
Contact us

Alerts

- [Pay equity changes](#)
- [Scheduled fortnightly EdPay maintenance](#)
- [Check your browser and operating systems are updated](#)

News

- [KiwiSaver remediation](#)
- [Payroll Update 25 July 2022](#)
- [Payroll Update 7 July 2022](#)
- [...previous newsletters](#)

Pay cycle changes

- [Pay cycle changes](#)
- [Fortnightly pay cycle](#)
- [Out of cycle payments](#)
- [Submit SUE adjustment](#)

Top 'How to' topics

- [Leave management](#)
- [Book leave](#)
- [Fortnightly pay](#)
- [Enter payroll instructions](#)
- [Check SUE reports](#)
- [Correct pay errors](#)
- [New appointment](#)
- [Create additional job](#)
- [KiwiSaver](#)
- [Payroll record keeping](#)
- [Resend payslip](#)

Information for

- [Authorised users](#)
- [School employees](#)
- [Relievers](#)
- [Principals](#)
- [Boards of trustees](#)

Beta schools login

Thanks for being part of our beta or test group. Please provide feedback to your payroll advisor or email feedback@edpay.nz.

EdPay Beta

Log in to EdPay Beta

Quick links

- [Codes](#)
- [EdPay and forms](#)
- [A-Z of payroll](#)
- [Count number of leave days](#)
- [Reports](#)
- [Smart forms](#)
- [Overpayment offset forms](#)
- [Salary Assessment Unit](#)
- [ACC Claim - starting a claim](#)

Payroll calendar

DATE	EVENT
15 Aug	- PP 202311 -EdPay tickets and NOVO forms cut-off, 5pm
18 Aug	- PP 202311 - EdPay straight through processing cut-off, 5:30pm
19 Aug	- PP 202311 - SUE adjustments must be advised for PP11
23 Aug	- PP 202311 - Pay day
24 Aug	- PP 202312 - Start of pay period
24 Aug	- PP 202311 - Termination pay day
25 Aug	- PP 202311 - Out of cycle cut-off, 12pm
26 Aug	- PP 202311 - Out of cycle payments paid
29 Aug	- PP 202312 -EdPay tickets and NOVO forms cut-off, 5pm

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EdPay

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- Fortnightly pay cycle
- Out of cycle payments
- Submit SUE adjustment

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TRAINING

[Getting started in EdPay](#)

[Checking transactions using the activity history and timesheet and leave histories in EdPay](#)

[Change or add funding or department codes](#)

[Change financial details](#)

[Change pay details](#)

[Change personal details](#)

[Booking leave](#)

[Leave reversal](#)

EdPay training

EdPay is intuitive and easy to use. We've put together some handy videos, guides, documents and FAQs to help get you started.

Our videos are hosted by Vimeo and will open in a new window.

EdPay – getting started user guide

- ▶ [Getting started in EdPay – user guide](#) [web page]

Allowances

- ▶ [Allowances](#) [PDF 823KB, 3 pages]

Authorisation, transaction checking and approval (payroll controls)

- ▶ [Assurance and tracking](#) [video 1 minute 50]
- ▶ [Checking transactions using the activity history and timesheet and leave histories in EdPay](#) [web page]
- ▶ [How to use transaction histories in EdPay for checking and approving transactions](#) [video 3 minutes 30 seconds]
- ▶ [School internal processes and controls - payroll](#) [PDF 1.27MB, 8 pages]

Codes and funding management

- ▶ [Change or add funding or department codes](#) [web page]

TRAINING

Getting started in EdPay

Checking transactions using the activity history and timesheet and leave histories in EdPay

Change or add funding or department codes

Change financial details

Change pay details

Change personal details

Booking leave

Leave reversal

Change or add funding or department codes

[Printable version](#)

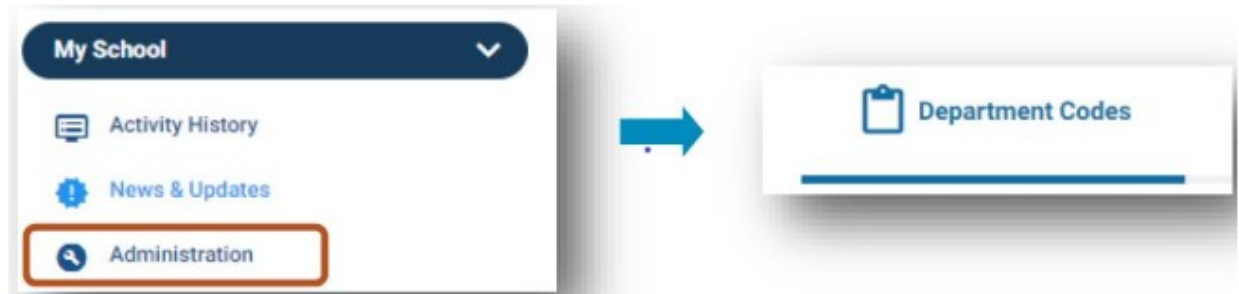
[Download PDF](#) [.98MB, 2 pages]

- ▶ Add a new funding/department code
- ▶ Change the description of an existing funding/department code

Note: For changes to funding code 11340 and 11320 please send a NOVO21 to your payroll advisor

Add a new funding/department code

Step 1 Go to the administration page under the 'My School tab' then the Department Codes tab



A-Z of payroll

Use this section to find out about payroll topics. We welcome your [Feedback](#) and suggestions for additional topics for this page.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

A

[ACC Claim - Starting a Claim](#)

[ACC Levies](#)

[ACC Levy 2021 rates](#)

[ACE Coordinator](#)

[Annual leave](#)

[Annual leave for 52-week non-teachers](#)

[Annual leave for term-time only non-teachers](#)

[Annualisation](#)

[Area schools' priority teacher supply allowance](#)

[Associate teacher allowance](#)

[Attestation report](#)

[Authorised email](#)

[Authorised signatory](#)

[Authorised user access](#)

[Back To Top](#)

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EdPay

Website feedback

To help us improve the information we give you on this website, use the form below to send us any comments or suggestions you have about this site. If there is anything broken or out of date, please let us know so we can fix it.

If you are a school employee and have a question, please contact your school's payroll administrator in the first instance.

If you are a payroll administrator or principal and have questions about using the schools' payroll service, please contact our School Account Team. See [Contact us](#). Read our [Privacy statement](#).

For general questions (if not covered by the above), please email information@edpay.nz

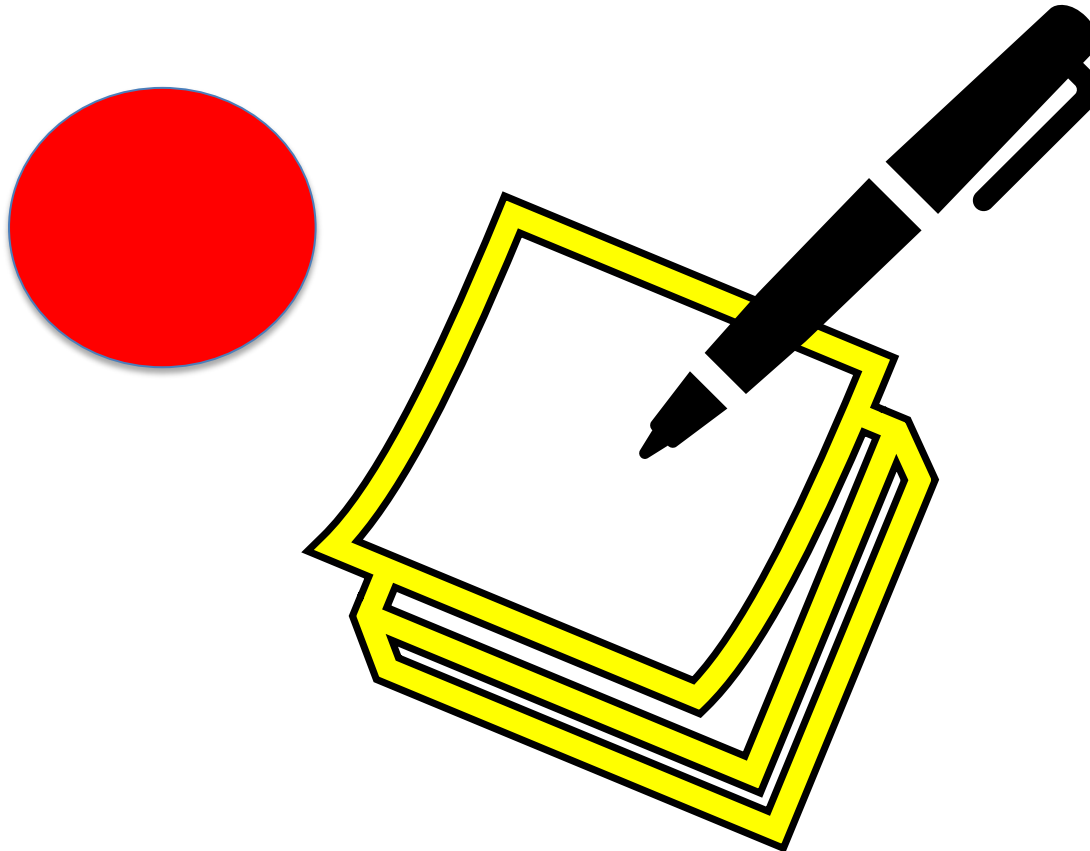
NOTE: Please do not use this form for questions about passwords, EdPay or any applications you may have made.

Your name *

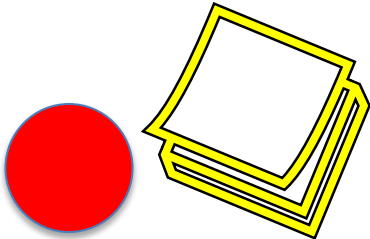
Your school

Your email address (if you want a reply)

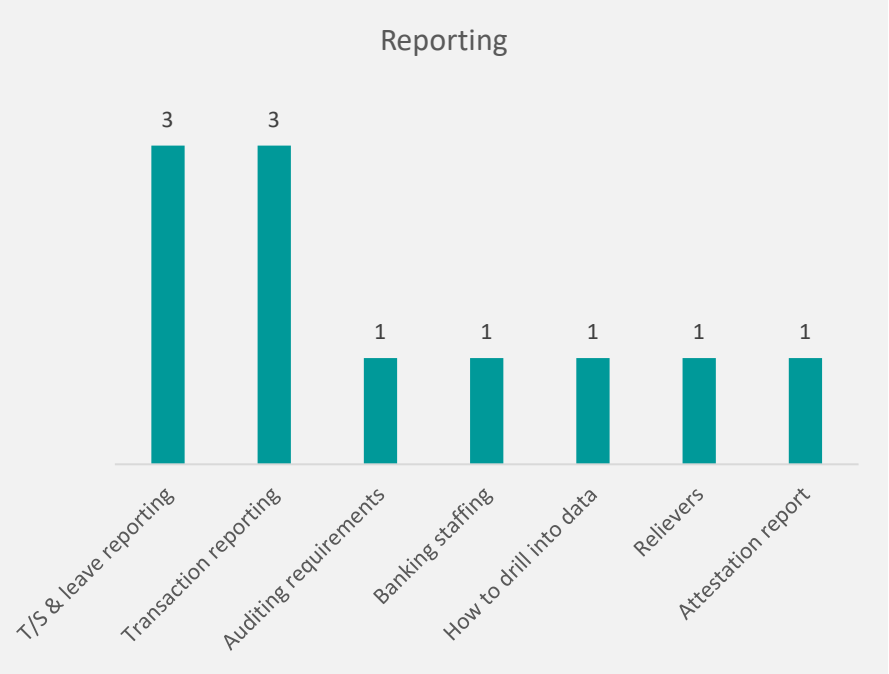
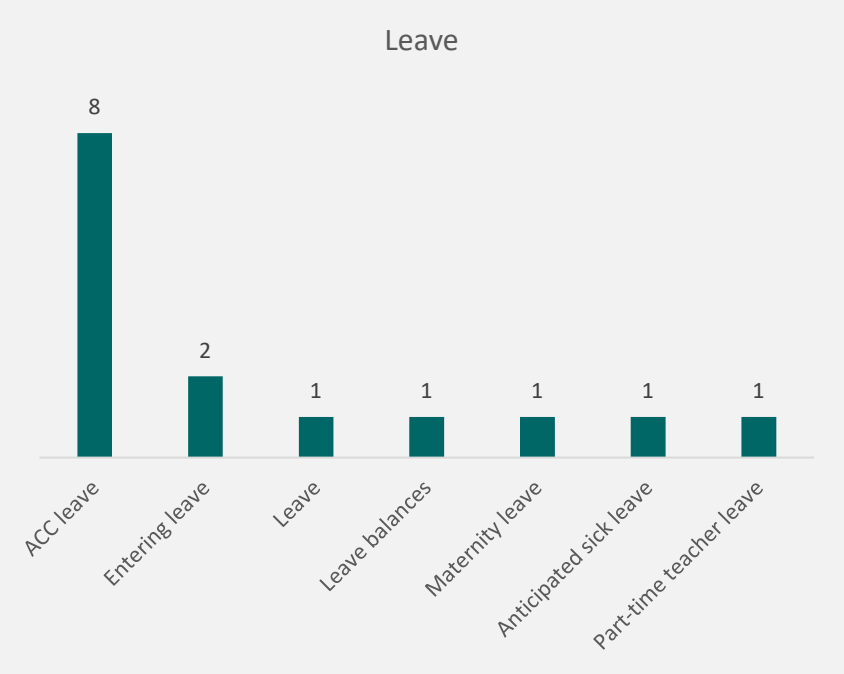
Breakout session



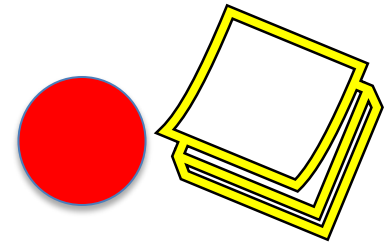
Is there a specific topic you'd like more training on?



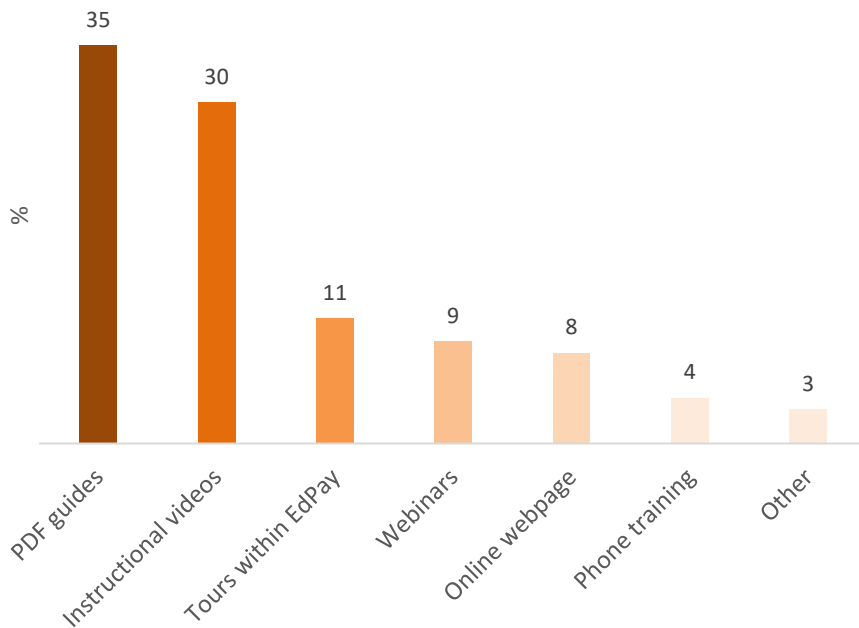
Backdated changes	CA updates	Forms	Pay cycle
Correcting errors	Allowances	Payroll codes & reasons	End of year, start of year
			New users



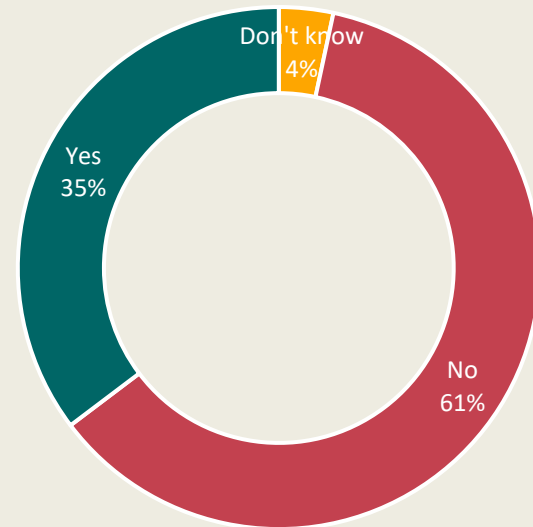
How do you prefer to receive training?



What is your preferred way to receive and use training material?

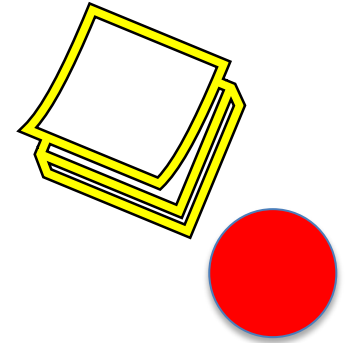


Have you used the EdPay training page in the past 6 months?



Don't know No Yes

www.edpay.govt.nz website



How satisfied are you with the information provided on the website?

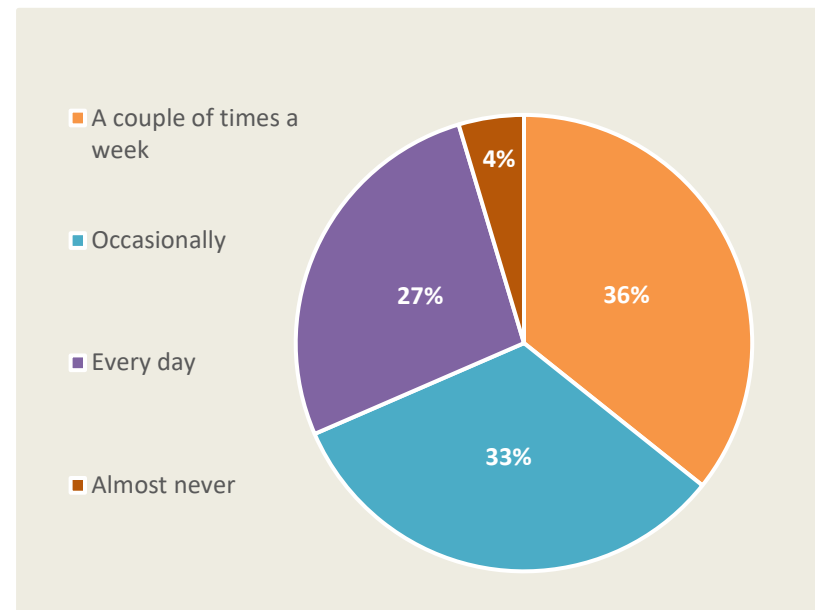


64% satisfied

■ Dissatisfied ■ Neutral ■ Satisfied ■ Completely satisfied



How often do you use the website?



What's next?

- We will use your input to update our website and training pages
- We will introduce new training guides
- We will use the Payroll Update newsletter to cover off topics that you want more information on.

Contact us

www.edpay.govt.nz/site/contact_us/

Education Payroll authorised users

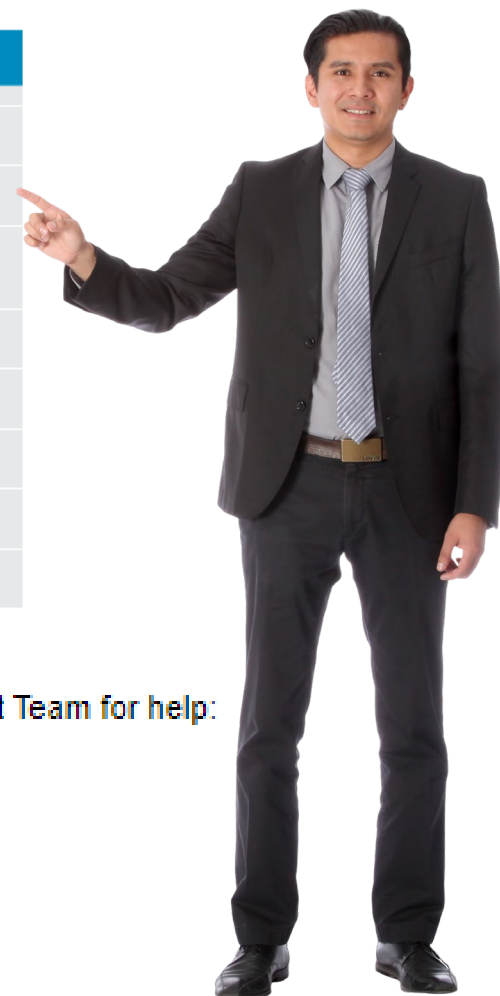
Education Payroll Service Centre

If you are an authorised user of the Education Payroll service, contact the School Account Team for help:

- ▶ Phone: 0508 668 6729 (available 9.30am to 3.30pm weekdays)
- ▶ Email: support@novopay.govt.nz

See also: [Sending forms](#)

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