

End of Year 2022 and Start of Year 2023

Key Dates

28 September	End of Year information available	Read the End of Year guide and watch the training video
19 October	End of Year screen opens in EdPay	Begin your End of Year processing. Deadline is 21 Nov 2022
16 November	Start of Year information available	Read the Start of Year guide and watch the training video
21 November	End of Year screen closes in EdPay	End of Year screen closes at 5pm. Remember to print your final End of Year Report before it closes
7 December	Start of Year screen opens	Begin your Start of Year processing. Submit NOVO23nt (annualisation) forms before term 4 holidays
13 December	Main payday for pay period 19	Holiday pay is paid out today for term-time only and timesheet only employees, also teachers who failed the full-year test
16 December	Second payday for pay period 19	Termination pay is paid out today for employees who have terminated in PP19 and any out of cycle payments
23 December	Main payday for pay period 20	Public holidays for timesheet only employees is paid out today
30 December	Second payday for pay period 20	Termination pay is paid out today for employees who have terminated in PP20 and any out of cycle payments
30 January	Deadline for EP23nt (annualisation) forms	EP23nt must be sent in by this date, or employees will not be able to be annualised
2 February	Deadline for starters in pay period 23	Tasks should be completed for these 2023 starters in the Start of Year screen
24 February	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 the [EdPay.govt.nz](https://edpay.govt.nz) website