



Mandatory fields are marked with an asterisk (*). These fields **MUST** be completed.

Please refer to the Education Payroll website www.educationpayroll.co.nz/privacy for Education Payroll Ltd's statement on the storage, collection and sharing of personal information

Identifying details

New EdPay user

1. Is this setting up a new EdPay user, or updating details of a current authorised user? (email, phone no.)*

Updating details

2. School number *

3. School name *

Authorised user details

4. Is this access to be used by an external administrator? (NOT paid via Education Payroll Ltd)*

Yes

No

5. MOE number *

While this field is mandatory, if the request is for access by an employee who has not yet been issued an MOE number, this field can be left blank.

6. Surname *

7. First name *

8. Email address *

Note: the email address provided must not be used by any other administrator

9. Telephone *

Area code *

Number *

Extension

Online access type *

Select only one (1) of the following access types.

Principal (access to all school employee records, reports)

Community education administrator

School-wide administrator (access to all school employee records, reports)

Out-of-hours music administrator

- **only option for external school administrators**

Timesheet and leave administrator (access to timesheets and leave)

University administrator

Authorised user signature

I agree that:

- I will not share my user ID and password with another person, or allow another person to use my EdPay user ID, password or email address
- The email address supplied will be used for EdPay access, training and payroll communication
- It is my responsibility to ensure that my EdPay ID and password are kept secure
- Any information I access is for work purposes and will be kept confidential

Signature *

Date *

(dd/mm/yyyy)

Name *

Authoriser

As a duly authorised representative of the Board of Trustees, I confirm:

- The employee named above is to be set up as an authorised user of EdPay services
- All instructions received into the service desk are 'authorised' if sent from an EdPay authorised user using an EdPay authorised email address
- The school will check its Staff Usage and Expenditure (SUE) and attestation reports each fortnight to ensure the information has been correctly received and actioned

Duly delegated authorised representative of the board

IMPORTANT:

- If the request is for principal access it must be signed by the Board of Trustees chair or delegate
- Requests for other access types must be signed by the principal or Board of Trustees member

Signature *

Date *

(dd/mm/yyyy)

Name *

Designation *

EdPay access type descriptions

The tables below summarise each access type to help you choose the access type the authorised user needs.

Please note:

- An authorised user can only have one access type assigned to their user account
- An authorised user cannot make changes to their own records
- Employees not paid by Education Payroll Ltd can only have school-wide administrator access.

EdPay online access

| Access type | A user with this access type can | Choose this access type when |
|-----------------------------------|---|--|
| School-wide administrator | <ul style="list-style-type: none">access all school employee records | <ul style="list-style-type: none">the administrator is responsible for processing pay for all school employees |
| Timesheet and leave administrator | <ul style="list-style-type: none">access the employee list but not the employee's personal or financial detailssubmit timesheet and leave instructions (incl. relievers) | <ul style="list-style-type: none">the administrator will only access or issue timesheet and leave instructions |
| Principal | <ul style="list-style-type: none">access all employee records for the school | <ul style="list-style-type: none">the employee is the principal of the school |
| University administrator only | <ul style="list-style-type: none">access EdPay reports | <ul style="list-style-type: none">the administrator works for a university |

EdPay forms only access

| Access type | A user with this access type can | Choose this access type when |
|--|---|--|
| Community education administrator only | <ul style="list-style-type: none">access community education employee records | <ul style="list-style-type: none">the administrator will only access or issue instructions for community education employees |
| Out-of-hours music administrators only | <ul style="list-style-type: none">access out-of-hours music employee records | <ul style="list-style-type: none">the administrator will only access or issue instructions for out-of-hours music employees |