

End of Year/Start of Year 2023-24

Key dates

11 Oct	End of Year information available	Read the End of Year guide and watch the training video
18 Oct	End of Year screen opens	Begin your End of Year processing. Deadline is 22 Nov
15 Nov	Start of Year information available	Read the Start of Year guide and watch the training video
22 Nov	End of Year screen closes	End of Year screen closes at 5pm. Remember to print your final End of Year report before it closes
4 Dec	Start of Year screen opens	Begin Start of Year processing. Submit EP23nt annualisation forms before the end of term 4
12 Dec	Main payday for pay period 19	Lump sum holiday pay paid for term-time only and timesheet only employees, and returning teachers who failed the full year test
15 Dec	Second payday for pay period 19	Termination pay is paid for employees whose roles were terminated on or before 12 Dec 2023, and out of cycle payments
22 Dec	Main payday for pay period 20	Public holidays paid for eligible timesheet only employees. Termination pay paid for employees whose roles were terminated on or before 26 Dec 2023
29 Dec	Second payday for pay period 20	Out of cycle payments
29 Jan	Deadline for EP23nt annualisation forms	EP23nt must be in by 5pm or employees can't be annualised. New appointments for new starters up to 7 Feb 2024 must be in EdPay
31 Jan	Deadline for starters in pay period 23	Tasks should be completed for returning term-time only employees and teachers in the Start of Year screen
1 Mar	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