

# Novopay Start of Year Changes

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## 52-Week Non-Teacher

### Allowances

- **Add, Change, Remove Allowances**
  - EdPay - Allowances - EdPay - Allowances
- **Employment Status**
  - **Change to Fixed-Term**
    - EdPay - Terminate current job in EdPay and set up new job in EdPay (unless job was incorrectly set up as permanent which requires a NOVO31) - EdPay - Terminate current job in EdPay and set up new job in EdPay (unless job was incorrectly set up as permanent which requires a NOVO31)
  - **Change to Permanent**
    - EdPay - Pay Details Change - EdPay - Pay Details Change
  - **Change to Term-Time Only**
    - EdPay - Terminate current job in EdPay and set up new job in EdPay (unless job was incorrectly set up as 52-Week worker which requires a NOVO31) - EdPay - Terminate current job in EdPay and set up new job in EdPay (unless job was incorrectly set up as 52-Week worker which requires a NOVO31)
  - **Change to Timesheet Only**
    - EdPay - Terminate current job in EdPay and set up new job in EdPay (unless job was incorrectly set up as 52-Week worker which requires a NOVO31) - EdPay - Terminate current job in EdPay and set up new job in EdPay (unless job was incorrectly set up as 52-Week worker which requires a NOVO31)
  - **Change to working 5 days a week**
    - EdPay - Pay Details Change - EdPay - Pay Details Change
  - **Change to working less than 5 days a week**
    - EdPay - Pay Details Change - EdPay - Pay Details Change
- **Funding**
  - **Change Department code**
    - EdPay - Funding - EdPay - Funding
  - **Grade/Step/Pay Rate**
    - **Change Grade, Step and/or Pay Rate**
      - EdPay - Pay Details Change - EdPay - Pay Details Change
    - **Hours**
      - **Change Hours**
        - EdPay - Pay Details Change - EdPay - Pay Details Change
      - **Leave**
        - **Book leave**
          - Novopay Online - Leave Bookings Entry - Novopay Online - Leave Bookings Entry
        - **Reverse and/or Rebook Leave**
          - Form - NOVO12r - Form - NOVO12r
      - **Start and End Dates**
        - **Change Fixed-Term End Date**

- EdPay - Pay Details Change - EdPay - Pay Details Change

- **Termination**

- **Employee not returning for new school year**
  - EdPay - Termination - EdPay - Termination
- **Employee not returning in the same job for new school year**
  - EdPay - Termination - EdPay - Termination
- **Employee terminated but returning to the same job for the new school year**
  - Form - NOVO6r - Form - NOVO6r



## Annualised Non-Teacher

### Annualisation

- **Annualise for new school year with any hours, pay rate, employment status and/or allowance changes**
  - Form - NOVO23nt - Form - NOVO23nt
- **Employment Status**
  - **Change to Term-Time Only**
    - EdPay - Pay Details Change (change employment status to Term-Time Only from 31 January) - EdPay - Pay Details Change (change employment status to Term-Time Only from 31 January)
  - **Funding**
    - **Change Department code**
      - EdPay - Funding - EdPay - Funding
    - **Termination**
      - **Employee terminated but returning to the same job for the new school year**
        - Form - NOVO6r - Form - NOVO6r

## Fixed-Term Teacher

### Allowances

- **Add Maori Immersion Teacher Allowances (MITAR)**
  - Form - NOVO37t, NOVO38t - Form - NOVO37t, NOVO38t
- **Add Mentor/Tutor Teacher allowances**
  - Form - NOVO36m (Primary), NOVO36t (Area) - Form - NOVO36m (Primary), NOVO36t (Area)
- **Add Service Qualification/Increment allowance (secondary and area)**
  - Form - NOVO18t (unless the teacher has received it previously which requires a NOVO31) - Form - NOVO18t (unless the teacher has received it previously which requires a NOVO31)
- **Add, Change, Remove Career Adviser Teacher allowances (secondary and area)**
  - EdPay - Allowances - EdPay - Allowances
- **Add, Change, Remove Higher duties Allowances**
  - Form - NOVO28t - Form - NOVO28t
- **Add, Change, Remove Kahui Ako/Community of Learning allowances**
  - Form - NOVO16c - Form - NOVO16c
- **Add, Change, Remove Kahui Ako/Community of Learning Higher Duties allowances**
  - Form - NOVO28b (taking over normal teaching duties), NOVO28a (taking over Kahui Ako duties) - Form - NOVO28b (taking over normal teaching duties), NOVO28a (taking over Kahui Ako duties)
- **Add, Change, Remove Middle/Senior Management allowances**
  - EdPay - Allowances - EdPay - Allowances
- **Add, Change, Remove Permanent/Fixed-Term units**
  - EdPay - Allowances - EdPay - Allowances
- **Add, Change, Remove Recruitment, Retention, Responsibility (RRR) allowances**
  - EdPay - Allowances - EdPay - Allowances
- **Add, Change, Remove School-based allowances**
  - EdPay - Allowances - EdPay - Allowances
- **Add, Change, Remove Specialist Classroom Teacher (secondary)/Specialist Teacher (area) allowances**
  - Ministry of Education - Ministry of Education
- **Employment Status**
  - **Change to Permanent**
    - EdPay - Pay details - EdPay - Pay details
  - **Funding**
    - **Change Department code**
      - Novopay Online - SoY screens - Novopay Online - SoY screens
    - **Change Funding code to a Study/Sabbatical Award**
      - EdPay - Funding - EdPay - Funding
    - **Change Funding code to Bulk Grant (with MOE funded allowances)**

- EdPay - Funding - EdPay - Funding
- **Change Funding code to Bulk Grant (with no MOE funded allowances)**
  - Novopay Online - SoY screens - Novopay Online - SoY screens
- **Change Funding code to Teacher Salaries (with Bulk Grant funded allowances)**
  - EdPay - Funding - EdPay - Funding
- **Change Funding code to Teacher Salaries (with no Bulk Grant funded allowances)**
  - Novopay Online - SoY screens - Novopay Online - SoY screens
- **Hours**
  - **Change from Full-Time to Part-Time**
    - EdPay - Pay details - EdPay - Pay details
  - **Change from Part-Time to Full-Time**
    - EdPay - Pay details - EdPay - Pay details
  - **Change Part-Time Hours for a Part-Time Teacher**
    - Novopay Online - SoY screens - Novopay Online - SoY screens
  - **Leave**
    - **Book leave other than LWOP**
      - Novopay Online - Leave Bookings Entry - Novopay Online - Leave Bookings Entry
    - **Book LWOP**
      - Novopay Online - SoY screens - Novopay Online - SoY screens
    - **Reverse and/or Rebook Leave**
      - Form - NOVO12r - Form - NOVO12r
    - **Salary Assessment**
      - **For a teacher has received new, additional or improved qualifications which payroll has not assessed.**
        - Form - NOVO17t - Form - NOVO17t
      - **For a teacher new to teaching in a state or state-integrated school or has not taught in a state or state integrated school for two years.**
        - Form - NOVO7t - Form - NOVO7t
    - **Start and End Dates**
      - **Restart a Fixed-Term Teacher**
        - Novopay Online - SoY screens - Novopay Online - SoY screens
      - **Termination**
        - **Employee not returning for new school year**
          - EdPay - Termination - EdPay - Termination
        - **Employee not returning in the same job for new school year**
          - EdPay - Termination - EdPay - Termination
        - **Employee terminated but returning to the same job for the new school year**



- Form - NOVO6r - Form - NOVO6r

## Permanent Teacher

### Allowances

- **Add Maori Immersion Teacher Allowances (MITAR)**
  - Form - NOVO37t, NOVO38t - Form - NOVO37t, NOVO38t
- **Add Mentor/Tutor Teacher allowances**
  - Form - NOVO36m (Primary), NOVO36t (Area) - Form - NOVO36m (Primary), NOVO36t (Area)
- **Add Service Qualification/Increment allowance (secondary and area)**
  - Form - NOVO18t (unless the teacher has received it previously which requires a NOVO31) - Form - NOVO18t (unless the teacher has received it previously which requires a NOVO31)
- **Add, Change, Remove Career Adviser Teacher allowances (secondary and area)**
  - EdPay - Allowances - EdPay - Allowances
- **Add, Change, Remove Higher duties allowances**
  - Form - NOVO28t - Form - NOVO28t
- **Add, Change, Remove Kahui Ako/Community of Learning allowances**
  - Form - NOVO16c - Form - NOVO16c
- **Add, Change, Remove Kahui Ako/Community of Learning higher duties allowances**
  - Form - NOVO28b (taking over normal teaching duties), NOVO28a (taking over Kahui Ako duties) - Form - NOVO28b (taking over normal teaching duties), NOVO28a (taking over Kahui Ako duties)
- **Add, Change, Remove Middle/Senior Management allowances**
  - EdPay - Allowances - EdPay - Allowances
- **Add, Change, Remove Permanent/Fixed-Term units**
  - EdPay - Allowances - EdPay - Allowances
- **Add, Change, Remove Recruitment, Retention, Responsibility (RRR) allowances**
  - EdPay - Allowances - EdPay - Allowances
- **Add, Change, Remove School-based allowances**
  - EdPay - Allowances - EdPay - Allowances
- **Add, Change, Remove Specialist Classroom Teacher (secondary)/Specialist Teacher (area) allowances**
  - Ministry of Education - Ministry of Education
- **Employment Status**
  - **Change to Fixed-Term**
    - EdPay - Terminate current job in EdPay and set up new job in EdPay (unless job was incorrectly set up as permanent which requires a NOVO31) - EdPay - Terminate current job in EdPay and set up new job in EdPay (unless job was incorrectly set up as permanent which requires a NOVO31)
  - **Funding**
    - **Change Department code**
      - Novopay Online - SoY screens - Novopay Online - SoY screens
    - **Change Funding code to Bulk Grant (with MOE funded allowances)**
      - EdPay - Funding - EdPay - Funding

- **Change Funding code to Bulk Grant (with no MOE funded allowances)**
  - Novopay Online - SoY screens - Novopay Online - SoY screens
- **Change Funding code to Teacher Salaries (with Bulk Grant funded allowances)**
  - EdPay - Funding - EdPay - Funding
- **Change Funding code to Teacher Salaries (with no Bulk Grant funded allowances)**
  - Novopay Online - SoY screens - Novopay Online - SoY screens
- **Hours**
  - **Change from Full-Time to Part-Time**
    - EdPay - Pay details - EdPay - Pay details
  - **Change from Part-Time to Full-Time**
    - EdPay - Pay details - EdPay - Pay details
  - **Change Part-Time Hours for a Part-Time Teacher**
    - Novopay Online - SoY screens - Novopay Online - SoY screens
- **Leave**
  - **Book leave other than LWOP**
    - Novopay Online - Leave Bookings Entry - Novopay Online - Leave Bookings Entry
  - **Book LWOP**
    - Novopay Online - SoY screens - Novopay Online - SoY screens
  - **Reverse and/or Rebook Leave**
    - Form - NOVO12r - Form - NOVO12r
  - **Salary Assessment**
    - **For a teacher has received new, additional or improved qualifications which payroll has not assessed.**
      - Form - NOVO17t - Form - NOVO17t
    - **For a teacher new to teaching in a state or state-integrated school or has not taught in a state or state integrated school for two years.**
      - Form - NOVO7t - Form - NOVO7t
  - **Termination**
    - **Employee not returning for new school year**
      - EdPay - Termination - EdPay - Termination
    - **Employee not returning in the same job for new school year**
      - EdPay - Termination - EdPay - Termination
    - **Employee terminated but returning to the same job for the new school year**
      - Form - NOVO6r - Form - NOVO6r

## Term-Time Only Non-Teacher

### Allowances

- **Add, Change, Remove Allowances**
  - EdPay - Allowances - EdPay - Allowances
- **Annualisation**
  - **Annualise for new school year with any hours, pay rate, employment status and/or allowance changes**
    - Form - NOVO23nt - Form - NOVO23nt
  - **Employment Status**
    - **Change to 52-Week Worker**
      - EdPay - Terminate current job in EdPay and set up new job in EdPay (unless job was incorrectly set up as Term-Time Only which requires a NOVO31) - EdPay - Terminate current job in EdPay and set up new job in EdPay (unless job was incorrectly set up as Term-Time Only which requires a NOVO31)
    - **Change to Fixed-Term**
      - EdPay - Terminate current job in EdPay and set up new job in EdPay (unless job was incorrectly set up as permanent which requires a NOVO31) - EdPay - Terminate current job in EdPay and set up new job in EdPay (unless job was incorrectly set up as permanent which requires a NOVO31)
    - **Change to Permanent**
      - EdPay - Pay Details Change - EdPay - Pay Details Change
    - **Change to Timesheet Only**
      - EdPay - Pay Details Change - EdPay - Pay Details Change
    - **Change to working 5 days a week**
      - EdPay - Pay Details Change - EdPay - Pay Details Change
    - **Change to working less than 5 days a week**
      - EdPay - Pay Details Change - EdPay - Pay Details Change
  - **Funding**
    - **Change Department code**
      - Novopay Online - SoY screens - Novopay Online - SoY screens
    - **Grade/Step/Pay Rate**
      - **Change Grade, Step and/or Pay Rate**
        - EdPay - Pay Details Change - EdPay - Pay Details Change
      - **Hours**
        - **Change from Full-Time to Part-Time**
          - EdPay - Pay Details Change - EdPay - Pay Details Change
        - **Change from Part-Time to Full-Time**
          - EdPay - Pay Details Change - EdPay - Pay Details Change
        - **Change Part-Time Hours for a Part-Time Term-Time Only employee (with work pattern)**
          - EdPay - Pay Details Change - EdPay - Pay Details Change

- **Change Part-Time Hours for a Part-Time Term-Time Only employee (without work pattern)**
  - Novopay Online - SoY screens - Novopay Online - SoY screens
- **Leave**
  - **Book leave other than LWOP**
    - Novopay Online - Leave Bookings Entry - Novopay Online - Leave Bookings Entry
  - **Book LWOP**
    - Novopay Online - SoY screens - Novopay Online - SoY screens
  - **Reverse and/or Rebook Leave**
    - Form - NOVO12r - Form - NOVO12r
  - **Start and End Dates**
    - **Change Fixed-Term End Date**
      - EdPay - Pay Details Change - EdPay - Pay Details Change
    - **Restart for new school year (including Permanent Term-Time Only)**
      - Novopay Online - SoY screens. If their start date overlaps with annual leave, enter the day after the annual leave ends as the start date. Then, submit a time sheet as per the usual process, for the hours that overlap with the annual leave. Use the code TXTRA – Extra Time. - Novopay Online - SoY screens. If their start date overlaps with annual leave, enter the day after the annual leave ends as the start date. Then, submit a time sheet as per the usual process, for the hours that overlap with the annual leave. Use the code TXTRA – Extra Time.
  - **Termination**
    - **Employee not returning for new school year**
      - EdPay - Termination - EdPay - Termination
    - **Employee not returning in the same job for new school year**
      - EdPay - Termination - EdPay - Termination
    - **Employee terminated but returning to the same job for the new school year**
      - Form - NOVO6r - Form - NOVO6r

## Timesheet Only Non-Teacher

### Allowances

- **Add, Change, Remove Allowances**
  - EdPay - Allowances - EdPay - Allowances
- **Annualisation**
  - **Annualise for new school year with any hours, pay rate, employment status and/or allowance changes**
    - Form - NOVO23nt - Form - NOVO23nt
  - **Employment Status**
    - **Change to 52-Week Worker**
      - EdPay - Terminate current job in EdPay and set up new job in EdPay (unless job was incorrectly set up as Timesheet Only which requires a NOVO31) - EdPay - Terminate current job in EdPay and set up new job in EdPay (unless job was incorrectly set up as Timesheet Only which requires a NOVO31)
    - **Change to Fixed-Term**
      - EdPay - Terminate current job in EdPay and set up new job in EdPay (unless job was incorrectly set up as permanent which requires a NOVO31) - EdPay - Terminate current job in EdPay and set up new job in EdPay (unless job was incorrectly set up as permanent which requires a NOVO31)
    - **Change to Permanent**
      - EdPay - Pay Details Change - EdPay - Pay Details Change
    - **Change to Term-Time Only**
      - EdPay - Pay Details Change - EdPay - Pay Details Change
    - **Change to working 5 days a week**
      - EdPay - Pay Details Change - EdPay - Pay Details Change
    - **Change to working less than 5 days a week**
      - EdPay - Pay Details Change - EdPay - Pay Details Change
  - **Funding**
    - **Change Department code**
      - EdPay - Funding - EdPay - Funding
    - **Grade/Step/Pay Rate**
      - **Change Grade, Step and/or Pay Rate**
        - EdPay - Pay Details Change - EdPay - Pay Details Change
      - **Start and End Dates**
        - **Change Fixed-Term End Date**
          - EdPay - Pay Details Change - EdPay - Pay Details Change
        - **Termination**
          - **Employee not returning for new school year**
            - EdPay - Termination - EdPay - Termination
          - **Employee not returning in the same job for new school year**

- EdPay - Termination - EdPay - Termination
- **Employee terminated but returning to the same job for the new school year**
  - Form - NOVO6r - Form - NOVO6r