



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**
 - EdPay - Leave bookings - EdPay - Leave bookings
 - **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, advising their 2022 start date) - EdPay - Pay details change (change employment status to term-time-only, advising their 2022 start date)
 - **Funding**
 - **Change department code**
 - EdPay - Funding - EdPay - Funding
 - **Termination**
 - **Employee terminated but returning to the same job for the new school year**
 - Form - NOVO6r and NOVO23nt - Form - NOVO6r and NOVO23nt

Fixed-term teacher

Allowances

- **Add Māori 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 advisor teacher allowances (secondary and area)**
 - EdPay - Allowances - EdPay - Allowances
- **Add, change, remove higher duties allowances**
 - Form - NOVO28t - Form - NOVO28t
- **Add, change, remove Kāhui Ako (Community of Learning) allowances**
 - Form - NOVO16c - Form - NOVO16c
- **Add, change, remove Kāhui Ako (Community of Learning) higher duties allowances**
 - Form - NOVO28b (taking over normal teaching duties), NOVO28a (taking over Kāhui Ako duties) - Form - NOVO28b (taking over normal teaching duties), NOVO28a (taking over Kāhui 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**
 - EdPay - Funding - EdPay - Funding
 - **Change funding code to a study/sabbatical award**
 - Form - NOVO21 - Form - NOVO21
 - **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)**
 - EdPay - Funding - EdPay - Funding
- **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)**
 - EdPay - Funding - EdPay - Funding
- **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**
 - EdPay - SoY screen - EdPay - SoY screen
 - **Leave**
 - **Book leave other than LWOP**
 - EdPay - Leave bookings - EdPay - Leave bookings
 - **Book LWOP**
 - EdPay - Leave bookings - EdPay - Leave bookings
 - **Reverse and/or rebook leave**
 - Form - NOVO12r - Form - NOVO12r
 - **Salary assessment**
 - **For a teacher new to teaching in a state or state-integrated school or who has not taught in a state or state-integrated school for two years**
 - Form - NOVO7t - Form - NOVO7t
 - **For a teacher who has received new, additional or improved qualifications that payroll has not assessed**
 - Form - NOVO17t - Form - NOVO17t
 - **Start and end dates**
 - **Restart a fixed-term teacher**
 - EdPay - SoY screen - EdPay - SoY screen
 - **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 Māori 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 advisor teacher allowances (secondary and area)**
 - EdPay - Allowances - EdPay - Allowances
- **Add, change, remove higher duties allowances**
 - Form - NOVO28t - Form - NOVO28t
- **Add, change, remove Kāhui Ako (Community of Learning) allowances**
 - Form - NOVO16c - Form - NOVO16c
- **Add, change, remove Kāhui Ako (Community of Learning) higher duties allowances**
 - Form - NOVO28b (taking over normal teaching duties), NOVO28a (taking over Kāhui Ako duties) - Form - NOVO28b (taking over normal teaching duties), NOVO28a (taking over Kāhui 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**
 - 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)**
 - EdPay - Funding - EdPay - Funding
- **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)**
 - EdPay - Funding - EdPay - Funding
- **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**
 - EdPay - SoY screen - EdPay - SoY screen
- **Leave**
 - **Book leave other than LWOP**
 - EdPay - Leave bookings - EdPay - Leave bookings
 - **Book LWOP**
 - EdPay - Leave bookings - EdPay - Leave bookings
 - **Reverse and/or rebook leave**
 - Form - NOVO12r - Form - NOVO12r
 - **Salary assessment**
 - **For a teacher new to teaching in a state or state-integrated school or who has not taught in a state or state-integrated school for two years**
 - Form - NOVO7t - Form - NOVO7t
 - **For a teacher who has received new, additional or improved qualifications that payroll has not assessed**
 - Form - NOVO17t - Form - NOVO17t
 - **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**
 - EdPay - SoY screens - EdPay - SoY screens
 - **Grade/Step/Pay Rate**
 - **Change grade, step and/or pay rate**
 - EdPay - Pay details change - EdPay - Pay details change
 - **Hours**
 - **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)**

- EdPay - SoY screens - EdPay - SoY screens

- **Leave**

- **Book leave other than leave without pay (LWOP)**

- EdPay - Leave bookings - EdPay - Leave bookings

- **Book leave without pay (LWOP)**

- EdPay - Leave bookings - EdPay - Leave bookings

- **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)**

- EdPay - 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 timesheet (as per the usual process) for the hours that overlap with the annual leave. Use the code TXTRA – Extra Time - EdPay - 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 timesheet (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