

## Navigating Novopay/Edupay and Banked Staffing

Every staff member has the right to be paid ON TIME and CORRECTLY every fortnight.

### Arriving at a new School

Principals need to be aware of all the pay processes by the next pay day following arrival in a school. Depending on the school, this may also include being able to run these processes yourself to ensure pay errors do not occur. Familiarising yourself with the administrative processes prior to your arrival helps to ensure continuity of pay for all staff.

### Registration

Administrators of the pay process need to be registered and approved and will have received a log in and password prior to being able to activate administration rights.

### Having Backup

The principal should always have a backup, or co-administrator, for two reasons. Firstly as an administrator cannot instruct payroll on matters affecting themselves so the other administrator must be able to do this. Secondly, the co-administrator will be able to data input and ensure instructions are loaded on time when one of you is away or sick.

### Regular Newsletters and Updates

Novopay/Edupay regularly update school administrators on all matters and changes that occur from one pay period to the next. Be sure to read these as they come through, as principals will regularly need to be making decision on the changes and the way they affect staff, e.g. a pending increment increase for a support staff member.

### Training and Helpline

[Novopay offers training modules](#) to bring new administrators up to speed, and a [service centre](#). It is strongly advised to complete all modules in the training process.

### SUE Reports

Novopay sends schools a 'pre shutoff' copy of the next pay details, called a SUE Report – Staffing and Usage Report. Each staff member listed must be checked to ensure the pay details are as expected and are correct. There is a short window of time to change these details should errors be found so prompt attention to this report is advised.

The SUE report also shows whether wage costs are being covered by the Ministry of Education (Teacher Salaries) or are being charged to the school (bulk grant).

Other important information in the SUE report includes annual accrual of staffing, end of year projection on under/overspending of staffing budget, often referred to as Banked Staffing updates. Via the website reports can also be located on leave entitlements for staff, including sick leave, and annual leave accrual if there are any 52-week employees.

Principals need to be familiar with these reports, understand them and be able to use this information in school planning and budgeting.

If there is no-one else in the school familiar with these processes then immediate action is needed to not only get administration rights, but also be able to interpret and understand the information.

Every prospective or newly appointed principal is advised to become familiar with the [online information](#) that explains the many aspects and facets of payroll.