

Add employee

Use EdPay to add an employee to your school

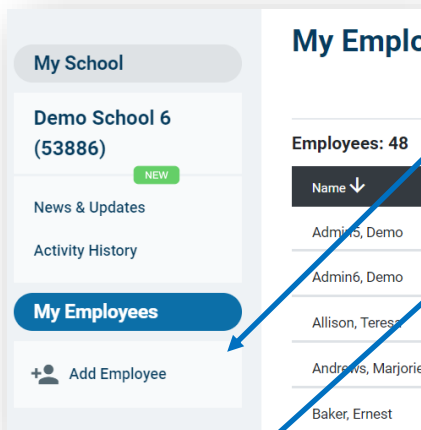
You will need to know

- Personal details
- Financial details
- Contract details



You can download the Employee Details Form to collect information from the employee
<http://educationpayroll.co.nz/edpay/>

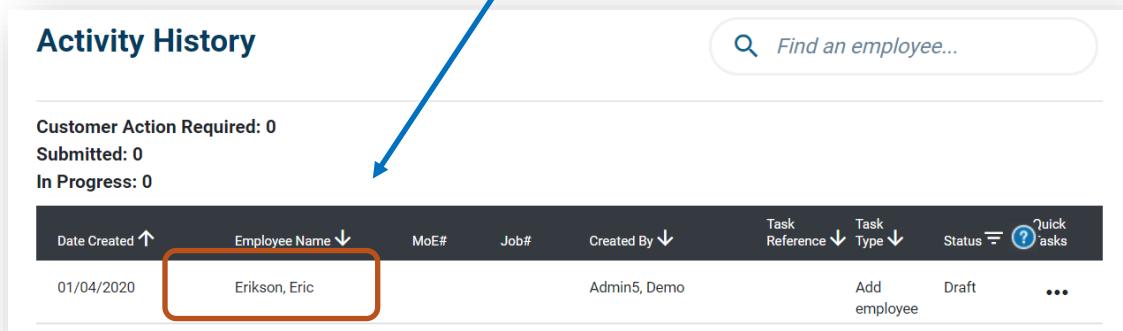
[Watch a short demo on how it works](#)



To begin, click Add Employee from the side menu

You can navigate through Add Employee by clicking the banner at the top of each page

Your draft will be automatically saved as you go and you can resume by clicking on the new employee's name in your Activity History



Add employee (continued)



Fields on the contract details page need to be filled out in order, top to bottom

If a box appears to have no options, it's because a field above it needs to be completed first



You can print or save the summary page as a PDF for your records

Click the pencil to open and edit any previous pages

If you are unable to submit, fields that need attention will be highlighted in red

- Once you've clicked SUBMIT, your request is sent to your payroll advisor for processing
- You can view the status of your request by checking Activity History
- You will see the new employee in My Employees once the processing is complete