



Allowance quick start guide

how to add or edit an allowance

for beta schools

beta.edpay.nz



Adding an allowance for an existing employee

Find the employee in the My Employees dashboard then go to their allowance entitlements

STEP ONE

Allowance Entitlements
Review and add allowances for this employee

Add an allowance via NOVO-Form +

Current Allowances

Allowance Type	Start Date	End Date	Allocation	Funding source	Department code	Percentage	
Unit - Fixed Term (1) (UFT01)	28/01/2020	27/01/2021		11900	48039	100%	
Permanent Middle Mgt Allow (Secondary) One (MPS01)	28/01/2020			11900	48039	100%	
Unit - Permanent (1) (UP01)	28/01/2020			11900	48039	100%	

Choose the allowance you would like to add or edit

STEP TWO

Allowance Entitlements
Review and add allowances for this employee

- > Allowances for Kāhui Ako (Communities of Learning) NOVO16c
- > Careers Adviser Allowance ADD
- > Higher Duties Allowance NOVO28a, NOVO28b, NOVO28t
- > Middle Management Allowance - Fixed Term ADD
- > Middle Management Allowance - Permanent ADD
- > Recruitment, Retention and Responsibility - Fixed Term NOVO2t, NOVO16t
- > Recruitment, Retention and Responsibility - Permanent NOVO2t, NOVO16t
- > Salary Units - Fixed Term ADD
- > Salary Units - Permanent ADD

Click CONTINUE

STEP THREE

Add Careers Adviser Allowance

A teacher appointed as a careers adviser

Start Date*

End Date

Editing an allowance for an existing employee

- Locate the allowance that you want to edit in the allowance entitlements list
- Click ADD to increase or decrease the allowance allocation
- Choose the new allocation (no need to end date previous allocation)

> Salary Units - Fixed Term ADD

> Salary Units - Permanent ADD



Add Salary Units - Fixed Term

Standard Unit Allocation*

1	2	3	4	5	6	7	8	9	10	11	12
---	---	---	---	---	---	---	---	---	----	----	----

Start Date*

End Date*