



24 January 2020

EdPay News

Tēnā koutou

It's a new year and a new chance to get to know EdPay.

When we made EdPay available in October 2019 we knew we were heading into the busiest period for schools, but were impressed with how many payroll administrators quickly took it up.

Over 2100 schools have now logged into EdPay and we've had over 300,000 page views. Up to 500 users are accessing EdPay each day.

New employee applications have been considerably more accurate in EdPay than NOVO forms, with 95% being right-first-time. We're looking forward to everyone using EdPay because it reduces a lot of the back-and-forth between schools and the pay centre.

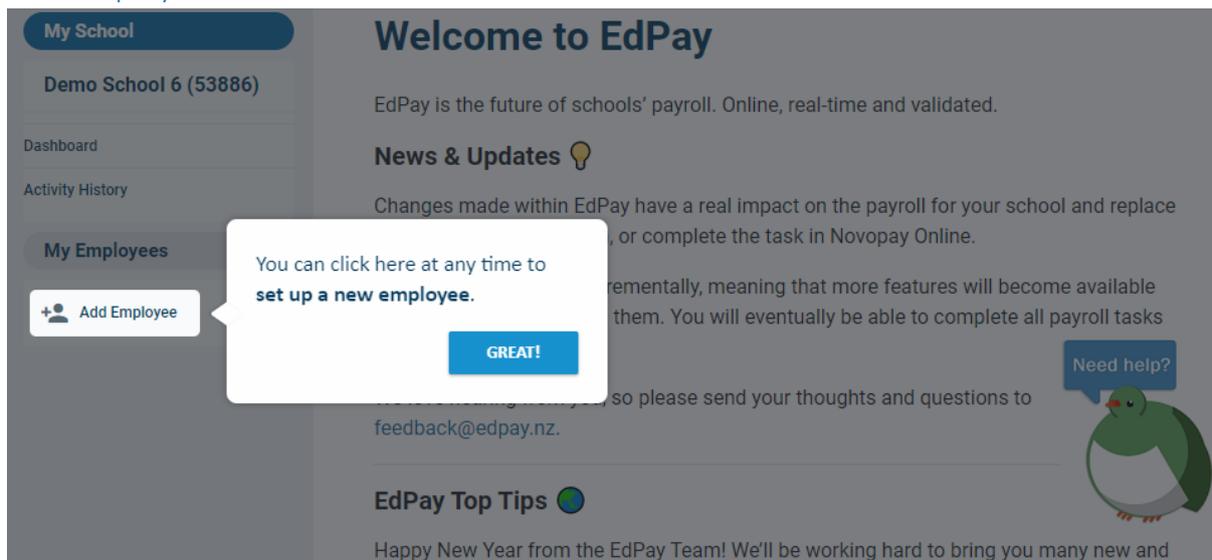
EdPay 

Log in to EdPay

What should I use EdPay for?

EdPay allows you to see all the employees at your school at a glance and detailed information at a click. We've put together an overview of the features below:

Add Employee



The screenshot shows the EdPay dashboard interface. On the left, there is a navigation menu with 'My School' selected, showing 'Demo School 6 (53886)'. Below this are 'Dashboard', 'Activity History', and 'My Employees'. The 'My Employees' section has a '+ Add Employee' button. A callout box points to this button with the text: 'You can click here at any time to set up a new employee.' and a 'GREAT!' button. The main content area says 'Welcome to EdPay' and 'EdPay is the future of schools' payroll. Online, real-time and validated.' Below this is a 'News & Updates' section with a lightbulb icon. The text says: 'Changes made within EdPay have a real impact on the payroll for your school and replace... or complete the task in Novopay Online.' and '...mentally, meaning that more features will become available them. You will eventually be able to complete all payroll tasks'. At the bottom, there is an 'EdPay Top Tips' section with a globe icon and the text: 'Happy New Year from the EdPay Team! We'll be working hard to bring you many new and...'. There is also a 'Need help?' button and a cartoon penguin character.

Adding new employees or short-term relievers to your payroll should be completed in EdPay. The Add New Employee feature has evolved a lot since it was first launched. There are now more

dropdowns, more tool tips, and the layout has improved due to the great suggestions from payroll administrators who regularly use it.

We've also [created a form](#) (doc) you can use to gather details from your new employees and keep for your records. It lives on the [Education Payroll website](#).

My Employees

Select any employee to edit their details. This screen will appear:

The screenshot shows the EdPay interface for an employee named Vicky Butler. The sidebar on the left contains navigation options: 'My School', 'My Employees', and a list of employees including 'Butler, Vicky' with MoE: 4562089 and '02 Teacher' role. Below this are 'Personal Details', 'Financial Details', 'Terminate Job', and 'Add Employee'. The main content area shows the employee's details for '02 Teacher' and 'Job History'. The 'Job' section is active, showing a table of job details with columns for Employment Agreement, Position Title, Designation Code, Grade, Step, Salary / pay rate, Tenure, Employment Status, Total Hours Per Week, Standard Work Week Hours, and FTE percentage. Red arrows point to 'Personal and Financial Details' in the sidebar, 'Terminate Job', and an edit icon in the top right of the job details table.

Employment Agreement	Position Title	Designation Code
Primary Teachers CA (Full Time)	Teacher - Full Time	S12 - Teacher
Grade	Step	Salary / pay rate
Primary Teacher - Grade 3	04	
Tenure	Employment Status	
Permanent	Full Time	
Total Hours Per Week	Standard Work Week Hours	FTE percentage
25:00	25:00	100%

Above: (1) Personal and Financial Details. (2) Terminate Job. (3) Edit Job.

Edit Personal and Financial Details

The screenshot shows the EdPay interface for an employee named Marion Bowen. The sidebar on the left contains navigation options: 'My School', 'My Employees', and a list of employees including 'Bowen, Marion' with MoE: 4474272 and '02 Teacher' role. Below this are 'Personal Details', 'Financial Details', 'Terminate Job', and 'Add Employee'. The main content area shows the employee's details for '02 Teacher' and 'Job History'. The 'Job' section is active, showing a table of job details with columns for Employment Agreement, Position Title, Designation Code, Grade, Step, Salary / pay rate, Tenure, Employment Status, Total Hours Per Week, Standard Work Week Hours, and FTE percentage.

Employment Agreement	Position Title	Designation Code
Primary Teachers CA (Full Time)	Teacher - Full Time	S12 - Teacher
Grade	Step	Salary / pay rate
Primary Teacher - Grade 3	04	
Tenure	Employment Status	
Permanent	Full Time	
Total Hours Per Week	Standard Work Week Hours	FTE percentage
25:00	25:00	100%

You no longer need to complete a whole NOVO3 form just to update a small detail – it is so much faster and easier to use EdPay.

Select any staff member and the Employee menu will open, (left) including options to view their Personal Details and Financial Details.

To make changes, click on the pencil icon (right) and save when you're done. The change is created instantly.

It's worth checking every employee has a valid email address. If the field is blank, they won't be receiving their payslip.

Bank account details, KiwiSaver rates, and tax codes can all be changed on the Financial Details page. Your changes are immediate. We don't need to be sent documentation authorising the change (such as the IR330). You just need to keep these on file at your school.

Terminate Job

This is the first feature we built for EdPay, and is still one of the simplest to use. Once you've clicked Terminate Job on an employee, you just need to supply the last day of duty and select the reason for ending the contract (right). We'll take care of the rest.

Terminate Job

 Marion Bowen
4474272
S12 - Teacher
[Show more](#)

Enter the employees last day of duty*	<input type="text" value="27/01/2021"/>	
Enter the reason for ending the contract*	<input type="text"/>	

CANCEL

CONTINUE

Edit Job

This is our brand new feature – just added on Tuesday! Click the pencil to make changes instead of sending in a NOVO2 form. The change will be sent to your payroll adviser to action and they will let you know if they need any further information.

“Job – pending payroll requests” will appear below the current Job in EdPay so you can check exactly what you've requested and the Activity History page will show when your request was submitted and its current status.

EdPay is being built to eliminate NOVO forms

You tell us through our school visits, satisfaction surveys, and in conversation with payroll advisers, that you don't like forms and you want to do more online.

EdPay has for the most part replaced the NOVO1t, NOVO1nt, NOVO2t, NOVO2nt, NOVO3, NOVO4 and NOVO6, and these forms will be first on the chopping block. If you're still using these forms, log into EdPay today and try it. It's easier, faster and more accurate.



If you need any help, click on Eddy in the corner of EdPay for tours and tips and if you still have questions, speak with your payroll adviser or contact us via feedback@edpay.nz

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