

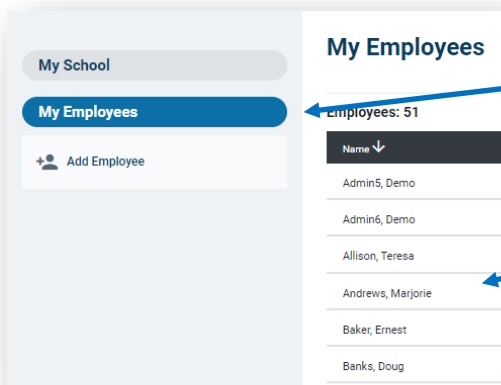
Change pay details

Use EdPay to change these pay details for an employee

- Weekly hours
- Move from part time to full time
- Move from fixed term to permanent

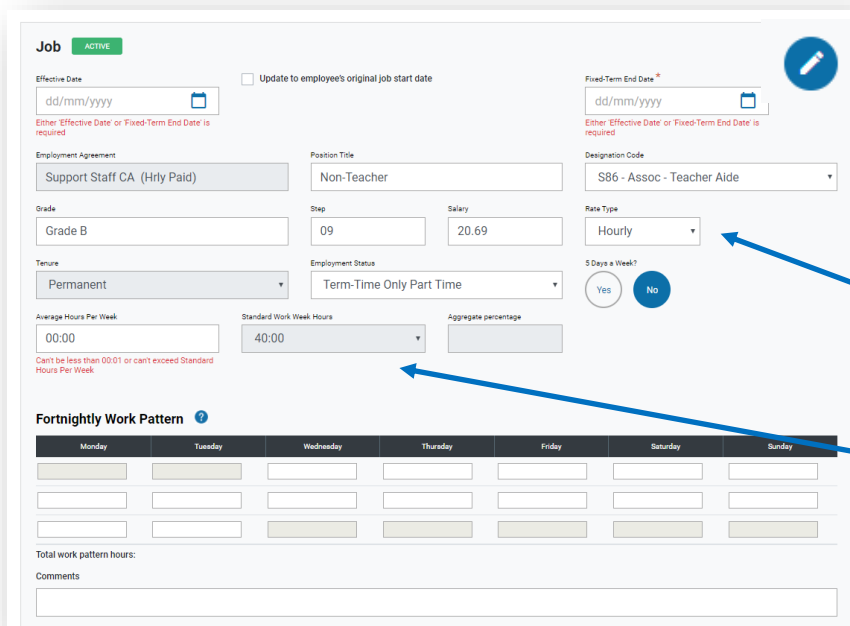


[Watch a short demo on how it works](#)



When you first log in, you see the My Employees page or you can choose it from the side menu

Click on any employee to edit their details




Click on the pencil symbol to begin editing

Details that can be changed are in white boxes

Grey boxes are fixed and cannot be changed

Change pay details (continued)

Only tick this box if your employee's job start date needs to be corrected

Effective Date 

Update to employee's original job start date

Once you've made your changes, click SEND, and your request is sent to your payroll advisor for processing

You can view the status of your request by checking Activity History

Activity History


Customer Action Required: 0
Submitted: 2
In Progress: 0

Date Created ↑	Employee Name ↓	MoE#	Job#	Created By ↓	Task Reference ↓	Task Type ↓	Status	Quick Tasks
27/03/2020	Ferguson, Mattie	4372766	02	Admin5, Demo	2852229	Pay Details Change	Submitted	

Pending payroll requests can be viewed below the employee's current Job information

Expand the box by clicking the arrow

Job - pending payroll requests

Task Reference	Status	
2852229	Submitted	
<div style="border: 1px solid orange; padding: 2px; display: inline-block;">^</div>		
Effective Date	Fix-Term End Date	
31/03/2020		
Employment Agreement	Position Title	
Support Staff IEA 2017 Hourly Paid	Non-Teacher	
Designation Code		
S86 - Assoc - Teacher Aide		
Grade	Step	Salary / pay rate
Grade B	06	
Tenure	Employment Status	5 Days a Week?
Permanent	Timesheet Only	N
Average Hours Per Week	Standard Work Week Hours	Aggregate percentage
00:00	40:00	