



# **Allowance quick start guide**

*how to add or update an allowance*

[www.edpay.nz](http://www.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 update

## STEP TWO

**Allowance Entitlements**  
Review and add allowances for this employee

- > Advanced Classroom Expertise Teacher Allowance Apply through Ministry of Education
- > Allowances for Kāhui Ako (Communities of Learning) NOVO16c
- > Higher Duties Allowance NOVO28a, NOVO28b, NOVO28t
- > Mentor Teacher Allowance NOVO36m
- > Recruitment, Retention and Responsibility - Fixed Term Add / Update
- > Recruitment, Retention and Responsibility - Permanent Add / Update
- > Salary Units - Fixed Term Add / Update
- > Salary Units - Permanent Add / Update

**HIGHER DUTIES ALLOWANCE**  
If an employee currently has a Higher Duties Allowance, you must contact your payroll advisor immediately after making changes to any allowances.

Click on the allocation then CONTINUE

## STEP THREE

**Add Recruitment, Retention and Responsibility - Fixed Term**

Allocation\*

0.5	1	1.5	2	2.5	3	3.5	4	<b>4.5</b>	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10	10.5	11	11.5
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Start Date\*  End Date\*

# Updating an allowance for an existing employee

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

## Example

To increase an employee's fixed term unit allocation from 2 units to 3 units:

- click the Add/Update button
- click 3
- enter the start and end dates
- click CONTINUE

> Salary Units - Fixed Term	Add / Update
> Salary Units - Permanent	Add / Update



### Add Salary Units - Fixed Term

Allocation\*

1	2	3	4	5	6	7	8	9	10	11	12
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Start Date\*

End Date\*

CANCEL CONTINUE