

## Authorising, tracking and checking EdPay transactions

### Introduction

With the eventual transition of all payroll tasks to EdPay, this is a suggested approach to authorising, tracking and checking your EdPay payroll transactions. It sits alongside your school's reporting and audit processes.

With the future in mind, we are moving away from static reporting in pdf format (like the NOL transaction report) to live dashboards, beginning with timesheets and leave.

As this may be a change in process for your school, we suggest you share this with your auditor, in advance of your school's next audit.

### EdPay timesheet and leave transaction reporting has:

- a live transaction history
- more data, with the leave histories reaching back to the beginning of the previous year (and an equivalent timesheet version coming soon)
- a filterable dashboard view that can be printed
- greater accuracy due to increased validations around aspects like pay codes and leave reasons

The EdPay team is continuing to develop EdPay's reporting capability, in consultation with schools.

**Retain evidence of authorisation**



**Spreadsheets and CSVs**  
e.g. timesheets and leave records



**Emailed instructions**  
e.g. from principal increasing an employee's hours



**Paper based records or instructions**  
e.g. resignation letter, relievers' book, forms

**Track what's been submitted**



to save or print for signatures

**Leave transaction history for leave transactions**

Demo School 7 (54971)

My School > My Employees > Add an Employee + Reports Reports Timesheets Timesheets Leave Leave

History CSV Upload

Select Category Select Type Download CSV

Start Date	End Date	Name	MoE#	Contract Title	Leave Category
04/08/2021	04/08/2021	Hawkins, Jeffrey	4830209	01 Admin - School Secretaries	Sick Leave
11/06/2021	11/06/2021	Hawkins, Jeffrey	4830209	01 Admin - School Secretaries	Leave Without Pay

**Job history for job changes**

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MOE: 4148520

03 Assoc - Teacher Aide Job History

Assignment	Start Date	End Date
S86 - Assoc - Teacher Aide	01/02/2016	30/01/2022
Agreement		
Support Staff CA (Hrly Paid)	31/01/2021	30/01/2022
Support Staff CA (Hrly Paid)	12/02/2020	30/01/2021

**Timesheet transaction history for timesheet transactions**

Demo School 7 (54971)

My School > My Employees > Add an Employee + Reports Reports Timesheets Timesheets Leave Leave

Overview CSV Upload

Pay period 12 2022

All Timesheets Pending Paid Download CSV

Date	Name	MoE#	Contract Title	Paycode	Hours/Units	Funding/Department
07/09/2021	Hawkins, Jeffrey	4830209	01 Admin - School Secretaries	MVA	1	Bulk Grant 99999 Bulk Grant - No Department

**Activity history for tickets processed by payroll adviser**

Demo School 7 (54971) Activity History

My School >

Activity History News & Updates

Customer Action Required: 0  
Submitted: 1  
In Progress: 0

**Check what's been paid**

**SUE Report**

# Authorising, tracking and checking EdPay transactions

*some examples*

**Retain evidence of authorisation**

*Examples of approval and authorisation*

**EdPay** 

Log in to EdPay

**Track what's been submitted**

*Where to view in Edpay after processing*

**Check what's been paid**

Email from principal re <b>increased hours</b> for an employee	Letter of appointment for <b>new employee for on-boarding</b>	<b>Timesheet spreadsheet</b> for a pay period checked/ approved by deputy principal	<b>Leave records spreadsheet</b> for a pay period checked/ approved by principal	Email from principal re <b>starting an allowance</b> for an employee	Letter of <b>resignation</b> from permanent employee	Email from employee re <b>change of address</b>
Hours per week new amount is now in employee's <b>job details screen</b>	Employee's name is now in <b>employee list screen</b>	Timesheet entries are listed in <b>timesheet transaction history screen</b>	Leave entries are listed in <b>leave transaction history screen</b>	Allowance now included in <b>employee's allowances screen</b>	End date will have been entered in employee's <b>job history tab</b>	New address visible in employee's <b>personal details screen tab</b>

**SUE Report**

## Related publications

A tracking and assurance video can be found [here](#)



Audit guidelines for school payroll expenses can be found [here](#)

### Internal Control Guidance for Schools Payroll Expenses

Internal controls evolve around ensuring the expense is justified, paid to the right person, paid the correct amount, paid on time, and correctly recorded. We achieve this by:

**Trust but verify**

Trusting staff to do their jobs properly, but implement **INDEPENDENT CHECKING** process to make sure that they are doing them correctly, e.g. Check for large pay variances in SUE reports

**Evidence and retain supporting documents**

Retain all supporting documents physically or digitally for end of year audit inspection. Screenshot evidence if printing function is not available. Documents checked should have evidence of checking, with initial/signature of checker and date.

**Use documented process**

Establish a good set of operating procedures for different processes

**Segregation of duties**

Introduce independent checking of transactions where it is possible, and remove 'management over-ride'.

**Use secure systems**

Use robust passwords and introduce cyber protection. Passwords are personal credentials and must **NOT** be shared with others.

We apply controls to the following processes:

Access to the payroll system	Appointment of Employees including Relievers	Personal details changes	Pay impacting changes
<p>1. Retain, sign and retain NOVOS forms must complete, sign and retain the NOVOS list give authorisation to access the payroll system.</p> <p>Access for the principal must be approved and signed by a Board member. Access for school administrator must be approved and signed by the principal.</p> <p>2. Retain evidence of regular review of access rights Evidence of a regular review of access rights to confirm that authorised users are still current. We suggest at least twice per year but quarterly is preferable. To remove authorised users, use NOVOSC form.</p> <p>3. Captured in standard operating procedures Schools should have operating procedures detailing the processes of the following:                     <ul style="list-style-type: none"> <li>to approve and remove access to the payroll system.</li> <li>with instructions to protect passwords and use of the payroll system.</li> <li>to use best practice for selecting complex passwords e.g. use a combination of alpha, numeric and special characters and change them every 90 days.</li> </ul> </p>	<p>1. Retain signed documents Retain the signed Letter of Appointment and the signed acceptance of position from the new employee. Signed and dated by principal and kept in a secure employee folder.</p> <p>2. Retain completed Novo1 forms or EdPay summary page Keep records of the completed Novo 1 or printed EdPay summary page in the secure employee folder e.g. Hard copy or digital.</p> <p>3. Retain evidence of correct information Retain evidence of comparison of the above appointment with the SUE report to provide evidence that the information in the payroll system is correct e.g. Hard copy or digital.</p> <p>4. Captured in standard operating procedures Have an operating procedure detailing the process followed when appointing staff.</p>	<p>1. Retain evidence of requests and approvals Retain evidence of requests and authorisation to make the changes in employee file. Where it is a request to change bank account details, verify that bank account is in the name of the employee. Retain supporting documents e.g. bank deposit slip or bank verified with bank stamped confirmation, or an internet banking screenshot.</p> <p>2. Provide evidence of independent checking As fraud mitigation, SUE reports should be checked by an independent checker for correctness. Evidence the checking completed with signature of checker and date.</p> <p>3. Captured in standard operating procedures Detail the process followed and the requirements in the operating procedures. Best practice requires the persons making the change, and checking changed data to be different persons.</p>	<p>1. Retain all relevant documents Retain all relevant documents that initiate pay impacting changes. These changes must be approved. These changes include:                     <ul style="list-style-type: none"> <li>Allowances</li> <li>Salary adjustments</li> <li>Attendance</li> <li>Timesheets</li> <li>Leave</li> <li>Kwi/Saver</li> <li>Tax-rate</li> <li>Tenure changes</li> <li>Termination</li> </ul> <p>Post entry checking by way of matching retained documents to support variances in SUE report is essential to ensure that employees get paid correctly and from the correct funding codes.</p> <p>2. Retain evidence of requests and approvals For terminations, notice/letter for termination and final pay calculations available in SUE report should be approved, signed and kept in personnel file.</p> <p>For staff on timesheets, retain the approval and confirmation of the hours worked. This can through a time-sheeting system or in summarised reports form another electronic or paper based source.</p> <p>3. Provide evidence of checked SUE reports Retain all checked SUE reports for external audit purpose.</p> <p>4. Captured in standard operating procedures Detail the above processes in an operating procedure document.</p> </p>

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