



**Te Tāhuhu o
te Mātauranga**
Ministry of Education



NZSTA

**NZEI
TE RIU ROA**

Librarians and Library Assistants', and Science Technicians' Pay Equity Claim Settlements

Payroll Guide for schools and kura

Use this guide to understand payroll information and processes following the LSPEC pay equity settlements.

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Key points

The key points below will be explored in depth throughout the guide.

- » It is important to check that employees have been correctly graded on the previous Position Elements/Characteristics Table prior to translation to the new pay equity rates, and to make historical corrections to the grade or step prior to the pay equity translation.
- » Covered employees must be on the correct designation code in order to translate to the new pay equity rates.
- » The automatic point-to-point translation to the new pay equity rates is based on the grade(s) and step(s) recorded on an employee's pay history. The effective date of the pay equity rates is 23 November 2022, or the date the employee started in the role (if later than 23 November 2022). If there were any changes such as pay, grade and/or step, increments, salary loading (SALLO) etc, this may result in multiple translation points.
- » Non-Education Payroll (non-EPL) schools and kura will need to manage the translation of covered employees using the Translation Guide and the Work Matrix Guide to determine the correct translation. Non-EPL schools and kura do not use designation codes to classify work so it is important that The Work Matrix Guide is used to determine the correct grade for covered employees.

How to make changes in EdPay

Principals and [authorised payroll users](#) should make sure that employees whose work is covered by a pay equity claim have correct and up-to-date payroll records on EdPay.

- » A step-by-step guide on how to change pay details, including screenshots, can be found on [EdPay](#).
- » Employee information can be viewed or changed through the [online portal login](#) or through the [EdPay website](#).
- » A guide to getting started in EdPay can be found on the [Getting started in EdPay page](#).



Checking current grade and step prior to translation

Employees need to be graded correctly on the previous Position Elements/Characteristics Table prior to translation to the new pay equity rates. You should check that employees have been placed on the correct grade and step on the Position Elements/Characteristics Table, as it is best to make historical corrections to the grade or step prior to the pay equity translation.

If you have applied salary loading (SALLO) for reasons such as increased role responsibility or skill level without reviewing the grade or step for that employee, you may want to consider reviewing the grade or step to accurately reflect the role and the intended pay rate. SALLO is not included in the pay equity translation.

There is detailed information and examples of historic grading errors in the [Regrading Guide](#), including how to correct these if you are unsure.

Designation codes information

Designation codes are payroll codes that let EPL know what type of work your employees are undertaking. There are no descriptors for designation codes, other than their names.

[List of designation codes for current pay equity claims.](#)

You should use this list to determine which designation code best suits the scope of work for each employee covered by each claim. It is good practice for employers to review designation codes regularly to ensure they remain current.

Designation codes do not reflect an employee's remuneration, so you can (and likely do) have employees on different pay grades and/or steps who hold different levels of skill or responsibility on the same designation code. The reverse can also be true, whereby employees on the same or similar pay grades and/or steps who hold similar levels of skill or responsibility can be on different designation codes.

For pay equity, if an employee covered by a claim has a designation code that is listed in the claim, then they will automatically be included in the payroll translation process. The translation process will use their current grade and step (not designation code) to determine the automatic point-to-point translation and therefore the new pay rate. From a payroll perspective, it makes no difference which code they are on, as long as the code is within the set of codes applicable to the respective pay equity claim.



Employees on the wrong designation code

Current employees

If you have determined your employee is undertaking the work as described in the work matrix of a current pay equity claim (**or is incorrectly placed on a designation code covered by a claim**), you should correct their designation code to ensure they are recognised correctly for the work they are undertaking.

Changes to designation code can be made through your EdPay portal (or through a NOVO2nt form if you are unable to access the EdPay portal).

Important: The designation code change will need to be backdated to ensure the employee correctly receives the benefit of the claim. The effective date of the change may impact pay rates and pay equity funding for the employee. Contact Ohumahi Support to discuss the effective date, particularly if you are considering an effective date prior to 23 November 2022.

Former employees

Former employees are considered to be those who were employed at any point during the period between the effective date of the rates (23 November 2022), and who left employment prior to the pay equity payment date and are no longer employed by a state or state-integrated school or kura.

If you have a former employee whose work is covered by one of the pay equity claims, but they were not on a correct designation code, EPL will not have known they were undertaking the relevant work and therefore would not have provided their information as a former employee.

You can change a former employee's designation code retrospectively by following this process:

- » You can review payroll information for former employees by selecting 'terminated all' from the status drop-down menu within the EdPay portal.
- » You should review your former employee's payroll information, including their designation code, grade and step.
- » If their information is not correct (eg, if they have been under an incorrect designation code), you can request EPL to make changes as per your school's normal processes. Changes to designation codes can be made through EdPay.

Multiple jobs

If an employee is employed to perform multiple jobs, these positions are required to be set up individually to reflect each role. This will require a separate letter of offer for employment and job description for each job that is set up. If the employee is not a union member, you will also need to offer them the Individual Employment Agreement (IEA) for their role.

For example: Jane is working 10 hours as an administrator and 10 hours as a librarian. For her 10 hours as an administrator, she must be set up as an administrator with the appropriate designation code. For her 10 hours as a librarian, she must be set up as a librarian with the appropriate designation code. This requires two separate jobs to be set up in the payroll system.

[View the full list of EPL designation codes.](#)



Payments to expect

As part of the pay equity claim settlements, backdated rate adjustments and entitlements, progression, holiday pay and termination pay may be due. Payments will be made by 31 August 2023. However, please note that not all payments will necessarily be paid at the same time. Sequencing of payments, including the payment implementation date for point-to-point translation, will be communicated during Term 2.

The automatic point-to-point translation to the new pay equity rates is based on the grade(s) and step(s) recorded on an employee's pay history. The effective date of the pay equity rates is 23 November 2022, or the date the employee started in the role (if later than 23 November 2022). If there were any changes such as pay, grade and/or step, increments, salary loading etc, this may result in multiple translation points.

Employees who would like a summary of their pay can speak to their school payroll officer who can provide information from the school's or kura staff usage and expenditure (SUE) report. If employees would like further information not contained in the SUE report, their school's or kura payroll officer can contact their payroll advisor at EPL, or view [EPL's website](#).

Non-Education Payroll schools and kura

This guide is for schools and kura that use Education Payroll Limited (EPL) as a payroll provider, if your school does not use EPL as a payroll provider, you will need to manage the translation of covered employees using the Translation Guide and the Work Matrix Guide to determine the correct translation for your employees, using your own payroll system. Non-EPL schools and kura do not use designation codes to classify work so it is important that the Work Matrix Guide is used to determine the correct grade for covered employees.

Non-EPL schools and kura can contact the Ohumahi Support Team at ohumahi.support@education.govt.nz or on 0800 114 117. School boards and principals can contact NZSTA on 0800 435 772 (option #2 for employment) or at eradvice@nzsta.org.nz. NZEI Te Riu Roa members can contact 0800 693 443 for help in interpreting or applying pay equity settlement entitlements.

Please note this is the same for your former employees who were covered by the pay equity claim. Former employees are still able to receive the pay equity rates from 23 November 2022 until the termination of their employment. However, as with your current employees, you must pay your former employees through your own payroll system. If you require assistance when calculating pay equity payments for former employees, please contact ohumahi.support@education.govt.nz or if you are an NZEI Te Riu Roa member, nzei@nzei.org.nz.



Relevant payroll forms and how to use them

The following is a list of payroll forms relevant to pay equity and a brief description of the purpose of each one.

For further instructions on how to use the forms, see the link below.

[EdPay | Forms | EdPay and forms](#)

Novo2nt

This form is used to change pay details of non-teaching staff. Please note that the NOVO2nt should only be used if EdPay is unavailable.

Using this form, you can change:

- » designation code, grade, step and/or pay rate
- » hours and/or employment status
- » employment tenure
- » funding source
- » allowance(s).

EP31

This form is used to request correction for payroll errors or to submit a general employee enquiry.

Using this form, you can:

- » request a SUE adjustment or out-of-cycle payment
- » advise of an overpayment
- » request service information for the purposes of leave checks/balances, retirement or redundancy checks
- » make any other enquiries.



NOVO24nt/EdPay24nt

This form is for annualised support staff who have changed their hours of work or rate of pay (including annualised allowances).

Using this form, you can advise the school accounts team that:

- » you have changed your annualised employee's hours of work
- » you have changed their pay rate
- » you have changed their allowance(s) (first aid, qualification or tiaki); or
- » the employee has signed a new IEA.

Note: Please use the correct form for the appropriate year.

EP27

This form is used to advise that an employee is entitled to receive a maternity grant or parental payment.

EdPay5

This form is used to authorise an employee to administer the school's or kura payroll through EdPay, including employees not paid by EPL, or to change an authorised employee's details.

Annualised employees

Annualised employees are translated the same way as everybody else. Annualisation is a mechanism so those working fewer than 52 weeks per year can spread their pay over 52 weeks. The annualisation rate is not an indication of pay rate. The pay rate, and point-to-point translation, are based on the grade and step held by the employee.

Anniversary date

Every employee has an anniversary date in the payroll system. This date is the start of the job and is the date used for automatic progression.

A job start date can be found in EdPay by opening an employee's profile from the 'Employees Dashboard' and then navigating to the 'Job History' tab. The earliest start date (if there are multiple records) will be the job start date at that school or kura for that job number.

If you think your employee's anniversary date is incorrect, please contact your payroll advisor at EPL.



Who to contact for further advice

- » Ministry of Education – Ohumahi Support Team, email ohumahi.support@education.govt.nz, log an enquiry on your Taku portal at education.govt.nz/taku, or call **0800 114 117**
- » NZSTA (for employers), email eradvice@nzsta.org.nz or call **0800 782 435** (option #2)
- » NZEI Te Riu Roa (for NZEI members), email nzei@nzei.org.nz or call **0800 693 443**
- » Citizens Advice Bureau, call **0800 367 222**
- » Employment advocate of your choice.



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