NZEI
TE RIU ROA

Last updated March 2024

Staffing Usage and Expenditure Reports (SUE Reports)

These reports are generated regularly by [EdPay](#) to enable the principal to monitor both the usage of staff provided through Ministry of Education (MoE) staffing, and staff costs that are costs against the school's operations grant.

Ministry of Education staffing

The school receives a provisional and confirmed staffing notice from the MoE giving the provision of staffing for curriculum (classroom teaching), management (principal and other staff releases), and additional staffing (CRT, BT release, Kahui Ako Staffing etc.) in real-time. These are accessed through [Pourato](#).

Each fortnight a SUE report, firstly the draft (Friday before the pay run) and then the final, is available through EdPay. The draft needs timely checking for accuracy and any changes need to be notified to EdPay before the final report is issued just before each payday.

School staffing

The operations grant is also charged for additional teachers the school may decide to employ, all support staff, and caretaking and cleaning costs. These costs need to be monitored and managed so that cost blow-outs do not occur. Principals can manage the net costs by monitoring what is accrued against their budgets each fortnight.

Banked staffing

At the end of each SUE report is a banked staffing report. This table accumulates under-usage and over-usage with the aim that the school year will end with a zero deficit.

While the principal is ultimately responsible for staffing usage and costs, administration staff, where available, can assist in the process to ease the workload on the principal. *Note: processing and checking for accuracy are two separate processes and should be carried out by different people (i.e. administrator & principal or principal & board member).*

Advice on the management and use of these reports is also available. Keep an eye out for local experts and visiting presenters who may share the secrets of managing all staff usage and expenditure in the best and easiest possible way.