

End of Year Guide 2026

Purpose

This document shows you how to complete the End of Year process. By completing the End of Year process, you'll make sure your employees are paid correctly over the term four holidays.

Key questions for the End of Year process

1. Is your school's term four end date correct?
2. Which employees' jobs are terminating in term four?
3. Which continuing employees will have a last day that is different to your term four end date?
4. Have you booked annual leave for your 52-week workers?

End of Year dates

Wednesday 28 October 2026
to
4.30pm on Thursday 26 November 2026

How to use this guide

This guide shows you how to complete the tasks in the End of Year (EOY) process. Work through each task in order, then tick off the tasks on the checklist at the end of the guide.

End of Year tasks

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What you need to know before you begin

- Check that your principal and other authorised users can access EdPay. Some EOY tasks may need to be done by others because authorised users cannot make changes to their own details.
- You will need to complete all the tasks in the End of Year process by 4.30pm on 26 November when the EOY screen closes. This doesn't include booking annual leave.
- You don't need to complete the End of Year process in one sitting. You can make as many changes as you need to before the EOY screen closes. EdPay does not have an 'EOY complete' button.

Get more help

If you need more help:

- contact your Payroll Advisor by using the forms portal, or by phoning 0508 668 6729
- visit our website (edpay.govt.nz) to see the [End of Year toolbox](#) and [EdPay training guides and videos](#).

1. Confirm the changes you will need to make in the EOY screen

Why this is important

Before you update the End of Year screen, we need you to confirm you have all the right information to make sure your school's employees are paid correctly over the term four break.

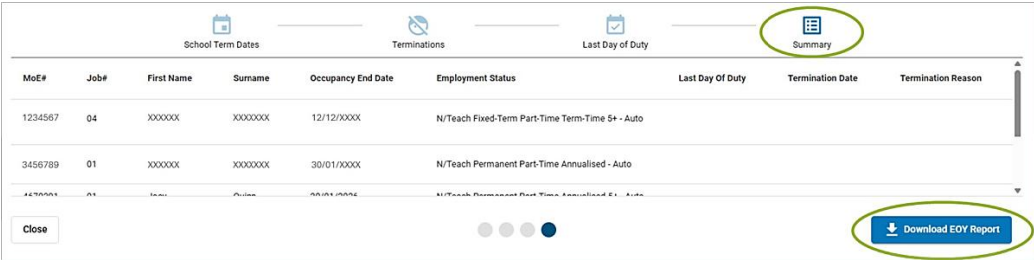
Before you begin

Please read these descriptions of the column headings in the EOY screen and report.

School Term Dates				Terminations		Last Day of Duty		Summary
MoE#	Job#	First Name	Surname	Occupancy End Date	Employment Status	Last Day Of Duty	Termination Date	

Occupancy end date	Employment status	Last day of duty	Termination date
The end date loaded for a fixed-term employment.	For example, fixed term, permanent, term-time only, 52 week, timesheet.	This is the last day an employee works at your school in term four. If their last day of duty and the school's year end date are different, you need to enter their last day of duty into EdPay. The last day of duty only applies to employees whose jobs are not terminating.	The employee will be paid up to this date while working at your school if they are not returning to the same job in the following year.

How to download the EOY report and confirm the changes you need to make

Step	Action
1	Download the End of Year report. It shows the current End of Year information for your employees. a. In EdPay, go to the 'My Employees' tab and select the 'End of Year' button.  b. Select the 'Summary' tab, then select the 'Download EOY Report' button. 
2	Use the report as a worksheet. Talk to your principal, people leaders and employees to confirm: • dates (for example, term dates, last day of duty, termination date) • that employees are not returning to the same job next year • if any 52-week workers are taking leave over the term four break. On the EOY report, note all the entries you will need to make for employees in the EOY screen.

The EOY report is available until 4.30pm on 26 November when the EOY screen closes. You can download the EOY report as many times as you like to check your progress through the End of Year tasks.

2. Update your school's term dates

Why this is important

Schools can set their start and end dates as long as the school is open for instruction for the right number of half days. We need to know your school's term dates so that we pay your employees correctly over the term four break.

Before you begin

What are your school's dates next year?

If your school hasn't set term dates for next year, use the Ministry of Education's published dates below. You will be able to change next year's term dates if you need to in the new year.

2026 term four end date	2027 term one start date	2027 term four end date
18 December 2026	28 January 2027	17 December 2027

If your term four end date is a Friday

If your term four end date is a Friday (for example, Friday 18 December), enter the next Sunday (for example, Sunday 20 December). This lets us pay salaries up to Sunday, and holiday pay from Monday.

Term-time-only employees

Term-time-only employees who finish on the last day of school will be paid up to Friday unless they have a Saturday/Sunday work pattern. Their annual leave due will be booked from the Monday.

How to update your school's term dates

Step	
1	Go to <i>EdPay > My Employees > End of Year screen > School Term Dates</i> 
2	Term 4 this year end date End Date * DD/MM/YYYY Term 1 next year start date Start Date * DD/MM/YYYY Term 4 next year end date End Date * DD/MM/YYYY Enter your school's: - term four this year end date - term one next year start date - term four next year end date. If your term four end date is a Friday, enter the next Sunday. You don't need to save these entries – they will autosave in EdPay.  You will not be able to change this year's term four end date after the End of Year screen closes.

3. Terminate jobs that are not continuing into the next school year

Why this is important

If a job is not terminated in the system, the employee will receive payments after their contract ends, which causes overpayments that need to be recovered and creates extra administrative work.

Before you begin

Please read the information below before following the instructions on the next page.



Please make sure that employees are not returning to the same job next year before terminating their job.

Plan to enter information in small batches

We recommend you enter and submit a small amount of job terminations at a time. This helps avoid errors caused by being interrupted.

Note termination reasons that cannot be entered in the EOY screen

The table on the right shows termination reasons that need to be entered in the usual terminations screen, not the EOY screen. Note them on your EOY report printout to complete after you've terminated the jobs in the EOY screen.

Job terminations that cannot be entered in the EOY screen	
Job type	Termination reasons
Teachers	- Redundancy - Medical retirement - Transferring to another school not on the last day of term four
All non-teachers	- Redundancy - Retirement
Annualised employees	Any reason. None of these employees' jobs can be terminated in the EOY screen.
Casual employees (Ministry concurrence, Community education)	

Termination dates for teachers

Teachers not transferring to another school

Non-transferring teachers can be terminated until the school's term four end date or 27 January. Use their contract or resignation letter to choose the date.

Teachers transferring to another school

The termination date for teachers transferring to another school at the end of the school year will be pre-populated as 27 January next year in the termination screen. You can't change this because 27 January is the only date allowed for a teacher transfer.

Part-time teachers

In the termination screen, part-time teachers will have a tick box next to the termination date column. Tick this box if the teacher is completing all their hours for their last week of work. If ticked, the teacher's termination date will be extended to the Sunday or your school's term four end date, whichever is earlier.

Termination pay dates

If the job termination date is between:	25 Nov – 8 Dec 2026	then the termination pay date will be:	9 Dec 2026
	9 Dec – 22 Dec 2026		23 Dec 2026

3. Terminate jobs that are not continuing into the next school year, continued

How to terminate jobs in the EOY screen

Step	Action
1	Go to EdPay > My Employees > End of Year screen > Terminations 
2	Select from the list, or enter the name or MOE number of the employee whose job is terminating. 
3	If the employee has more than one job, select the correct one from the drop-down list. Then select the termination reason from the drop-down, and enter or select the termination date. Follow the usual termination rules.  ⚠ This page does not auto-save. If you leave the page without submitting your changes, they will be lost.
4	Repeat as needed. We recommend you submit information in small batches of employees to avoid errors caused by interruptions. When you have entered all the details for that batch of job terminations, select 'Submit'.

Next steps

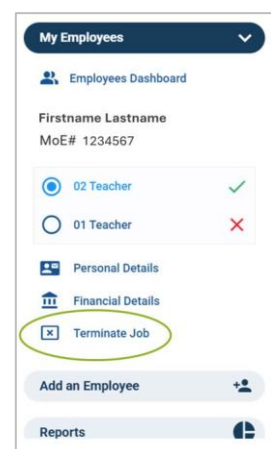
Terminate jobs that cannot be terminated in the EOY screen

Terminate the remaining jobs on your EOY report (with job termination reasons that cannot be entered in the EOY screen) the usual way.

1. Open the employee's page, select the correct job number if required, then select 'Terminate Job' on the bottom left of the screen.
2. Enter their last day of duty and the termination reason, then select 'Submit'.

Change or reverse a job termination

If you need to change or reverse a job termination after it has been submitted, go to the forms portal and submit a 'Termination reversal' (EP6r) form.



The screenshot shows the 'My Employees' dashboard. Under the 'Employees Dashboard' section, there are two job entries: '02 Teacher' with a green checkmark and '01 Teacher' with a red X. Below these, there are links for 'Personal Details', 'Financial Details', and 'Terminate Job'. The 'Terminate Job' link is circled in red. At the bottom, there are buttons for 'Add an Employee' and 'Reports'.

4. Check and update the ‘Last Day of Duty’ tab for continuing employees

Why this is important

An employee’s last day of duty is either the last day they will work at the school this year, or the school’s term four end date. Some employees’ work patterns mean their last day of duty may not fall on the same day as the school’s end date. We need you to confirm this to make sure their holiday pay is paid correctly.

Before you begin – what you need to know

- Entering the last day of duty ensures holiday pay is paid correctly. It does not remove the employee from the payroll.
- Principals need to enter the last day of duty for authorised users because authorised users won’t be able to enter their own.
- Only term-time only non-teachers, fixed-term teachers and permanent part-time teachers will show on this tab.
- Non-teachers can have a last day of duty on or before 24 December, and teachers on or before the school’s term four end date (see the flowcharts on the next page of this guide).
- You can make changes to an employee’s last day of duty until the End of Year screen closes.
- If an employee’s last day of duty is the same as the school’s term four end date, you don’t need to do anything. Leave the last day of duty field blank.
- Fixed-term: the last day of duty must be on or before the fixed-term end date. (See the following page for guidelines and examples.)
- You do not need to enter a last day of duty if the job is terminating.

How to check and update employees’ last day of duty in the EOY screen

Step	Action
1	Go to EdPay > My Employees > End of Year screen > Last Day of Duty 
2	Check each employee’s last day of duty against the school’s term four end date. If their last day of duty is: • the same as your school’s end date, leave the field blank. • not the same as your school’s end date, enter the date in the field. Note: See the following page for guidelines and examples.  Make a note of the employees who will need further action, such as booking leave.

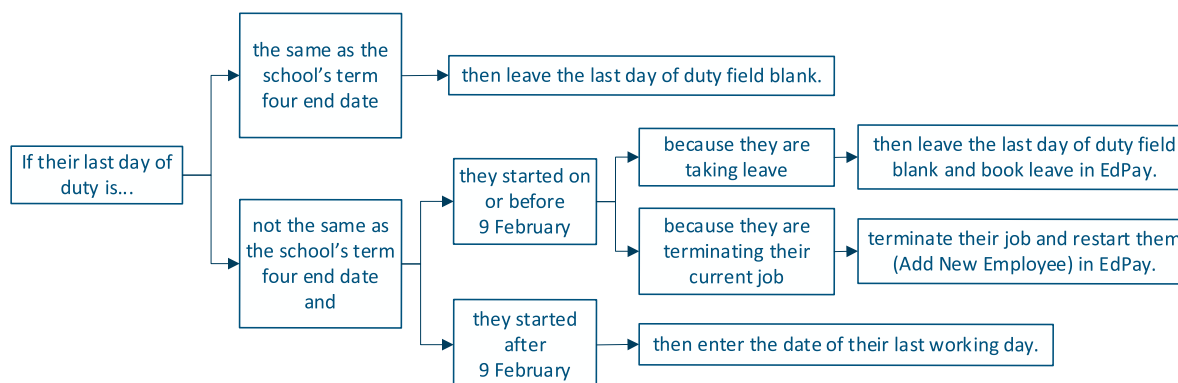
4. Check and update the ‘Last Day of Duty’ tab, continued

Guidelines

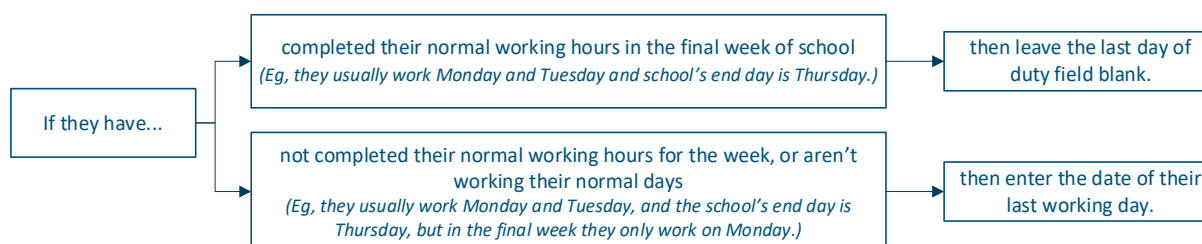
Fixed term: the last day of duty must be on or before their fixed-term end date

If an employee’s last day of duty is after their fixed-term end date, you will need to extend their fixed-term end date in EdPay. The fixed-term end date will either update immediately or, if your Payroll Advisor has to action a request, you’ll need to wait for their confirmation email before completing the employee’s End of Year information.

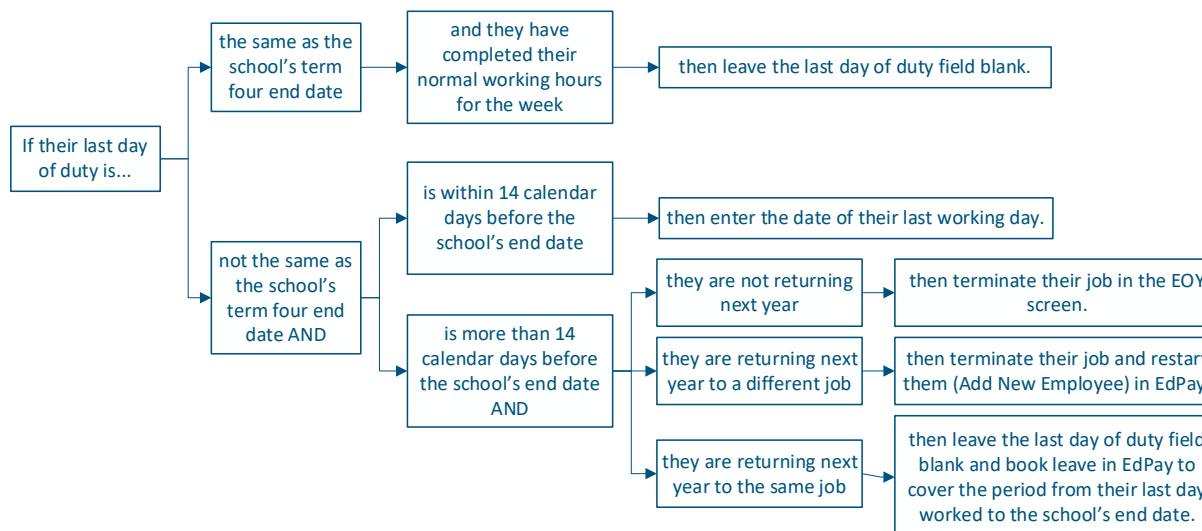
Fixed-term full-time teachers



Fixed-term part-time teachers



Term-time-only non-teachers



5. Book leave for 52-week workers

Why this is important

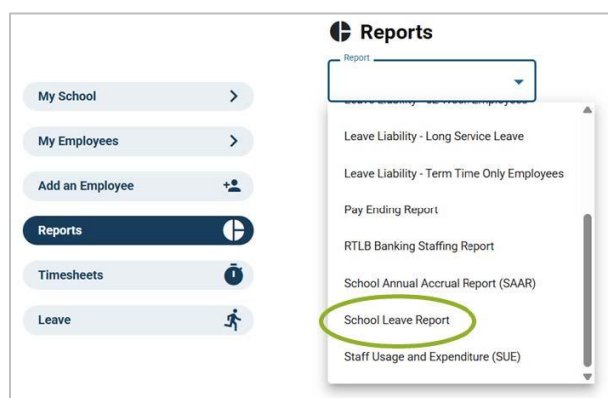
52-week workers are non-teaching roles that are paid all year round, including during the term breaks. If a 52-week worker takes annual leave over the term four break, it must be booked as annual leave, otherwise they will be paid salary and their annual leave balance will not be correct.

Before you begin

Check and confirm leave

Please check with the 52-week workers at your school to confirm if any are taking annual leave over the term four break. You can see which staff are 52-week workers in the 'Employment Status' column of the EOY report.

You can check an employee's annual leave balance by selecting the 'Reports' tab on the left of the screen, then selecting 'School Leave Report' from the drop-down list. Their annual leave balance will also display when you create the leave booking in EdPay.



How to book leave

Book leave in the usual way for these employees for the time they are off work over the holiday period. See the [Book leave](#) page on our website for step-by-step instructions.

Note: If a part-time 52-week worker is not working any of their rostered days in a week, please book annual leave for them for the whole week (Monday to Friday), even if they don't usually work every day of the week. You need to do this because annual leave entitlements for 52-week workers are in weeks, not days.

6. Complete the End of Year checklist

Use the checklist below to make sure you have completed every step in the EOY process.

Step	Action	✓
1	Talk to other EdPay authorised users at your school, and let them know you are preparing to complete the final checks. Has everyone finished submitting End of Year entries or changes, and has the principal entered the last day of duty for authorised users if required?	☐
2	Have you completed all the EOY tasks? - Have you updated your school's term dates? - Have you terminated jobs that are not continuing into the new school year? - Have you updated the 'Last Day of Duty' tab? - Have you booked annual leave for 52-week workers? Are you ready to complete final checks?	☐ ☐ ☐ ☐ ☐
3	Complete your final checks. a. Download the End of Year report. b. Check that all terminations for employees not returning next year have been correctly entered with dates and reason codes. If any are incorrect, go to the forms portal and submit a 'Termination reversal' (EP6r) form as soon as possible. c. For employees whose last day of duty is not the same as the school's end date, check their end dates have been entered correctly. If the date is the same as your school's term four end date, this field should be blank. d. Check you have booked leave for all 52-week workers for their time off during the term four break. Has all your End of Year data been entered correctly?	☐
4	Tell the other authorised users at your school that you have finished End of Year processing so they don't make any more changes in EdPay. Note: EdPay does not have an 'EOY complete' button because the information updates in real time.	☐
5	Download and save a final copy of the End of Year report for your records. (You won't be able to download the report after End of Year closes.)	☐

Congratulations! You have completed End of Year processing for this year!



End of Year closes at 4.30pm on 26 November 2026

All changes for next year, and the term four end date for this year, must be made before then and cannot be changed afterwards.
After End of Year closes, you will not be able to make changes to pay details for term-time-only employees until Start of Year opens.

Start of Year opens 9 December 2026