

A. Personal details and pay period information

This top section shows the pay period that this payslip refers to, your MoE number, IRD number and personal tax code.

The pay period is a two digit number that counts the 26 fortnightly pay periods from the beginning of the tax year on 1 April.

A

Education Service Payslip

Name
Address Line 1
Address Line 2
Address Line 3

Pay Period Number: 24
Period: 05/02/2014 to 18/02/2014
Pay Day: 19/02/2014
MoE Number: 0123456
IRD Number: 098765432
Tax Code: M

Rounding

Novopay rounds each component of your pay separately, before adding the totals.

B. Summary

The left of the Summary box shows your payments for each job before tax, with the total payments (your gross pay) underneath.

You can see the detail of each of the jobs in the Details box further down in the payslip.

The right of the Summary box shows deductions taken from your pay– PAYE tax, union subscriptions, voluntary deductions, Kiwisaver, etc.

The Net Pay to bank Account is the total payments less total deductions.

The bank account receiving the money is also shown. If you have pay going to different accounts, all the bank accounts and their amounts will show here.

B

Summary:

Payments:		Deductions:	
Job: at 00123 – Secondary Teacher	2,917.91	PAYE	663.26
Job: Primary Relief Teacher	954.34	Kiwisaver	87.51
Job: at 01234 – Caretaker Grade G1	452.56	XYZ Union Subs	5.63
		ABC % Voluntary	20.00
		Child Support	154.32
		Total Deductions	\$930.72
Total Payments (Gross Pay)	\$4,324.81	Net Pay to Bank Account	
		01 1234 1234567 00	\$3,394.09

This is the amount that is paid to you.

Details:

The information that you will see in the greyed-out sections of this example may not have enough of the right information to show how your pay was calculated. Refer to the Summary section instead.

Questions and changes

Your school payroll administrator is your first port of call for questions about your payslip or your pay. They have a lot of information and can access Novopay for answers on anything they don't already have.

If you have any questions about your deductions, your payroll administrator will also be able to help you with this. However, they do not have access to your third-party deductions. If you want them to look into your deductions for you, be sure to provide a copy of your payslip.

If any of your personal details are incorrect, please ask your payroll administrator to update them in Novopay.

Receiving your payslip

- Payslips are sent on the Tuesday before pay day.
- Email payslips are password-protected. Your password is your MoE number. If required, add zeroes at the front to make it a 7-digit number.
- If you need a payslip re-sent to you, please complete the *Payroll resend request form* on the Novopay website or ask your payroll administrator.
- To change your email address, please see your school's payroll administrator.

Year to Date:

Notes: