



Instructions

Overview

- » Use this form:
 - › To record all leave that your employees have taken.
 - › To advise the Pay Centre of changes to a leave period. For example, to change the leave end date.
 - › To enable the Pay Centre to process any retrospective unpaid leave for more than one pay period ago, if permission has been provided to you in writing from the affected employee and the total of retrospective unpaid leave and current pay unpaid leave to be processed is not be greater than a normal fortnight's pay.
- » You need the employee's MOE number, personal details, and job number for the position.
- » You need the date each employee was away, the type of leave each employee took, and if the leave was paid or unpaid leave.

Section	Instruction
Identifying Details	Complete fields 1–2.
Leave Booking Details	<ul style="list-style-type: none"> » Complete fields 3–12. » Job Number: Located in the Novopay Online or on the Staff Usage and Expenditure (SUE) report. » Leave Code: Look up Leave codes on the Novopay website. » Permission received to process: If you are booking unpaid leave for more than one pay period ago, and you have received permission in writing from the affected employee to process this in their next available pay, tick this box. The authorising signature permits Novopay to process this in the next available pay. <p> Note: If this box is not ticked, and the retrospective unpaid leave booking causes an overpayment, we will process an overpayment in the standard way.</p>
Signature	<p>The Principal or nominated signatory must sign the form. Look up the authorised signatory in the Novopay website A-Z for more information.</p> <p> Note: The school authoriser cannot sign changes to their own pay.</p>

- » Send this form to the Novopay Service Centre, after obtaining the authoriser's signature.