# Start of Year Changes

## Contents

52-Week non-teacher 5
Allowances 5
Add, change, remove allowances 5
Employment status 5
Change to fixed-term 5
Change to permanent 5
Change to term-time-only 5
Change to timesheet-only 5
Change to working 5 days a week 5
Change to working less than 5 days a week 5
Funding 5
Change department code 5
Grade/Step/Pay Rate 5
Change grade, step and/or pay rate 5
Hours 5
Change hours 5
Leave 5
Book Leave - Paid and unpaid 5
Reverse and/or rebook leave 5
Start and end dates 5
Change fixed-term end date 6
Termination 5
Employee not returning for new school year 6
Employee not returning in the same job for new school year 6
Employee's job has been terminated, but they are returning to the same job for the new school year 6
Annualised non-teacher 7
Annualisation 5
Annualise for new school year, advising of all job details 7
Changes to Annualisation (designation code or deannualising an employee) 7
Changes to Annualisation (IEA, hours, allowances, payrate) 7
Employment status 5
Change to term-time-only 7
Funding 5
Change department code 7
Termination 5
Employee's job has been terminated, but they are returning to the same job for the new school year 7
Fixed-term teacher 8
Allowances 6
Add Māori immersion teacher allowances (MITA) 8
Add mentor/tutor teacher allowances 8
Add or remove 11% loading (Area only) 8
Add Pacific bilingual immersion teacher allowances (PITA) 8
Add service qualification/increment allowance (secondary and area) 8
Add, change, remove recruitment, retention, responsibility (RRR) allowances 8
Add, change, remove career advisor teacher allowances (secondary and area) 8
Add, change, remove higher duties allowances 8
Add, change, remove Kāhui Ako (Community of Learning) allowances 8
Add, change, remove Kāhui Ako (Community of Learning) higher duties allowances 8
Add, change, remove middle/senior management allowances 8
Add, change, remove permanent/fixed-term units 8
Add, change, remove school-based allowances 8

Add, change, remove specialist classroom teacher (secondary)/specialist teacher (area) allowances 8
Employment status 6
Change to permanent 9
Funding 6
Change department code 9
Change funding code to a study/sabbatical award 9
Change funding code to bulk grant 9
Change funding code to teacher salaries 9
Hours 6
Change from full-time to part-time 9
Change from part-time to full-time 9
Change part-time hours for a part-time teacher 9
Leave 7
Book Leave - Paid and unpaid 9
Reverse and/or rebook leave 9
Salary assessment 7
For a teacher new to teaching in a state or state-integrated school or who has not taught in a state or state-integrated school for two years 9
For a teacher who has received new, additional or improved qualifications that payroll has not assessed 9
Start and end dates 7
Restart a fixed-term teacher 9
Termination 7
Employee not returning for new school year 10
Employee not returning in the same job for new school year 10
Employee's job has been terminated, but they are returning to the same job for the new school year 10
Permanent teacher 11
Allowances 7
Add Māori immersion teacher allowances (MITA) 11
Add mentor/tutor teacher allowances 11
Add or remove 11% loading (Area only) 11
Add Pacific bilingual immersion teacher allowances (PITA) 11
Add service qualification/increment allowance (secondary and area) 11
Add, change, remove career advisor teacher allowances (secondary and area) 11
Add, change, remove higher duties allowances 11
Add, change, remove Kāhui Ako (Community of Learning) allowances 11
Add, change, remove Kāhui Ako (Community of Learning) higher duties allowances 11
Add, change, remove middle/senior management allowances 11
Add, change, remove permanent/fixed-term units 11
Add, change, remove recruitment, retention, responsibility (RRR) allowances 11
Add, change, remove school-based allowances 11
Add, change, remove specialist classroom teacher (secondary)/specialist teacher (area) allowances 11
Employment status 7
Change to fixed-term 12
Funding 8
Change department code 12
Change funding code to bulk grant 12
Change funding code to teacher salaries 12
Hours 8
Change from full-time to part-time 12
Change from part-time to full-time 12
Change part-time hours for a part-time teacher 12
Leave 8
Book Leave - Paid and unpaid 12
Reverse and/or rebook leave 12
Salary assessment 8
For a teacher new to teaching in a state or state-integrated school or who has not taught in a state or state-integrated school for two years 12
For a teacher who has received new, additional or improved qualifications that payroll has not assessed 12
Termination 8
Employee not returning for new school year 12
Employee not returning in the same job for new school year 12
Employee's job has been terminated, but they are returning to the same job for the new school year 13
Term-time-only non-teacher 14
Allowances 8

Add, change, remove allowances 14
Annualisation 8
Annualise for new school year, advising of all job details 14
Changes to Annualisation (designation code or deannualising an employee) 14
Changes to Annualisation (IEA, hours, allowances, payrate) 14
Employment status 8
Change to 52-week worker 14
Change to fixed-term 14
Change to permanent 14
Change to timesheet-only 14
Change to working 5 days a week 14
Change to working less than 5 days a week 14
Funding 8
Change department code 14
Grade/Step/Pay Rate 8
Change grade, step and/or pay rate 14
Hours 8
Change part-time hours (employee has no work pattern) 15
Change part-time hours (employee has work pattern) 15
Changes between part-time and full-time 15
Leave 8
Book Leave - Paid and unpaid 15
Reverse and/or rebook leave 15
Start and end dates 8
Change fixed-term end date 15
Restart for new school year (also complete for permanent employees) 15
Termination 8
Employee not returning for new school year 15
Employee not returning in the same job for new school year 15
Employee's job has been terminated, but they are returning to the same job for the new school year 15
Timesheet-only non-teacher 16
Allowances 9
Add, change, remove allowances 16
Annualisation 9
Annualise for new school year, advising of all job details 16
Changes to Annualisation (designation code or deannualising an employee) 16
Changes to Annualisation (IEA, hours, allowances, payrate) 16
Employment status 9
Change to 52-week worker 16
Change to fixed-term 16
Change to permanent 16
Change to term-time-only 16
Change to working 5 days a week 16
Change to working less than 5 days a week 16
Funding 9
Change department code 16
Grade/Step/Pay Rate 9
Change grade, step and/or pay rate 16
Start and end dates 9
Change fixed-term end date 17
Termination 9
Employee not returning for new school year 17
Employee not returning in the same job for new school year 17
Employee's job has been terminated, but they are returning to the same job for the new school year 17

## 52-Week non-teacher

### Allowances

- **Add, change, remove allowances**
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements
- **Employment status**
  - **Change to fixed-term**
    - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as permanent, please send an EP31) - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as permanent, please send an EP31)
  - **Change to permanent**
    - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
  - **Change to term-time-only**
    - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as 52-week worker, please send an EP31) - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as 52-week worker, please send an EP31)
  - **Change to timesheet-only**
    - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as 52-week worker, please send an EP31) - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as 52-week worker, please send an EP31)
  - **Change to working 5 days a week**
    - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
  - **Change to working less than 5 days a week**
    - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
  - **Funding**
    - **Change department code**
      - EdPay - Select employee and job number> edit job funding section - EdPay - Select employee and job number> edit job funding section
    - **Grade/Step/Pay Rate**
      - **Change grade, step and/or pay rate**
        - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
      - **Hours**
        - **Change hours**
          - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
        - **Leave**
          - **Book Leave - Paid and unpaid**
            - EdPay - Leave booking - EdPay - Leave booking
          - **Reverse and/or rebook leave**

- Form - EP12r or reverse eligible leave in EdPay - Form - EP12r or reverse eligible leave in EdPay

- **Start and end dates**
  - **Change fixed-term end date**
    - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
  - **Termination**
    - **Employee not returning for new school year**
      - EdPay - Termination - EdPay - Termination
    - **Employee not returning in the same job for new school year**
      - EdPay - Termination - EdPay - Termination
    - **Employee's job has been terminated, but they are returning to the same job for the new school year**
      - Form - NOVO6r - Form - NOVO6r

# Annualised non-teacher

## Annualisation

- ### Annualise for new school year, advising of all job details
  - Form - EP23nt - Form - EP23nt
- ### Changes to Annualisation (designation code or deannualising an employee)
  - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
- ### Changes to Annualisation (IEA, hours, allowances, payrate)
  - Form - EP24nt - For changes effective after 31 January - Form - EP24nt - For changes effective after 31 January
- ### Employment status
  - ### Change to term-time-only
    - EdPay - Select employee and job number > Pay details change (change employment status to term-time-only, advising their Term 1 start date) - EdPay - Select employee and job number > Pay details change (change employment status to term-time-only, advising their Term 1 start date)
  - ### Funding
    - ### Change department code
      - EdPay - Select employee and job number> edit job funding section - EdPay - Select employee and job number> edit job funding section
    - ### Termination
      - ### Employee's job has been terminated, but they are returning to the same job for the new school year
        - Form - NOVO6r and EP23nt - Form - NOVO6r and EP23nt

# Fixed-term teacher

## Allowances

- **Add Māori immersion teacher allowances (MITA)**
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements
- **Add mentor/tutor teacher allowances**
  - Form - NOVO36m (Primary), NOVO36t (Area) - Form - NOVO36m (Primary), NOVO36t (Area)
- **Add or remove 11% loading (Area only)**
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements
- **Add Pacific bilingual immersion teacher allowances (PITA)**
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements
- **Add service qualification/increment allowance (secondary and area)**
  - Form - EP18t (or an EP31 if it needs to be reinstated) - Form - EP18t (or an EP31 if it needs to be reinstated)
- **Add, change, remove recruitment, retention, responsibility (RRR) allowances**
  - EdPay - Allowances (Primary) or EP16t (Secondary/Area) - EdPay - Allowances (Primary) or EP16t (Secondary/Area)
- **Add, change, remove career advisor teacher allowances (secondary and area)**
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements
- **Add, change, remove higher duties allowances**
  - Form - NOVO28t - Form - NOVO28t
- **Add, change, remove Kāhui Ako (Community of Learning) allowances**
  - Form - EP16c - Form - EP16c
- **Add, change, remove Kāhui Ako (Community of Learning) higher duties allowances**
  - Form - NOVO28b (taking over normal teaching duties), NOVO28a (taking over Kāhui Ako duties) - Form - NOVO28b (taking over normal teaching duties), NOVO28a (taking over Kāhui Ako duties)
- **Add, change, remove middle/senior management allowances**
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements
- **Add, change, remove permanent/fixed-term units**
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements
- **Add, change, remove school-based allowances**
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements
- **Add, change, remove specialist classroom teacher (secondary)/specialist teacher (area) allowances**
  - Ministry of Education - Ministry of Education
- **Employment status**

- **Change to permanent**
  - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
- **Funding**
  - **Change department code**
    - EdPay - Select employee and job number> edit job funding section - EdPay - Select employee and job number> edit job funding section
  - **Change funding code to a study/sabbatical award**
    - EdPay - Select employee and job number> edit job funding section - EdPay - Select employee and job number> edit job funding section
  - **Change funding code to bulk grant**
    - EdPay - Select employee and job number> edit job funding section - EdPay - Select employee and job number> edit job funding section
  - **Change funding code to teacher salaries**
    - EdPay - Select employee and job number> edit job funding section - EdPay - Select employee and job number> edit job funding section
  - **Hours**
    - **Change from full-time to part-time**
      - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
    - **Change from part-time to full-time**
      - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
    - **Change part-time hours for a part-time teacher**
      - EdPay - Start of Year screen > Change Hours tab - EdPay - Start of Year screen > Change Hours tab
    - **Leave**
      - **Book Leave - Paid and unpaid**
        - EdPay - Leave booking - EdPay - Leave booking
      - **Reverse and/or rebook leave**
        - Form - EP12r or reverse eligible leave in EdPay - Form - EP12r or reverse eligible leave in EdPay
      - **Salary assessment**
        - **For a teacher new to teaching in a state or state-integrated school or who has not taught in a state or state-integrated school for two years**
          - Form - EP7t - Form - EP7t
        - **For a teacher who has received new, additional or improved qualifications that payroll has not assessed**
          - Form - EP17t - Form - EP17t
        - **Start and end dates**
          - **Restart a fixed-term teacher**
            - EdPay - Start of Year screen > Restart Job tab - EdPay - Start of

Year screen > Restart Job tab

- **Termination**
  - **Employee not returning for new school year**
    - EdPay - Termination - EdPay - Termination
  - **Employee not returning in the same job for new school year**
    - EdPay - Termination - EdPay - Termination
  - **Employee's job has been terminated, but they are returning to the same job for the new school year**
    - Form - NOVO6r - Form - NOVO6r

# Permanent teacher

## Allowances

- **Add Māori immersion teacher allowances (MITA)**
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements
- **Add mentor/tutor teacher allowances**
  - Form - NOVO36m (Primary), NOVO36t (Area) - Form - NOVO36m (Primary), NOVO36t (Area)
- **Add or remove 11% loading (Area only)**
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements
- **Add Pacific bilingual immersion teacher allowances (PITA)**
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements
- **Add service qualification/increment allowance (secondary and area)**
  - Form - EP18t (or an EP31 if it needs to be reinstated) - Form - EP18t (or an EP31 if it needs to be reinstated)
- **Add, change, remove career advisor teacher allowances (secondary and area)**
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements
- **Add, change, remove higher duties allowances**
  - Form - NOVO28t - Form - NOVO28t
- **Add, change, remove Kāhui Ako (Community of Learning) allowances**
  - Form - EP16c - Form - EP16c
- **Add, change, remove Kāhui Ako (Community of Learning) higher duties allowances**
  - Form - NOVO28b (taking over normal teaching duties), NOVO28a (taking over Kāhui Ako duties) - Form - NOVO28b (taking over normal teaching duties), NOVO28a (taking over Kāhui Ako duties)
- **Add, change, remove middle/senior management allowances**
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements
- **Add, change, remove permanent/fixed-term units**
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements
- **Add, change, remove recruitment, retention, responsibility (RRR) allowances**
  - EdPay - Allowances (Primary) or EP16t (Secondary/Area) - EdPay - Allowances (Primary) or EP16t (Secondary/Area)
- **Add, change, remove school-based allowances**
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements
- **Add, change, remove specialist classroom teacher (secondary)/specialist teacher (area) allowances**
  - Ministry of Education - Ministry of Education
- **Employment status**

- **Change to fixed-term**
  - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as permanent, please send an EP31) - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as permanent, please send an EP31)
- **Funding**
  - **Change department code**
    - EdPay - Select employee and job number> edit job funding section - EdPay - Select employee and job number> edit job funding section
  - **Change funding code to bulk grant**
    - EdPay - Select employee and job number> edit job funding section - EdPay - Select employee and job number> edit job funding section
  - **Change funding code to teacher salaries**
    - EdPay - Select employee and job number> edit job funding section - EdPay - Select employee and job number> edit job funding section
  - **Hours**
    - **Change from full-time to part-time**
      - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
    - **Change from part-time to full-time**
      - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
    - **Change part-time hours for a part-time teacher**
      - EdPay - Start of Year screen > Change Hours tab - EdPay - Start of Year screen > Change Hours tab
    - **Leave**
      - **Book Leave - Paid and unpaid**
        - EdPay - Leave booking - EdPay - Leave booking
      - **Reverse and/or rebook leave**
        - Form - EP12r or reverse eligible leave in EdPay - Form - EP12r or reverse eligible leave in EdPay
      - **Salary assessment**
        - **For a teacher new to teaching in a state or state-integrated school or who has not taught in a state or state-integrated school for two years**
          - Form - EP7t - Form - EP7t
        - **For a teacher who has received new, additional or improved qualifications that payroll has not assessed**
          - Form - EP17t - Form - EP17t
        - **Termination**
          - **Employee not returning for new school year**
            - EdPay - Termination - EdPay - Termination
          - **Employee not returning in the same job for new school year**

- EdPay - Termination - EdPay - Termination

- **Employee's job has been terminated, but they are returning to the same job for the new school year**
  - Form - NOVO6r - Form - NOVO6r

# Term-time-only non-teacher

## Allowances

- ### Add, change, remove allowances
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements
- ### Annualisation
  - #### Annualise for new school year, advising of all job details
    - Form - EP23nt - Form - EP23nt
  - #### Changes to Annualisation (designation code or deannualising an employee)
    - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
  - #### Changes to Annualisation (IEA, hours, allowances, payrate)
    - Form - EP24nt - For changes effective after 31 January - Form - EP24nt - For changes effective after 31 January
  - #### Employment status
    - ##### Change to 52-week worker
      - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as term-time-only, please send an EP31) - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as term-time-only, please send an EP31)
    - ##### Change to fixed-term
      - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as permanent, please send an EP31) - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as permanent, please send an EP31)
    - ##### Change to permanent
      - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
    - ##### Change to timesheet-only
      - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
    - ##### Change to working 5 days a week
      - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
    - ##### Change to working less than 5 days a week
      - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
    - ##### Funding
      - ###### Change department code
        - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
      - ###### Grade/Step/Pay Rate
        - ####### Change grade, step and/or pay rate
          - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

- **Hours**
  - **Change part-time hours (employee has no work pattern)**
    - EdPay - Start of Year screen > Change Hours tab - EdPay - Start of Year screen > Change Hours tab
  - **Change part-time hours (employee has work pattern)**
    - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
  - **Changes between part-time and full-time**
    - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
  - **Leave**
    - **Book Leave - Paid and unpaid**
      - EdPay - Leave booking - EdPay - Leave booking
    - **Reverse and/or rebook leave**
      - Form - EP12r or reverse eligible leave in EdPay - Form - EP12r or reverse eligible leave in EdPay
    - **Start and end dates**
      - **Change fixed-term end date**
        - EdPay - 1) Restart employee in the Start of Year screen 2) Select employee details, and job number> Pay Details change - EdPay - 1) Restart employee in the Start of Year screen 2) Select employee details, and job number> Pay Details change
      - **Restart for new school year (also complete for permanent employees)**
        - EdPay - Start of Year screen > Restart Job tab. Note: If their start date overlaps with annual leave, enter the day after annual leave booking ends as the start date. Next, submit a timesheet, for any hours that overlap with annual leave booking. Use the code TXTRA – Extra Time - EdPay - Start of Year screen > Restart Job tab. Note: If their start date overlaps with annual leave, enter the day after annual leave booking ends as the start date. Next, submit a timesheet, for any hours that overlap with annual leave booking. Use the code TXTRA – Extra Time
      - **Termination**
        - **Employee not returning for new school year**
          - EdPay - Termination - EdPay - Termination
        - **Employee not returning in the same job for new school year**
          - EdPay - Termination - EdPay - Termination
        - **Employee's job has been terminated, but they are returning to the same job for the new school year**
          - Form - NOVO6r - Form - NOVO6r

# Timesheet-only non-teacher

## Allowances

- ### Add, change, remove allowances
  - EdPay - Select employee and job number > Allowance entitlements - EdPay - Select employee and job number > Allowance entitlements
- ### Annualisation
  - #### Annualise for new school year, advising of all job details
    - Form - EP23nt - Form - EP23nt
  - #### Changes to Annualisation (designation code or deannualising an employee)
    - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
  - #### Changes to Annualisation (IEA, hours, allowances, payrate)
    - Form - EP24nt - For changes effective after 31 January - Form - EP24nt - For changes effective after 31 January
  - #### Employment status
    - ##### Change to 52-week worker
      - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as timesheet only, please send an EP31) - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as timesheet only, please send an EP31)
    - ##### Change to fixed-term
      - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as permanent, please send an EP31) - EdPay - Terminate current job, then set-up new job (if role was incorrectly set up as permanent, please send an EP31)
    - ##### Change to permanent
      - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
    - ##### Change to term-time-only
      - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
    - ##### Change to working 5 days a week
      - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
    - ##### Change to working less than 5 days a week
      - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
    - ##### Funding
      - ###### Change department code
        - EdPay - Select employee and job number> edit job funding section - EdPay - Select employee and job number> edit job funding section
      - ###### Grade/Step/Pay Rate
        - ####### Change grade, step and/or pay rate
          - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change

- **Start and end dates**
  - **Change fixed-term end date**
    - EdPay - Select employee and job number> Pay Details change - EdPay - Select employee and job number> Pay Details change
  - **Termination**
    - **Employee not returning for new school year**
      - EdPay - Termination - EdPay - Termination
    - **Employee not returning in the same job for new school year**
      - EdPay - Termination - EdPay - Termination
    - **Employee's job has been terminated, but they are returning to the same job for the new school year**
      - Form - NOVO6r - Form - NOVO6r