

2018 Study Award Coding Notice

Coding
Notice

IMPORTANT

The teacher or principal on study or sabbatical leave continues to be paid as normal by the school.

Any relief costs resulting from the study or sabbatical leave are to be charged to Teacher Study Awards. The teacher or principal on leave cannot be charged to the below codes.

Please read the FAQs carefully before completing the relevant Novopay forms.

Name:

Emma Louise Fly

School:

TeachNZ School (0000)

MoE number:

0123456

Award reference:

ST/1234

Funding code:

11320

Department code:

01234

Max no. of school weeks or days granted for 2018:

40 weeks

Start date:

06/02/2018

End date:

16/12/2018

This coding notice must be supplied to Novopay along with appropriate forms for the relief. The department code is for this approval only; DO NOT use it to cover other teachers on leave.

Check your SUE reports

The information you provide to the Novopay Service Centre will appear on your Staff Usage and Expenditure reports. Check that the information has been entered correctly and let the Novopay Service Centre know of any changes, particularly for start and end dates. **Novopay calculates holiday pay which is not a cost to your school.**

Please note: You cannot charge teachers to Study Awards or Sabbaticals using Novopay Online.

General

The Novopay Service Centre should be notified as soon as possible of any required actions such as salary to be charged to the Study Award funding code. The Novopay Service Centre can only make adjustments relating to the last two pay periods. This is because any funding changes to be made to earlier pay periods will require Ministry of Education approval.

Novopay forms to complete

1. Action required for award holder on study or sabbatical leave:

- ▼ COMPLETE the **Leave Booking NOVO12** available on www.novopay.govt.nz for the award holder.
- ▼ ENTER the leave code as Leave With Pay (LWP). The leave reason is study award or sabbatical leave (as appropriate).
- ▼ ATTACH a copy of this coding notice when you send the leave form to the Novopay Service Centre.
- ▼ COMPLETE forms for the relief as detailed in sections 2, 3 and 4.

2. If you appoint a new relief teacher or day reliever:

- ▼ COMPLETE the **New Appointment for Teachers NOVO1t** available on www.novopay.govt.nz.
- ▼ ENTER the funding code and department code from the table above onto the NOVO1t form.
- ▼ ATTACH a copy of this coding notice when you send the NOVO1t to the Novopay Service Centre.

Notes

- If the new relief teacher is employed directly to a position that would normally have units attached, there is no requirement for them to be paid units. Instead, the Higher Duties Allowance (HDA) can be paid. The HDA conditions still apply: i.e. the maximum that can be funded by the study award is the base salary and the HDA to the maximum value of three salary units. If you choose to pay additional units, these will not be funded by TeachNZ and will need to come from your existing unit entitlement. The teacher on leave continues to receive any permanent units or allowances they hold.
- If the relief teacher continues employment after the end of study leave, complete the Funding/Department Code Change Form NOVO21 to ensure the salary of the teacher is no longer charged to TeachNZ.

3. If your relief teacher is also a beginning teacher:

- ▼ COMPLETE the **Beginning Teacher Time Allowance Application** available on the Ministry of Education's website www.education.govt.nz/resourcingforms. If the Ministry of Education approves the application, you will receive a confirmation letter advising you how to charge the additional 0.1 or 0.2 FTTE to TeachNZ.
- ▼ SEND the confirmation to the Novopay Service Centre.

Note

- The time allowance will not show on your staffing entitlement notice because the beginning teacher is not employed from Teachers' Salaries.

4. If an existing teacher(s) takes up extra responsibilities while a teacher/principal is on study or sabbatical leave:

- ▼ COMPLETE the **Higher Duties Allowance for Teachers NOVO28t** available on www.novopay.govt.nz.
- ▼ ENTER the HDA start and end dates, and the funding and department code from the table at the beginning of this notice onto the NOVO28t form.
- ▼ ATTACH a copy of this coding notice when you send the NOVO28t to the Novopay Service Centre.

5. If an existing part-time teacher(s) is employed for extra hours as a result of the teacher or principal taking study release time:

- ▼ COMPLETE the **NOVO20t Additional Hours/Allowances for Teachers** form available on www.novopay.govt.nz if your part-time teacher is employed for additional hours to cover study release time.
- ▼ ENTER the funding code and department code from the table on page 1 onto the NOVO20t form.
- ▼ ATTACH a copy of this coding notice when you send the NOVO20t to the Novopay Service Centre.

6. If a deputy principal acts up to relieve a principal on study or sabbatical leave:

- ▼ COMPLETE the **Higher Duties Allowance for Teachers NOVO28t** available on www.novopay.govt.nz.
- ▼ ENTER the value to be the difference between the principal's base salary (excluding units) and the deputy principal's salary (including units).
- ▼ SEND this to the Novopay Service Centre and attach a copy of this coding notice.

Notes on the Higher Duties Allowance

- The maximum value of the Higher Duties Allowance (HDA) payable per teacher is the equivalent dollar value of three salary units (unless the existing teacher is relieving for a principal). You may pro rata the allowance if the relief teacher is not full time. Please check the appropriate collective agreement for details on the HDA and acting as principal:
 - Primary Teachers' Collective Agreement (PTCA) – clauses 3.13 and 3.14
 - Area School Teachers' Collective Agreement (ASTCA) – clauses 3.11 and 3.12
 - Secondary Teachers' Collective Agreement (STCA) – clauses 4.15 and 4.16.

IMPORTANT

- If you allocate the relief teacher actual salary units for extra responsibilities these units will come out of your school's unit entitlement. Your unit entitlement is not increased because you have a teacher on study or sabbatical leave. Units belonging to the teacher on study or sabbatical leave are not released back to the school for reallocation, as they continue to be paid to the teacher on leave.
- This coding notice can only be used for reliever charges in 2018.
- More than one teacher can be paid a Higher Duties Allowance (HDA) in relation to one award. For example, if the deputy principal is on study or sabbatical leave the assistant principal may be acting as the deputy principal, a head of department may be acting as assistant principal, and a base scale teacher may be acting as head of department. All of these teachers can be paid the HDA.

For more information

Please see the FAQs attached, visit our website www.TeachNZ.govt.nz/studyawards, or contact us on 0800 165 225 or teacher.studyawards@education.govt.nz.