

Last updated: March 2024

## New Principals and Payroll

### Section one – the standard process

The following steps need to be completed for a new principal to gain authorised access to EdPay.

- 1) At the conclusion of previous principal's employment, an authorised user at the school (e.g. office manager) should have:
  - a. Cancelled the previous principal's EdPay authorisation by submitting an EdPay5c form.
  - b. Terminated the previous principal's employment in EdPay or by submitting a NOVO6 form.
- 2) For the new principal to then gain access to EdPay, an authorised user must:
  - a. On-board the new principal as a new employee in EdPay or by submitting a NOVO1t form.
  - b. Request EdPay authorisation for the new principal by submitting an EdPay5 form.

#### Notes:

- The required forms can be found on the [EdPay forms page](#) and they should be emailed (separately) to [support@novopay.govt.nz](mailto:support@novopay.govt.nz)
- Use the subject line 'form number/school number/employee MOE number'
- All forms must be signed by the school's Board of Trustees chairperson (presiding member) or delegate.
- For more details see [how to become an authorised user](#) on [the EdPay website](#)

### Section two - if there's no current authorised EdPay user in your new school

If you begin your employment as a principal in a new school and there is no current authorised user who can submit your new appointment and/or EdPay authorisation, you need to take the following steps to gain authorisation:

- 1) Check to make sure the previous principal's contract has been terminated and their EdPay access cancelled.
- 2) If this is not the case then complete the following forms, from the [EdPay forms page](#). These forms must be signed by the school's Board of Trustees chairperson (presiding member) or delegate:
  - a. EdPay5c to cancel the previous principal's authorisation.
  - b. NOVO6 to terminate the previous principal's employment.

- 3) Email these forms to [info@novopay.govt.nz](mailto:info@novopay.govt.nz) (please note this email address is different to the email address in section one)  
Use the subject line '**Urgent processing required**'.
- 4) Next, complete and submit the following forms, using the same process as in steps 2 and 3:
  - a. EdPay5 for your EdPay authorisation.
  - b. NOVO1t to appoint you as new principal.

**Important notes:**

- Under no circumstances should anyone share their EdPay username and password with others, or log in using the username password of another authorised user. This is one of the terms and conditions that authorised users agree to when they sign the EdPay5 form to get access. Sharing passwords carries serious privacy, security and fraud risks.
- Section two is solely for boards without a current authorised user. In all other circumstances, the standard process outlined in section one should be carried out by an existing authorised user.

EdPay authorisation will be confirmed via email, once the various forms have been processed.