

End of Year 2021 and Start of Year 2022

Key Dates

29 September	End of Year information available	Read the End of Year Guide and watch the training video.
20 October	End of Year Screens open in EdPay	Begin your End of Year processing. Deadline is 22 Nov 2021.
17 November	Start of Year information available	Read the Start of Year Guide and watch the training video.
22 November	End of Year screens close in EdPay	End of Year screens close at 5pm. Remember to print your final End of Year Report before they close.
8 December	Start of Year screens open	Begin your Start of Year processing. Submit NOVO23nt (annualisation) forms before Term 4 Holidays.
15 December	Payday for pay period 19	Holiday Pay is paid out today, as well as termination pay for employees terminating in PP19.
24 December	Payday for pay period 20	Termination pay is paid out today for employees who are terminating in PP20.
12 January	Payday for pay period 21	Pay Period dates resume fortnightly.
31 January	Deadline for NOVO23NT (annualisation) forms	NOVO23NTS must be sent in by this date, or the employees will not be able to be annualised.
2 February	Deadline for starters in pay period 23	Tasks should be completed for these 2022 starters in the Start of Year screens.
9 February	Payday for pay period 23	The first pay period for the 2022 school year.
25 February	Start of Year screens close	Start of Year screens close at 5pm. Remember to print out your final Start of Year report before they close.

For more information, visit our End of Year and Start of Year information pages on the [Novopay.govt.nz](https://www.novopay.govt.nz) website, or EdPay guides page on <https://www.edpay.nz/school/news-and-updates>