

Mandatory fields are marked with an asterisk (*). These fields **MUST** be completed.

Identifying Details

1. School Number *	<input type="text"/>	2. School Name *	<input type="text"/>
3. Previously employed by Ministry of Education? *	No	Yes	Finish Date <input type="text"/>
If yes, is the employee transferring from another school?		No	Yes
			<i>Month and year, if known (mm/yyyy)</i>

Personal Details

4. MOE Number	<input type="text"/>	<i>Please supply an MOE Number if the employee has previously worked in the sector.</i>
5. IRD Number *	<input type="text"/>	
6. Surname *	<input type="text"/>	
7. Previous Surname	<input type="text"/>	
8. First Name *	<input type="text"/>	
9. Second Name	<input type="text"/>	
10. Third Name	<input type="text"/>	
11. Preferred Name	<input type="text"/>	
12. Gender *	Male	Female
13. Date of Birth *	<input type="text"/>	
<i>(dd/mm/yyyy)</i>		
14. Contact Phone Numbers	Home	<input type="text"/>
	<i>Area Code</i>	<i>Phone number</i>
	Mobile	<input type="text"/>
	<i>Prefix (021, 027 etc)</i>	<i>Mobile Phone number</i>

Residential Address *Note: A residential address must always be provided.*

15. Street Address *	<input type="text"/>		
16. Suburb	<input type="text"/>		
17. Town/City *	<input type="text"/>	18. Post code	<input type="text"/>
<i>If unknown, use the online post code finder at www.nzpost.co.nz.</i>			

Postal Address *(if different from Residential Address)*

19. Postal Address	<input type="text"/>		
20. Suburb	<input type="text"/>		
21. Town/City	<input type="text"/>	22. Post code	<input type="text"/>
<i>If unknown, use the online post code finder at www.nzpost.co.nz.</i>			

Optional Details

23. Ethnicity	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Enter up to three ethnicity codes.</i>			
<i>Click here for a list of Ethnicity Codes.</i>			

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Position Details

24. Start Date (dd/mm/yyyy) *

25. End Date (dd/mm/yyyy) **NOTE:** If you choose Fixed Term below then you must provide an end date. Do not provide an end date if the job is permanent.

26. Position Title *

27. Tenure * Permanent Fixed-Term Day Relief Job Share

28. Employment Status * Full-Time Part-Time *Employment Status can be left blank if the job is a Day Relief position*

Pay Details

NOTE: Click [here](#) for a list of funding, designation and department codes needed to complete this section of the form

29. Total Hours Per Week * Hours Minutes **30. Designation Code** *
Both hours and minutes must be provided (e.g. 23 hours 30 minutes) (e.g. S12)

31. Funding Code *	32. Department Code	33. Percentage % *
e.g. 11900	e.g. 00001	e.g. 50 %
		%
		%
		%
34. Percentage Total *		%

Funding Source

(as a percentage %)

Please note that if the funding code used relates to study or sabbatical leave, then approval from MOE must be attached to this form.

Percentages in the table tell us how the costs for this job are charged. **The total must add to 100%**

Unit / Allowance Details

NOTE: Fields in this section are mandatory if the employee is entitled to receive unit or allowance payments for this job. If the employee is not entitled to receive any unit or allowance payments for this job then leave this section blank.

Unit / Allowances	35. Payment Type	36. Start Date	37. End Date (fixed-term only)	38. Allocation
	Click here for a list of allowance codes needed to complete this section of the form.	The date that the employee should begin receiving the allowance. (dd/mm/yyyy)	The date that the employee should stop receiving the allowance. (dd/mm/yyyy)	Enter 0, or 1 for allowances with preset values, or the dollar value for agreed rate allowances.

Note: You must provide an end-date for fixed term allowances or units

Teacher Registration Details

39. NZ Teachers Council Registration Status * Full Provisional Subject to Confirmation
Limited Authority to Teach Unregistered Teacher

40. Registration Start Date (dd/mm/yyyy) **41. Registration Expiry Date** (dd/mm/yyyy)

RTLB Teacher Specific Information

NOTE: Complete this section for new RTLB Teacher positions.

42. Host School Number **43. Host School Name**

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Tax Details

44. Tax Code *

Transfer the tax code from Tax Code Declaration IR330, and keep the IR330 at the school.

For special tax codes:

- Keep the Special Tax Code or Deduction Rate Certificate IR23 at the school.
- Send a copy of the Special Tax Code or Deduction Rate Certificate IR23 with this payroll instruction to the Service Desk.

Bank Account Details

45. Account Number *

Bank

Branch

Account

Suffix

46. Account Name *

Reference

Union Membership

47. Union Member *

No

Yes

48. Union Name

Email Details

The email address provided will be used to provide payslips and other payroll information to the employee. If the employee prefers these to be posted then leave the email address field blank.

49. Email Address

Superannuation Details

More information about KiwiSaver can be found on the KiwiSaver website (www.kiwisaver.govt.nz)

50. Are you already a member of KiwiSaver?

No

Yes

If no, skip to field 54.

If yes, continue from field 51.

Kiwisaver - existing member

51. If you answered yes in field 50, do you have an active contributions holiday?

No

Yes

If yes, the employee must provide an expiry date in field 52.

52. Contributions holiday expiry date

(dd/mm/yyyy)

A copy of the contributions holiday notice must be attached and sent to the service centre before deductions can be stopped.

53. Contribution Rate (%)

If the employee would like to contribute at a higher rate than the compulsory minimum then enter the rate they would like used in field 53. Employees may choose to contribute at 3%, 4% or 8%. A KS2 form must be provided if 4% or 8% is chosen.

KiwiSaver - not currently a member

54. Are you a New Zealand Citizen or entitled to be in New Zealand indefinitely?

No

Yes

If the employee answers no in fields 54 or 55 then the employee is not eligible to join KiwiSaver, and should not be automatically enrolled.

55. Are you living, or normally living in New Zealand?

No

Yes

56. Are you 18 years or older, and aged under 65 years of age?

No

Yes

If the employee's answers in fields 54, 55 and 56 are all yes and the job is more than 28 days in duration then the employee must be automatically enrolled in KiwiSaver.

If the employee does not wish to join KiwiSaver please complete a KS10 form and send it to the Service Centre with this form.

Membership of other state sector retirement schemes

57. Are you a member of other state sector retirement savings schemes? *

No

Yes - Please provide scheme details below

If you belong to the SSRSS scheme, tick the SSRSS box and indicate which scheme you belong to.

For all other schemes please enter your member number in the space provided.

State sector retirement savings scheme (SSRSS)

ASB Scheme

AMP Scheme

AXA Scheme

Teachers retirement savings scheme (TRSS)

TRSS Number

Government superannuation fund (GSF)

GSF Number

National provident fund (NPF)

NPF Number

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Signatures

Employee	Signature	<input type="text"/>	Date	<input type="text"/> (dd/mm/yyyy)
	Name	<input type="text"/>		

Principal or nominated signatory - school authorisers cannot sign changes to their own payroll information.

Authoriser	Signature	<input type="text"/>	Date	<input type="text"/> (dd/mm/yyyy)
	Name	<input type="text"/>		
	Designation	<input type="text"/>		

Pay instructions for Principals must be authorised by a member of the Board of Trustees.