

memo

To: Lesley Longstone
Cc:
From: Leanne Gibson
Date: 17 August 2012 **File:** Novopay
Subject **Ensuring the Novopay Bank File is Accurate**

The following processes occur to ensure that the Novopay schools payroll bank file is accurate. Note that these processes are largely unchanged since 1996.

Wednesday night	<ul style="list-style-type: none"> Draft pay run occurs calculating pays based on what schools have input or provided by manual forms
Thursday morning	<ul style="list-style-type: none"> Draft Staffing Usage and Entitlement (SUE) report and pay transaction reports made available for schools so they can check whether all their instructions have been processed Ministry predicts payrun totals taking into account such things as historic trends, impact of holidays and term breaks, settlements during the period, etc The prediction is undertaken by two separate staff independently performing calculations The prediction is advised to Ministry Finance to ensure draw down of appropriate funds from Treasury to enable staff to be paid
Thursday/Friday	<ul style="list-style-type: none"> Schools make updates based on what they have seen in draft reports to ensure actual pay will be accurate
Friday afternoon 3pm	<ul style="list-style-type: none"> Cut-off point for when schools can make any changes to their pay information based on what they have seen in the draft SUE and transaction reports – actual pay will be calculated on what has been entered by this time
Monday morning	<ul style="list-style-type: none"> Final pay run occurs and overall payrun total breakdowns provided to the Ministry
Monday	<ul style="list-style-type: none"> Ministry undertakes a sense check of the payrun totals based on its own predictions Checking generally predicts totals within 0.5% of actuals If there are anomalies between what Talent2 has calculated and what the Ministry has calculated these will be investigated with Talent2 as a matter of urgency
Tuesday	<ul style="list-style-type: none"> Talent2 sends the bank file to Westpac
Tuesday night	<ul style="list-style-type: none"> Westpac transfers pay into staff bank accounts