

Your easy guide to banking staffing

About banking staffing

Banking staffing is the tool schools use to manage their annual staffing entitlement.

How banking staffing works

Think of banking staffing like 'planning your annual budget'. Banking staffing allows you to either:

- store up 'underuse' (credit) for times when you know you'll need extra staffing, or
- go into 'overuse' (overdraft) when you need extra staffing before you have enough credit stored.

The banking staffing year runs from pay period 23 of one year to period 22 of the next. At the end of the year, you should aim to have a zero balance.

At the end of the banking staffing year there's a balancing period from pay period 23 to 26 (Feb and Mar) to help you manage any under- or overuse as at pay period 22.

How to check your banking staffing usage

Your banking staffing balance is shown on the summary page (the last page) of your fortnightly banking staffing report, which you can download from Novopay Online. This summary indicates your school's current position for the year and you should check it each pay period.

Banking Staffing Report, (12345) Example School										Page 3 of 3
Period: 201505, Pay Day: 27-MAY-14, As at Period Ending: 27-May-2014										Generation Date: 27-May-2014, 08:51am
Summary FTTE Details										
Pay Period No	23	24	25	26	1	2	3	4	5	YTD Total
Total staffing usage for period	5	5	5	3	4	4	5.77	5.2	5.34	42.31
Entitlement for period	5.05	5.05	5.05	5.05	5.05	5.05	5.05	5.05	5.05	45.45
Ministry adjustment for period	-	-	-	-	-	-	-	-	-	-
Year End Automatic Adjustment for period	.05	.05	.05	2.05	-	-	-	-	-	2.2
Difference for period	-	-	-	-	1.05	1.05	(-.72)	(-.15)	(-.29)	0.94
Estimated \$ value of staffing (YTD)	\$0	\$0	\$0	\$0	\$2,706	\$5,412	\$3,556	\$3,170	\$2,422	
Required average staffing level to finish year with zero balance (FTTE)	5.05	5.05	5.05	5.05	5.1	5.16	5.12	5.12	5.11	

Check this number.

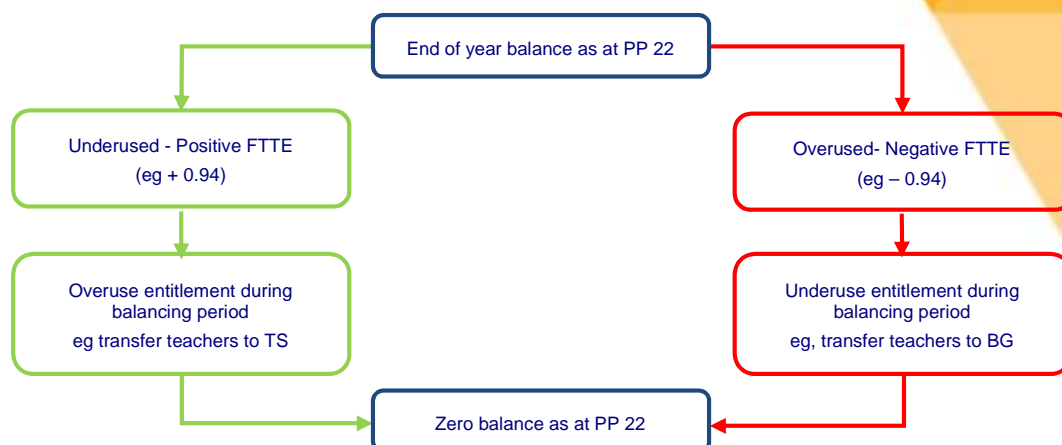
What the 'Difference for period' number means

The number in the difference for period row shows you the overuse or underuse of staffing entitlement (FTTE) for the year to date.

- If the number is zero, you've used all your entitlement to date exactly.
- If the number is negative, you've overused your entitlement.
- If the number is positive, you have entitlement stored up.

In the example above the number is 0.94, showing that the school has underused their staffing entitlement for the year to date by 0.94 FTTEs.

How the balancing period works



The balancing period is when you can make final changes to your previous year's staffing.

What happens when your banking staffing doesn't balance

Overuse If you have overused your entitlement at the end of the balancing period, the overused FTTEs will be taken out of your operational funding at an averaged annual salary rate per FTTE.

Underuse If you have underused your entitlement at the end of the balancing period, the underused FTTEs will be paid into your operational funding at a weighted midpoint average annual salary rate per FTTE.

Note: These rates are reviewed each year and are likely to change.

Tips to help you with banking staffing

Plan – It's easier to make changes that affect your balance in the future than trying to adjust things retrospectively.

Check regularly – The earlier an issue is identified the easier it is to correct. This applies whether you correct it yourself or need to contact the Ministry.

Look for patterns – In most cases a teacher will be charged the same in each pay period. If the usage changes, it means something different happened in that pay. It's always a good idea to investigate usages of greater than one FTTE in a pay period.

Relievers and additional hours – These payments don't charge at the same rate as other teachers – 0.1368 FTTE will be charged for a day of relief or 5 additional hours worked.

Holiday pay – The usage applied for employees who are terminated or going on long-term leave during the year is capped. Go to www.education.govt.nz/school-staffing for more information.

Involve the board – Make sure that the board of trustees, the leaders of the school, understand what banking staffing is and have up to date information about your school's current situation. They, like you, need to know what happens if the school ends up in an over- or underuse position.

Modelling spreadsheet – To forecast what your banking staffing balance will be, download the banking staffing modelling spreadsheet from the banking staffing page on our website.

For more information about banking staffing, go to www.education.govt.nz/banking-staffing.

About your banking staffing report

The banking staffing report is a breakdown of your school's usage against your staffing entitlement for the banking staffing year (pay period xx23 – yy22).

What the employee FTTE details section shows you

The employee FTTE details section (example below) of your report shows the usage charged to your school on an employee basis. In this section you'll see:

- the usage charged for each teacher in the pay period
- the year to date total (YTD) of usage charged for each teacher
- the total usage in the pay period.

Example of employee FTTE details

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Period: 201505, Pay Day: 27-MAY-14, As at Period Ending: 27-May-2014											Generation Date: 27-May-2014, 08:51am
<u>Employee FTTE Details</u>											
Employee	23	24	25	26	1	2	3	4	5	YTD Total	
1111111 Employee One	1	1	1	1	1	1	1	1	1	9	
1212121 Employee Two	-	-	-	-	-	-	.27	.2	.2	.67	
1313131 Employee Three	1	1	1	1	1	1	1	1	1	9	
1414141 Employee Four	-	-	-	-	-	-	-	-	.14	.14	
1515151 Employee Five	1	1	1	1	1	1	1	1	1	9	
1616161 Employee Six	1	1	1	1	1	1	1	1	1	9	
1717171 Employee Seven	1	1	1	-1	-	-	1.5	1	1	5.5	
Total staffing usage for period	5	5	5	3	4	4	5.77	5.2	5.34	42.31	

What the summary FTTE details section shows you

The summary FTTE details section (example below) of your report shows you a pay-period by pay-period breakdown of what is happening. In this section you'll see:

- your school's usage and entitlement (by pay period or YTD)
- any adjustments, automatic or Ministry (by pay period or YTD)
- your current banking staffing balance (and its estimated value)
- your previous year totals.

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Ministry adjustment for period	-	-	-	-	-	-	-	-	-	-	
Year End Automatic Adjustment for period	.05	.05	.05	2.05	-	-	-	-	-	2.2	
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										Previous Year Totals	
Total staffing usage for period											130.45
Entitlement for period											128.54
Ministry adjustment for period											1.91
Year End Automatic Adjustment for period											(-2.2)
Difference for period											(-1.62)
Estimated \$ value for staffing YTD											(-\$4,050)