

BANKING STAFFING UPDATES 2013

(As at 16 March 2013)

These updates (and any subsequent updates published later in 2013) are all available online at

<http://www.nzpf.ac.nz/list/%252FBanking%20Staffing%20Updates%202013> (Scroll down to find the links)

Banking Staffing Update January 2013

Checking FTTE usage during the time for balancing (pp23 to pp26, 2013)

If you wish to do your own tracking during the time for balancing (pp 23 to pp 26) in case there are problems interpreting the MOE 2013 banking staffing reports

"previous year" summary, download the 2013 version of the Excel planner,

<http://www.bankingstaffing.co.nz/downloads/banking%20staffing%20planner%202013.xls> and proceed as follows:

1 Enter the balance from pp 22 last year in cell B5. (or your own figure if the p22 figure is wrong)

2 Enter this year's fortnightly entitlements in cells C6 to C9.

3 As you receive your banking staffing reports for pp 23 to 26, enter the actual usage for pp23 to

pp26 in cells E6 to E9. (or use your usage figures if the banking staffing report contains usage errors).

Interpretation

- If there is a positive balance remaining, cell A29 in the planner will give you the dollar value you will receive in April, including GST. (Providing this balance is less than or equal to 0.1 times the 2012 entitlement total from pp 22)

- If there is a negative balance remaining, cells A8 and A9 will show the FTTE overuse and the amount to be deducted from the July operations grant instalment.

Comparing the planner calculations (once pp 26 usage has been entered), with the banking staffing report for pp 26 will alert you to any discrepancies needing further attention.

A reminder – using the banking staffing report for pp 22, check the 2012 total FTTE usage column looking for any instances where the total exceeds 26 FTTEs for anyone, permanent or fixed term, who was full time for all of last year. Use the "Request for Banking Staffing Adjustment" form to seek an adjustment. (It follows that a 0.4 FTTE position should show 26 times 0.4 = 10.4 FTTEs at pp 22 if the position was for a full year and there was no additional FTTE usage such as the odd reliever day during the 2012 year)

Banking Staffing Update February 2013

Seeking a Banking Staffing Adjustment for Usage exceeding 26 FTTEs in 2012
Pay period 23 Banking Staffing Reports include an unusually large holiday pay component relating directly to the 2012 banking staffing year. In most cases this

holiday pay component is 5 days, represented as 0.36 in the pp 23 banking staffing report for full time staff who finished last year. In a number of instances the combination of their total FTTE usage at pp 22 and the holiday pay FTTE component showing in pp 23 can add up to significantly more than 26 FTTEs. I have seen totals as high as 26.36 FTTEs. (With a bit of extra calculating you can also check whether part time staff usage exceeds 26 times their expected annual usage, not counting any extra work they may have done last year)

What can you do to try to recover excess usage?

If the total usage exceeds 26 FTTEs then I suggest completing a “Request For Banking Staffing Adjustment” asking for a banking staffing adjustment for usage in excess of 26 FTTEs.

(Where the expected adjustment is 0.36, for example, this recovery is equivalent to providing you with 2.5 reliever days or 3.6 days if using “additional hours” for existing staff.)

Avoiding financial losses through incorrect FTTE processing by Novopay in pp 23 to 26.

(Of interest only to schools who had year end underuse at pp 22 last year and expect to have all or some of that underuse reimbursed after pp 26 this year.

Following on from the Banking Staffing Article in Flyer No 1, 7 Feb this year warning that transaction reporting during the time for balancing might be incorrect or incomplete, you will have noticed there is no “Previous Year Total” column on the summary page on the Banking Staffing Reports in pp 23 and 24.

Do not assume that what you cannot see has evaporated!

If you had overuse at pp 22, it still needs to be dealt with by corresponding underuse in pp 23 to 26, or be paid for out of ops grant funding later this year. The Banking Staffing reports I have seen so far seem to be correctly offsetting any underuse in pp 23 and 24 against last year’s overuse.

If you had underuse at pp 22 though, it appears that your attempts to overuse in pp 23 to 26 may be compromised. The system is supposed to deduct any overuse generated this year (from pp 23 onwards) from last year’s year end credit balance at pp 22 in the first instance, and when that runs out any remaining overuse generated this year should be offset against this year’s underuse. The order is very important!

Unfortunately, for schools who had underuse at pp 22 and overused somewhere in pp 22 and 23 this year, the system is offsetting that overuse against this year’s underuse, **meaning that you lose financially.**

How do you lose? Let’s say you have 1 FTTE of underuse at pp 22, 1 FTTE of underuse in pp 23 and then overused by 1 FTTE in pp 24. That 1 FTTE of underuse at pp 22 can be cashed in for only \$1799 (1/26 times \$46800) if the system incorrectly deducted the overuse at pp 24 from the pp 23 balance, leaving you with 1 FTTE from pp 22 and no credit going forward.

Had the system deducted the 1 FTTE from the PP 22 balance as it should, you would still have 1 FTTE saved this year, which you might then use to fund a teacher on step 14 (\$70877), which is then worth $1/26 * \$70877 = \2726 . In this instance the school has lost \$900 per FTTE.

What can you do?

I recommend that you Google “Request For Banking Staffing Adjustment”, fill it in showing the year end FTTE balance at pp 22 and the transaction summary for pp 23 and 24, to show how overuse has been incorrectly deducted from this year’s underuse, asking that the underuse be set against the pp 22 year end FTTE balance and asking that your pp 24 balance be adjusted accordingly. There is a fax number on the form so that the request goes straight to resourcing. (If you cannot locate the form, try my website – www.bankingstaffing.co.nz I hope it will be up there by the time this flyer is published). Please keep me posted if there are any problems with getting this latest issue corrected.

Banking Staffing Update 25 Feb 2013

Helping offset the negative effects of 0.14 for day relievers.

1 Timing of roll growth applications.

While I would normally recommend completing a “Staffing Roll Change” form if you have already exceeded your grading roll by 2 or more students, it is likely that waiting for the 1 March Return headcount (M3) to be sent in will be to your advantage, as any increase derived from that return is backdated to the beginning of the year rather than backdated to when pupils arrived if using the roll change form. (Just a wee tweak I have not suggested before, but might be very helpful now that I see 0.14 FTTEs being deducted from our banking staffing for one day’s relieving – even more than the 0.1368 we thought we knew about, and despite me being told that Novopay could deal with 4 decimal places)

2 Leave without pay FTTE usage problems.

To avoid using 1.07 FTTEs in a fortnight when a teacher takes one day’s LWOP, or worse, at least 1.368 FTTEs if the leave is for a fortnight, consider the additional financial cost to the board resulting from usage over 1 FTTE for a fortnight and consider your discretionary leave policy, not just for the good of your pupils, but the financial cost of overuse.

(The recently announced additional relief teacher funding only works out at a little over 4.5 days per teacher per year and will be needed to offset other aspects of the increase in day relief FTTE usage.)

BANKING STAFFING UPDATE MARCH 2013

Entering “Additional Hours” for part-time teachers in Novopay Online.

I suggest you substitute “additional hours” in place of “day relief hours” as you read the Novopay “Entering actual day relief hours . . .” article dated 1 March 2013.

(<http://www.novopay.govt.nz/Site/News/Whats-New/Day-relief-hours-for-part-time-teachers.aspx>)

Schools and part-time staff are better off when using “additional hours” for part-time staff in their own school rather than entering “day relief hours”. Hopefully the fix described in the Novopay article will work, but if not, spread some of the additional hours over a prior day to stay within the 5 hour maximum.

BANKING STAFFING UPDATE FOR PP 26 (13 March 2013)

Don’t Expect that your underuse from pp 22 at the end of last year will be processed correctly at pp 26 this year. Do a manual check because there is no longer a “Previous Year Total” column to look at, and ask resourcing for a banking staffing adjustment -See below.

(Of interest to just those schools who were both in credit at pp 22 last year **and** have overused somewhere in pp 23 to 26 this year)

Overuse in pp 23 to 26, which should have been applied to last year's underuse, has been incorrectly applied to **this year's underuse** leaving you with less banking staffing going forward and a probable reimbursement after pp 26 of **all** of your balance from last year at just the \$46800 rate!

If the difference is tiny, do nothing, but if you would rather have less cash for last year and more FTTEs to use this year, download the "Request for Banking Staffing Adjustments" form <http://www.novopay.govt.nz/includes/download.aspx?ID=123384>, complete sections 1 to 5, tick the covering letter and evidence boxes at the bottom of the form, sign and email or fax to resourcing.

Remember to include a brief cover letter asking "Please process banking staffing overuse in pp 23 to 26 against last year's underuse balance at pp 22 in the first instance and adjust our 2013 banking staffing balance accordingly.", and include as "evidence", the Banking Staffing summary page from pp 22 and pp 26.

BANKING STAFFING UPDATE – MARCH CONFIRMATION ADVICE

Was your 1 July prediction last year as good as it could have been?

If your March Staffing Advice notice gives you **more staffing** than you were given provisionally in last September's Advice Notice, compare the roll numbers in the two documents at each year level to find out why you have now been given more staffing.

Now use M3 and J3 (from the 2012 Roll returns) and your handwritten prediction from the 2012 July return to find the cause, remembering that you are initially staffed for 2013 on **the lesser** of your prediction and MOE's prediction at each year level.

Use your newfound knowledge when completing this July's prediction!

(MOE uses M3, J3 and Chapter 2 of the Funding Staffing and Allowances Handbook to determine their initial prediction at each year level – what do you use?)

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