

New employee information sheet | payroll and salary assessment



This information sheet has a summary of what you need to do to make sure you're getting paid your correct salary as quickly and easily as possible.

As a new employee, you need to supply your bank account details directly to your school | kura for payroll purposes. You may also need to complete a salary assessment application online. This is to make sure you are paid accurately based on your qualifications and previous experience.

You will also need an Education Sector Logon (ESL) to apply for a salary assessment. Contact your employer to request an account and access if you don't have one.

Who needs a salary assessment

Teachers and speech-language therapists new or returning to the New Zealand state and state-integrated school system need to apply for a salary assessment. They include:

- » those who are new to the profession or new to teaching in New Zealand, eg newly qualified teachers and speech-language therapists, or overseas teachers and speech-language therapists coming to work in New Zealand.
- » teachers and speech-language therapists who are returning to work and wish to apply to have relevant previous work experience and/or newly completed qualifications recognised (known as salary credit).

Completing a salary assessment

Once you have your individual ESL account you can start your application through the salary assessment application portal.

[Log in to the salary assessment portal](#)

If you have trouble logging in to your ESL, you can contact the Education Service Desk at service.desk@education.govt.nz or call 0800 422 599 (NZ only).

Information you need to provide

You can start a salary assessment application if you are employed or in the process of being employed. Below are some of the details and documents you need to provide with your application, or to have previous experience or new qualifications recognised (salary credit).

- » Your MoE number (if you have one).
- » Your New Zealand teacher registration number (if you have one).
- » Evidence of overseas teacher registration (if you have taught overseas).
- » New Zealand and/or international qualifications documents.
- » Teaching service or relevant non-teaching experience documents.

Your employer will need to sight original copies of any documents you provide to support your application.

Further information on salary assessment requirements and timeframes can be found on the Education Payroll Ltd website: [Salary assessment – edpay.govt.nz](https://edpay.govt.nz)