

NZEI information for PRTs: Salary for Beginning Teachers in Schools

NZEI believes beginning teachers must have a smooth start to their teaching career. Making sure beginning teachers get paid on the correct step from the start of their first year of teaching is a key to this. NZEI has developed steps to help get it right:

The principal is responsible for ensuring the beginning teacher has provided a complete and accurate set of information before the principal's declaration is signed and the forms are sent to the Salary Assessment Unit and the school's local payroll provider.

1. There are two forms that must be completed:
[FORM ESP1t](#) – will be sent to the school's local payroll provider
[FORM ESP7t](#) – will be sent to the Salary Assessment Unit
2. Beginning teachers must check that all the required pay-related information detailed on the forms is completed correctly before giving the information to the principal for processing.
3. Beginning teachers should start by collecting all the information needed. Make sure
 - all documents are certified (e.g. qualifications, and relevant work experience documentation) and by a person who is allowed to take declarations
 - all documents are signed
 - the school stamp is used when the principal certifies a document
 - all statements of service contain the full date (i.e. day/month/year) and hours worked per week
 - certified true copies are stamped and signed as a true copy (no photocopies of the certification)
4. Make sure all required information is completed accurately and in the format specified.
5. The Salary Assessment Unit will process the application within fifteen days and send it on to the payroll provider for payment in the next possible pay period.
6. Incomplete forms will be returned to the school. When the Salary Assessment Unit finally receives all correct and completed documents the clock starts again, i.e. fifteen days for processing before it is sent to the payroll provider for payment in the next possible pay period.
7. If information is missing, or not specific as required, then a beginning teacher will be paid at the **minimum step on the scale** until the correct information is finally received by the Salary Assessment Unit. Only then will the Salary Assessment Unit send it to the school's local payroll provider for processing.
8. Until the process is completed a beginning teacher will not be on the correct step of the teachers' salary scale. **This could leave the teacher in a difficult financial position at the start of their career.**

Further details are available at [payroll website](#) and [salary assessment](#), NZEI checklists for [provisionally registered teachers](#) and [principals](#) contain advice about many topics including the counting previous work experience for salary purposes.

For assistance call NZEI 0800 HELP