

Your easy guide to Banking Staffing

1. What is banking staffing?

Each year you are allocated a staffing entitlement (FTTEs) based on the school roll. Banking Staffing is the tool you use to maximise the use of this entitlement.

2. How does it work?

Think of it like 'planning your annual budget'. Banking Staffing allows you to either:

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

The Banking Staffing year runs from pay period xx23 to period yy22. At the end of the year, you should aim to have a zero balance.

There is a balancing period in the new year from pay period yy23 to yy26 to help you manage any under or over use as at yy22 (from the previous year).

3. How do I check my balance?

Your Banking Staffing usage is shown on the fortnightly Banking Staffing report sent to you with your SUE report. It is just a number. You should check this each fortnight.

Banking Staffing Report

EMPLOYEE	23	24	25	26	ADJ	01	02	03	04	TOTAL
121212 TEACHER ONE EXAMPLE				0.70	-	0.20	0.20	0.20	0.20	1.50
131313 TEACHER TWO EXAMPLE	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	8.00
141414 TEACHER THREE EXAMPLE	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	8.00
151515 TEACHER FOUR EXAMPLE	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	8.00
161616 TEACHER FIVE EXAMPLE	-	-	0.28	-	-	-	-	-	-	0.28
171717 TEACHER SIX EXAMPLE	1.00	1.00	1.00	1.00	-	1.00	3.50	1.00	1.00	8.00
161616 TEACHER SEVEN EXAMPLE	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	8.00
171717 TEACHER EIGHT EXAMPLE	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	8.00
Entitlement staffing usage for period	6.00	6.00	6.28	6.70	-	6.20	8.70	6.20	6.20	52.28
Entitlement for period	6.16	6.16	6.16	6.16	-	6.16	6.16	6.16	6.16	49.28
Ministry adjustment for period	-	-	-	-	-	-	-	-	-	-
Automatic adjustment for period	0.16	0.16			-	-	-	-	-	0.32
Difference for period	-	-	-0.12	-0.54		-0.04	-2.54	-0.04	-0.04	-3.32
Estimated \$ value of staffing	\$0	\$0	-\$254	-\$1396		-\$1481	-\$6854	-\$6939	-\$7024	
Required average staffing	6.16	6.16	6.15	6.13		6.13	6.12	6.12	6.11	
Level to finish year with zero balance (FTTE)										

Check this number

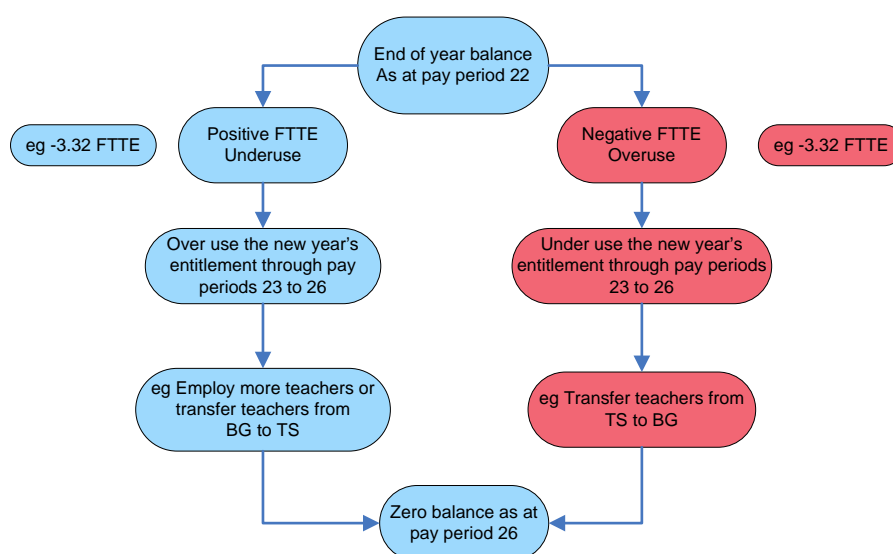
4. What does the number mean?

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

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

In the example overleaf the number is -3.32, showing that the school has overused their staffing entitlement for the year to date by 3.32 FTTEs.

5. How does the balancing period work?



6. What happens if I overuse?

At the end of the balancing period if you have overused your entitlement the overused FTTEs will be taken out of your operational funding at an averaged annual salary rate per FTTE. This rate changes annually due to the movement in teacher salary rates.

7. What happens if I underuse?

All schools are encouraged to get to a zero balance. However from 2010 schools will receive a cash reimbursement for staffing entitlement that they haven't been able to use by the end of the balancing period (yy26). This means that schools will receive the first payments in 2011, after the end of the staffing year and balancing period. The reimbursements rate for unused staffing will be set by the Ministry of Education at the end of each staffing year. Cash reimbursements will be limited to a maximum of 10% of each school's total staffing.

8. Where do I get more information?

For more information about Banking Staffing check out Chapter 2 of the Funding, Staffing and Allowances Handbook, available at www.minedu.govt.nz/resourcinghandbook.