

MYOB Exo Employer Services



Payroll module

A powerful, simple payroll solution for medium sized and larger businesses.

MYOB offers a suite of products called MYOB Exo Employer Services. Specifically designed for medium sized and larger businesses, the suite delivers a powerful payroll management solution with a wide range of flexible processing and reporting functions.

MYOB Exo Employer Services Payroll module enables you to export General Ledger information and interact with the electronic banking system and process many pays per session. MYOB Exo Payroll allocates relevant taxes and accrues leave, sickness and other entitlements.

It's able to plan for and manage staff leave and its effect on overall staffing and productivity levels. Staff costs and trends are easily tracked with over 40 standard reports available, including audits. With Exo Payroll there is no need to roll-over at the end of the financial year which enables it's users to access previous year(s) information.

Flexibility

- + Flexible processing and reporting multi-level cost centre analysis with unlimited costing per employee
- + General Ledger exporting to most accounting systems
- + Employees can be set up with multiple wage and hourly rates
- + One-off pays (adjustment pays) for commissions, terminations and ad-hoc pays that don't always fit with standard pay periods
- + Integration with banking systems
- + Prioritises deductions or direct credits to handle levies or claims on employees' wages
- + Powerful reminder functionality for employee notes, diary notes, birthdays, reviews and more
- + Multiple payroll companies and capability for many users.

Key features and benefits

- + Easy to use payroll cycle which guides the operator through the process
- + Unlimited, flexible processing and reporting for allowances, deductions, cost centres, departments, employee note types, Superannuation / KiwiSaver and General Ledger codes
- + Customised security and user access, with the ability to restrict accessibility to any part of the system
- + Downloadable updates via the internet
- + Full integration with MYOB Exo Employee Information, MyStaffInfo and Exo Time and Attendance to create an entire HR management solution
- + Central repository for all your staff information
- + Customised reporting with Clarity report writer.

Simple processing

- + Simple step-by-step guide sets up MYOB Exo Payroll to match your individual needs
- + MYOB Exo Payroll pay cycle guides you through your pay process
- + Year-to-date loading wizard easily loads your pay history from your old system
- + Audit reporting by exception clearly and easily shows variations between current pay, standard pay and last pay
- + The fringe benefit tax (FBT) wizard reports if you are paying too much FBT.

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Comprehensive reporting

- + Extensive reporting capability on all areas of your payroll
- + Full history of past transactions for auditing and reporting purposes
- + Reports generated in a variety of outputs including printer, screen, PDF, MyStaffInfo (Exo's employee self service module) and CSV
- + Report runs allow you to set up your favourite reports and create default settings to print all your reports at the push of one button
- + Consolidated reporting offers a combined trial balance for more than one company
- + A broad range of reporting options, filtering conditions, sorting and summarising features
- + Audit reporting
- + Customised reporting with clarity report writer ensures that an organisations reporting needs can be met.

Security

- + Security access is easily set up to meet individual needs
- + Individual users can be set up with definable access rights
- + Inbuilt facilities can secure your payroll information and roll it back to a previous date using backup and restore.

Efficiency

- + Rapid load data entry screen
- + Keyboard-driven with function keys for power users
- + Tax and legislation compliance via downloadable upgrades
- + No need for year-end rollover
- + Fully operational demonstration company
- + ATO / IRD and bank account number validation
- + Extensive, flexible leave processing options
- + Leave management summary screen for each employee
- + Plan your company's upcoming leave with the leave planner
- + MYOB Exo Payroll automatically accrues leave and handles leave payments
- + Automatically tracks leave entitlements and keeps your records up to date.

Extensive, established partner network

The Exo Suite of products are implemented and supported by our expert MYOB Partner Network across Australia and New Zealand. We provide educated advice regarding the entire range of MYOB Exo Business and Employer Services Solutions and work with you to design a solution that meets the unique needs of your business.

An integrated business solution from MYOB

A range of additional modules are available and can be adopted and tailored to your business. With the assistance of an MYOB Exo Partner, we can build a comprehensive business management system tailored specifically for your business requirements.

Need an ERP too?

Exo Business is a powerful business accounting and distribution management solution (ERP) specifically designed for medium sized to larger businesses.

For more information on Exo Business visit myob.com/exo

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MYOB Exo



MYOB Exo Employer Service MyStaffInfo

Reduce time spent answering staff queries and empower them with an online employee self-service system.

Fully integrated with MYOB Exo Employer Services Payroll, MYOB Employer Services MyStaffInfo allows employees online access to update personal information, receive payslips, manage leave, and enter timesheet data; tasks that would otherwise be managed by an administrative staff member.

MYOB MyStaffInfo empowers your employees to undertake common tasks that have traditionally placed increased workloads onto the administration team. A web-based solution, MYOB MyStaffInfo simplifies basic tasks that employees can manage themselves, without needing a specialist to intervene.

Employees can manage their own data

Secured by passwords, every employee can login to access electronic payslips, view leave balances, apply for leave, read memos, post their locations and even update personal information. All of this information is synchronised to MYOB Exo Payroll.

As this solution empowers the employee to do their own administration, it reduces the need for payroll administrators to undertake these timely tasks and have them focus on more important things.

Security

MYOB MyStaffInfo provides extensive controls over what the employee is permitted and is not permitted to see. An administrator can choose to check or uncheck boxes to grant or prevent viewing of restricted information.

Secure electronic communication

Personal information that is both submitted and sent from MyStaffInfo is protected by encryption methods in line with the HTTPS protocol, so all data is secure.

Technology

MyStaffInfo Management Console runs inside the payroll system and communicates directly with the MyStaffInfo server application that provides Web-based application access for employees.

Key features and benefits

- + Employees can remotely access and update their own personal information, telephone numbers, contact details and bank account information
- + Employees can view their current leave balances for all leave types, and apply for leave immediately
- + Employees can enter their own timesheets remotely over the internet
- + Load electronic payslips from Exo Payroll to MyStaffInfo allowing employees to view them online (current and historical)
- + Management approval of requests and timesheet entry is made easy and additional functionality that enables administration staff to key in timesheets if necessary
- + Approved timesheets and leave are imported directly into Exo Payroll which improves accuracy and reduces double entry
- + Locator board lets you track where your employees are so you can contact them if necessary
- + Contact list provides quick reference for identifying and contacting staff.

Disaster recovery, management and administration

MYOB MyStaffInfo web servers are hosted within a high quality, state-of-the-art data centre. Backups are completed regularly to provide protection against data loss and to meet regulatory requirements.

MYOB IT Services has access to view recent backups and restoration of data can be undertaken if required. Tapes are also sent to off-site storage as part of the MYOB Disaster Recovery Plan.

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MyStaffInfo system is constantly monitored and alerts are investigated by experienced IT teams, with an escalation process in place to minimise downtime, and deliver optimum performance and uptime.

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For more information

If you want to discover how an integrated business management system can improve your business visit myob.com/enterprise

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MYOB Exo Employer Services



Health and Safety module

Health and safety is not only managing accidents and claims, it's about preventing them.

MYOB Exo Employer Services Health and Safety is designed to help achieve New Zealand compliance with workplace health and safety laws. Plan your policies and procedures, conduct health and safety training, and track hazards, incident details and accidents with ease.

The entire end-to-end management of Identifying, monitoring then rectifying risks is made easy with MYOB Exo Health and Safety. Rigorous framework within Exo helps to identify and manage risks, training and equipment and will help reduce the number of incidences and down time experienced.

Manage safety hazards

The MYOB Exo Health and Safety hazard register provides a structure that helps to identify and record workplace hazards that have been found as a result of inspections and observations. Careful storage and management of this information will assist in reducing workplace injuries. By registering all incidents, regardless of their severity companies can be proactive and resolve potential risks before they occur.

Manage safety training

Within Exo Health and Safety users can become proactive in safety management by implementing and managing employee Hazard training processes. Managing training will ensure that new and existing employees will be trained appropriately for specific roles so they can perform their job safely, and reduce the likelihood of incidents occurring in the workplace.

Manage safety equipment

Track and manage safety equipment and maintenance and review of all safety procedures with Exo Health and Safety.

Key features and benefits

- + Can be used in conjunction with ACC Workplace Safety Management Practices Program to gain discounts on ACC Workplace Cover Levy
- + A document manager which contains a site visitor log, safety equipment recorder, and medical and contractor providers
- + Helps you to achieve compliance with health and safety laws
- + Easy step-by-step processing and setup
- + Reminders to update employees' training
- + Improve employee confidence and acceptance of health and safety policies
- + Integrates with other MYOB Exo applications such as Exo Payroll and Exo Employee Information
- + Customised detailed reporting with clarity report writer.

Flexibility

MYOB Exo Health and Safety can be customised by implementing and assigning your own organisational Health and Safety policies and additional tools have been developed that enable you to manage key activities such as visitor logs, contractor briefings and emergency procedures ensure that all employee types are covered.

Suitability

MYOB Exo Health and Safety can be set up to reflect your own Health and Safety policies and hazards can be pre-defined to reflect issues relevant to your business. Exo Health and Safety also interfaces with other Exo applications which can save you time by improving accuracy and reducing instances of double keying employee information.

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MYOB Exo Employer Services



Employee Information module

Easily track and manage your staff information.

MYOB Exo Employer Services Employee Information is a human resource management tool that enables you to collate and update all of your staff data including job descriptions, performance reviews, induction and training resources, and more.

Standardise company induction processes

MYOB Exo Employee Information enables you to generate induction checklists for each role and its responsibilities. To ensure compliance, the system can then easily track what tasks have or have not been completed.

Proactively manage employee development

Create position profiles for jobs by detailing the basic requirements, necessary skills and qualifications required to undertake each role. These profiles can then be applied to employees and used to track and highlight areas where employees require development.

Training management

MYOB Exo Employee Information lets you record details of training courses for your organisation. If the course is one that should be regularly undertaken, you can even set the course to be automatically reassigned, ideal for necessary professional development requirements

Record performance against KPIs

Generate performance review templates for positions within the organisation. These form the backbone of your performance review processes.

Key features and benefits

- + Store all your critical personnel data in one central location, so everything you need to know is at your fingertips
- + Manage many of your HR processes with a structured information management system
- + Capture information relating to all aspects of the employee life-cycle, from induction to training, appraisals, and right through to employee termination
- + Designed to adapt to your organisation's individual requirements
- + Customised reporting with clarity report writer ensures that an organisations reporting needs to be met.

Track employee discipline history and termination

Quickly establish and store discipline records against individual employees. Formulate a companywide approach to employee discipline and termination including consistent exit interview questions.

Integrates with MYOB Exo Payroll

MYOB Exo Employee Information works with MYOB Exo Payroll to save you time with greater accuracy and no duplication of employee information.

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Time and Attendance module

A time capture solution that streamlines your payroll.

MYOB Exo Employer Services provides a range of time-capturing applications and devices to help with the management of even the most complex payroll. MYOB Exo Employer Services Time and Attendance module helps maintain an accurate scheduling system, automatically calculating hours worked, relevant loadings, allowances, and more. This data is then shared with Exo Payroll for payroll processing, job costing, cost centre analysis and compliance requirements.

Time-capturing functions to help payroll

To help manage even the most complex payroll, MYOB Exo Time and Attendance uses a range of solutions. An employee's start/finish and break times can be recorded using time-clocks, barcodes, magnetic swipe cards or biometric readers. The configurable rules are applied and this data is moved across to MYOB Exo Payroll for payroll processing and cost centre analysis.

Track and manage employee time

View employee's daily attendance including hours worked, start and finish times and absenteeism. MYOB Exo Time and Attendance also captures a full history of every employee's attendance.

Plan staff levels to suit your workflow

MYOB Exo Time and Attendance's Staff Scheduler is a daily planner tool, where you can view and/or amend the scheduled daily rules. This makes it easier to manage staffing levels for any given cost centre and enables you to plan annual leave and time away from the workplace in advance.

Quicker access to accurate information

Accurately and easily track your labour costs and attendance trends with a range of reporting options, filtering conditions, sorting and summarising.

Key features and benefits

- + Once customised you can automatically apply your organisation's pay policies.
- + Calculate ordinary time, overtime, allowances, public holidays, pre-planned personal leave, rounding, anchoring, breaks, exceptions and hours to pay, and recording of times for some employee types.
- + Captures the latest time recording, including Biometric readers, swipe cards, and barcode readers.
- + MYOB's unique 'cycle' concept, and 'help wizard' helps you easily set up the system and process time records.
- + Works with other MYOB applications such as MYOB Exo Payroll, Exo Timesheet and Exo Timeclocks.
- + Customised reporting with clarity report writer.

Reports available:

- + Daily Attendance – who worked when, where and for how long, plus identify employees that didn't work, or worked times outside those expected.
- + Payroll Posting – provides full details of the employee worked hours, for selected pay periods that will be posted to payroll.
- + Missing Employee – provides details of employees who were expected to work a particular day and did not clock in or out.
- + Customised reporting with clarity report writer ensures that an organisations reporting needs can be met.

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Fast, efficient, safe

The use of electronic time capture devices increases efficiency and accuracy in your operation, eliminating manual keying and duplicate data entry.

Easy to use

MYOB Exo Time and Attendance has been designed to be user-friendly, with drop down menus, quick access keys, and easy access help files available throughout the system.

Multiple time capture options available

MYOB Exo Timeclock

A versatile time clock that's configured for your unique business using magnetic swipe-cards, barcode or biometric finger scanner modules (or both) to accurately capture your employees' clocking times.

MYOB MyStaffInfo Timesheets

Allows employees to enter timesheet data through the use of Exo employee self service module.

MYOB Exo PC Clock

Allows employees to 'clock' in and out from their own or any designated PC on the company network – even at remote branches.

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