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MYOB Exo

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Payroll Management

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MYOB Exo

Providing greater insight into all areas of your operations, along with giving you more control and has the flexibility to grow with your business, MYOB Exo Business and MYOB Exo Employer Services can help run your business like never before.

MYOB Exo provides the flexibility to build an entire business management solution that meets all your individual business needs. Here's how:

+ Easy accounting and GL functions

+ Multiple locations / divisions / branches support

+ Management dashboards

+ Fully integrated Customer Relationship Management (CRM)

+ Advanced stock and foreign currency management

+ Extensive landed cost and shipment tracking

+ Integrated job and project costing functionality

+ Payroll, time and attendance and human resource management

+ Consolidation of financial transactions for all entries

+ Comprehensive and customisable accounting process flows and corresponding checklists.

Payroll

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 its users to access previous year(s) information.

Key features and benefits:

+ Detailed cost and General Ledger analysis

+ Up to 50 management and accounting reports

+ Exports to AccountRight Premier and Exo Business, as well as most other accounting systems

+ Interacts with electronic banking and the tax office

+ Automatically accrues leave and handles payments in accordance with legislation.

Exo Employee Information

Easily track and manage your staff information.

MYOB Exo Employee Information is an easy-to-use data management tool that helps you stay up-to-date with all your HR records, from job descriptions and candidate records, to performance reviews and disciplinary matters.

And with Exo Employee Information's reminder system, you need never forget about reviews, training updates or inductions again, even if an employee has moved to another part of the company.

Key features and benefits

+ House all your HR data centrally, in one place

+ Link documents like job descriptions and performance reviews to employee records

+ Extract information easily using 'favourite' report settings

+ Automatically reassign training when an employee moves groups

+ Set up individual users with specific access rights.

Exo 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.

Key features and benefits:

+ Online locator board lets you find employees instantly and check their availability

+ Online timesheets allow staff to enter times wherever they're based

+ Personal information can be managed and updated by employees with password access

+ Managers can view leave entitlements and balances for their teams, and approve or reject leave applications remotely.

Time and Attendance

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.

Key features and benefits

+ Process weekly totals automatically (and transfer to MYOB Exo Payroll)

+ Forecast payroll costs based on rosters

+ Calculate a wide range of allowances

+ Track labour costs

+ View a full history for each employee

+ Use as a single or multi-user system.

Timesheets

Manage staff timesheets from one location and reduce the workload of your payroll staff.

If your company operates across different offices or branches, you'll know that managing the payroll across multiple locations can be slow and laborious. MYOB Exo Timesheet saves your payroll staff hours of time and effort each week. It reduces the timesheet entry workload by processing payroll information from remote sites electronically and feeding that data directly into MYOB Exo Payroll.

Key features and benefits:

+ Single screen, intuitive interface

+ Secure logins allow access by on-site supervisors or employees

+ Create future timesheets

+ Process batches outside of payroll

+ Automatically update leave balances and pay period changes.

Timeclocks

An easier, more accurate solution to capture staff times.

Keeping an accurate track of employee's time has always been a challenge for businesses. Traditionally, employers have used manual punch cards as a way of keeping track of attendance.

The MYOB Exo Employer Services Timeclock includes various methods for employee clocking including biometric (fingerprint) scan, proximity card, magnetic swipe card, and basic keypad entry.

Key features and benefits

+ Works in all environments, from coal mines to call centres

+ Handles different roles, shifts and tolerances

+ Eliminates 'time theft' by confirming user identity

+ Reduces payroll administration through automated processes

+ Multiple timeclock device operation

+ Industry standard communications (10/100Base-T Ethernet, USB and Host RS232 (3 wire 9600,n,8,1) as standard

+ Employee identification options include Biometric scan, Proximity card, Magnetic Swipe card and basic Keypad entry.

Want to hear about one of our MYOB Exo Business success stories?

A more logical way to handle the payroll
Using MYOB EXO Employer Services modules Hellman was able to increase efficiency in payroll and human resources management.

Background

Established in Germany in the 1870s, Hellmann Worldwide Logistics now employs over 19,000 people in 157 countries.

It offers freight solutions for all types of freight travelling via road, rail, air and sea alongside warehousing and eCommerce services.

The Problem

Losing time and money

Hellman's New Zealand operation, with 100 staff across three locations, needed a more effective way to manage timesheets and payroll. Payroll efficiency was being hampered by paper timesheets, the need to manually check for errors leading to an unsatisfactory level of speed, accuracy and flexibility.

Hellman Logistics also wanted to safe guard against the unfortunate reality of timesheet fraud, where employees are dishonest about the number of hours worked and 'buddy punching', in which a colleague clocks in or out for an absent co-worker.

The Solution

Making sure payday comes on time

"In addition to MYOB Advanced Business, the Exo – Employer Services solution is a vital component of our operations," says Payroll Accountant, Poko Paitai-Barnett.

"It ensures everyone gets paid properly and on time, while the new Bundy Bio-Metric time clocks ensure the payroll data is honest through fingerprint scanning for clocking in and out."

Implementing fingerprint scanning was an easy way to mitigate the risk of timesheets being fudge, while reducing paperwork and double handling.

The Outcome

The future looks bright with greater visibility

Having to manage multiple cost centres, broken down into departments and sub-departments, the company requires quick visibility across all cost centres.

"The data we get out of payroll is crucial for managing our cost centres and that people are taking their leave correctly through the year," says Paitai-Barnett. "We can monitor department performance and even individuals if required. It's easy to extract the data that we can then manipulate to produce specific reports. Management finds this valuable to determine cost-effectiveness."

Exo's automated, accurate data feeds mean that less time is spent manually checking for errors.

Paperwork has almost been eliminated. The system also offers the flexibility to respond quickly to changing customer needs.

"Scheduling exceptions have to be done at short notice," Paitai-Barnett says. "You never know when it's going to change, depending on how busy you are. We have to bring in extra staff, put on extra shifts, to handle busy times like the Christmas season. The Exo system enables us to easily make scheduling changes ourselves."

To find out more about MYOB Exo,
talk to your MYOB Exo partner.

myob.com/exo

myob simplify success