MYOB EXO Business

EXO Headstart Training

Payroll –

Administration & Maintenance

PLATINUM PARTNER

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MYPEM

Maintaining payroll information using EXO Payroll

This training manual has been developed by the MYOB Enterprise Division team for use in the delivery of training.

This manual uses a simple step-by-step approach to give you the skills and knowledge necessary to maintain payroll information process pays using EXO Payroll.

This manual has been designed for the following MYOB product:

- EXO Payroll

Course duration: 1.5 hrs.

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Symbols used in this manual were developed by Duncan Macneil.
Printed on paper harvested from sustainably managed plantations.

Edition: **2009.05**

Participants

This course is aimed at:

- Users of EXO Payroll.

Prerequisites

Basic PC experience is required.

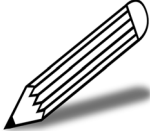Understanding of payroll processes and procedures.

Instructional method
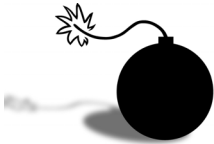
The instructional method uses examples of system configuration. Each unit concludes with a Review Task.

Conventions used in this manual

- Objects such as buttons or icons that you must click or select are shown in **bold**.
- Information to be entered (typed in) or selected is shown in ***bold and italics***.
- Keyboard keys are shown as TAB, CTRL, etc.

Screenshots in this manual are for illustration purposes only and may differ from those in the actual product due to configuration settings.

Symbols used in this manual

Symbol	Name	This symbol tells you...
	Practice task Review task	… to complete a task to practice the skills you have just learnt, or as a review task at the end of the unit to consolidate what you have learnt.
	Written Review task	… to complete written questions to review the content covered in the unit.
	Optional Challenge	… to complete this task if you have finished early and are looking for an extra challenge.
	Tip	… about helpful tips.
	Note	… to take note of an important message.
	Warning	… about potential problems to be aware of.
	Important	… to pay attention to an important notice.
	New	… where features are new for EXO Payroll
	Reference	… where to go to find more information.
	Skills Checklist	… to tick off a list of skills that you have learnt during the unit.

Objectives

In this course you will learn how to maintain your EXO Payroll system.

Upon completion of this course you will be able to:

- Set up cost Centres
- Set up Allowances
- Set up Deductions
- Set up Superannuation Funds and Contributions
- Set up Employees
- Load Year-To-Date earnings/balances
- Set up backups
- Make a system backup and restore from backups
- Process end of year

Before you begin:

This training manual has been designed for use with the Demonstration Company and assumes that you do not have any other MYOB Employer Services products, e.g EXO Time and Attendance.

1 From the Login screen, double-click on the Demonstration Company.

2 From the **Utilities** menu, click on *Setup Exo Payroll*.

3 From the list of setup areas, click on *Other Setup*.

4 Click on the *Wages* section.

5 Ensure that the options **"Do not copy wages for Time and Attendance employees"** and "**Do not copy wages for Rapid employees**" are not selected.

6 Click on the **Save** button or press **F10**.

Function Keys

F1	Help
F2	Maintenance Menu
F3	Change Sort
F4	Add
F5	Edit
F6	Delete
F7	Previous
F8	Next
F9	Find/Print
F10	Save
F11	About Screen
F12	Employee Notes
Page Up/Page Down	Switch between pages
Alpha/Numeric Keystrok	Activates incremental search of picklists
Spacebar	Opens combo boxes
Home	Skips to start of field
End	Skips to end of field
Tab	Skips to next field
Shift+Tab	Skips to previous field
Ctrl+H	Activates the hide screen, which can be locked with the password you logged in with
Ctrl+D	Activates the Diary. This is a form of daily planner, providing you with a place to enter comments on any given day for payroll company-related tasks, appointments and reminders. You can scroll through the calendar months with the left and right arrows buttons
Ctrl+L	Activates the Calculator

Contents

Registration

1

In this unit, you will learn how to register your product.

By the end of this unit, you will be able to:

▶ Complete your product registration

Overview

Your MYOB product requires an annual registration for ongoing use of the product.

Three-month and Annual Registration

Three months after the software is installed and the initial registration is completed, the system is due for a three-month registration. This is a one-off registration that is only required for new products.

Annually on the installation date, the system is due for annual registration. This registration must be completed to continue using the system.

N O T E

An invoice for your Annual License Fee(s) will be issued one month prior to the due date. This invoice must be paid before any renewal codes will be issued by MYOB.

Submitting the Registration Form

Two weeks before the registration is due, the system will prompt for registration.

1 Click on the **Register** button.

2 The Registration Screen will be displayed.

3 Click on the **Change Details** tab.

N O T E

It is important to check that your company contact details are correct before proceeding. We require this information to keep our customer database up to date.

4 Make any necessary changes to your contact details.

5 Click on the **Products** tab.
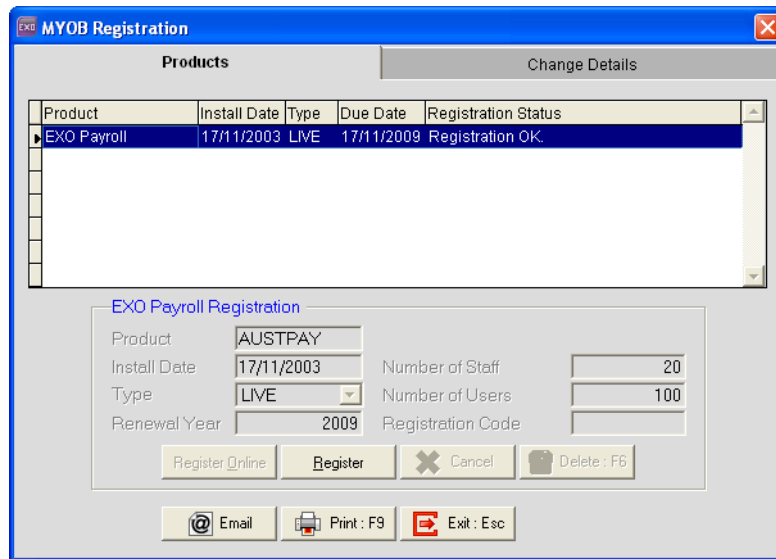
6 In the grid, highlight the product due for registration.

7 The registration form can be faxed or e-mailed.

To fax the registration form	To e-mail the registration form
• Click on the **Print** button or Press F9. You will be prompted to preview the registration form before printing. Click on **No**. • The Registration Form will be printed. • Fax the Registration Form to: 1800 004 587 (Australia), or 0508 329 729 (New Zealand)	• Click on the **Email** button. • A new e-mail message will be created using your e-mail application. • Click on the **Send** button to send the e-mail.

Updating the registration details

You will receive your renewal codes either via e-mail or fax.

NOTE

Due to the high volume of registrations due during our busy periods, it may take up to 72 hours to process your registration.

1 From the Login screen, click on the **Register** button.

2 The Registration Screen will be displayed.

3 Click on the **Products** tab.

4 In the grid, highlight the product due for registration.

5 Click on the **Register** button.

6 Enter the following details as they appear on the return fax/e-mail:

Field	Description
Type	For your Three-Month Registration, change this to *Live*.
Renewal Year	Enter the renewal year for your registration as provided.
Registration Code	Enter the registration code as provided.

7 Click on the **Save** button or press **F10**.

8 A message will appear, confirming that the registration codes have been accepted.

The product is now registered for another 12 months.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✔
Submitting the Registration Form	
Updating Registration details	

User Security

2

In this unit, you will learn how to set up new Users and set security options.

By the end of this unit, you will be able to:

▶ Set up a new User

▶ Restrict User's access

Overview

The system has a default Administrator user (User Code *A*) with full access to the system. The default password for the Administrator is *Admin*. Additional Users can be set up with restricted access.

It is recommended that each user that will access the system has their own User Code and Password for the following reasons:

1 Their access can be restricted

2 Users can set up reminders for themselves

3 For auditing purposes.

User Security

....

To set up a new User

1 From the **Utilities** menu, click on **User Security**.
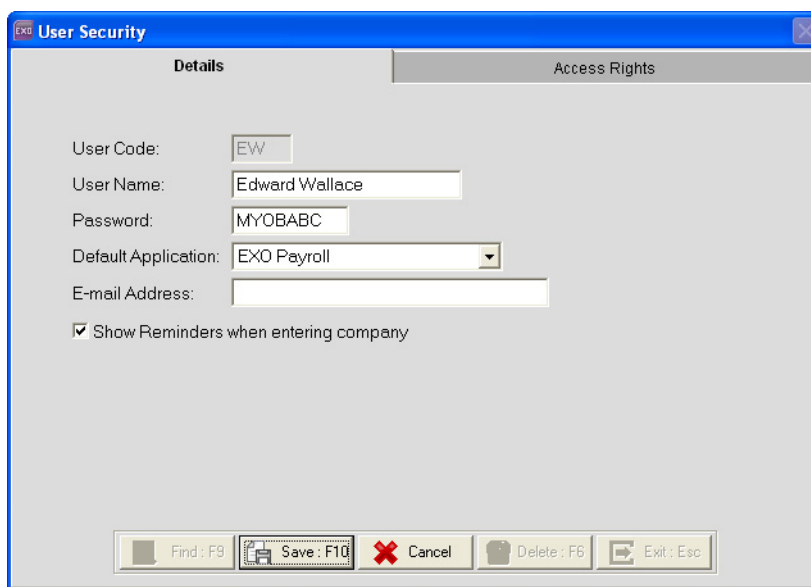
2 In the **User Code** field, a login code for this user and press TAB.

3 Enter the following information:

Field	Description
User Name	Enter this user's name.
Password	Enter a password for this user. If the password is left blank, it will default to *myobabc*. **Note:** Passwords default to capitals and are limited to a maximum of 8 characters. Numbers should not be included in the password.
Default Application	From the dropdown list, select the default product for this user.
E-mail Address	Enter an e-mail address for this user

4 Ensure that the option **Show Reminders when entering company** is selected. This option will cause a screen to be displayed when you log into the company, listing all your reminders due.

5 Click on the **Access Rights** tab.
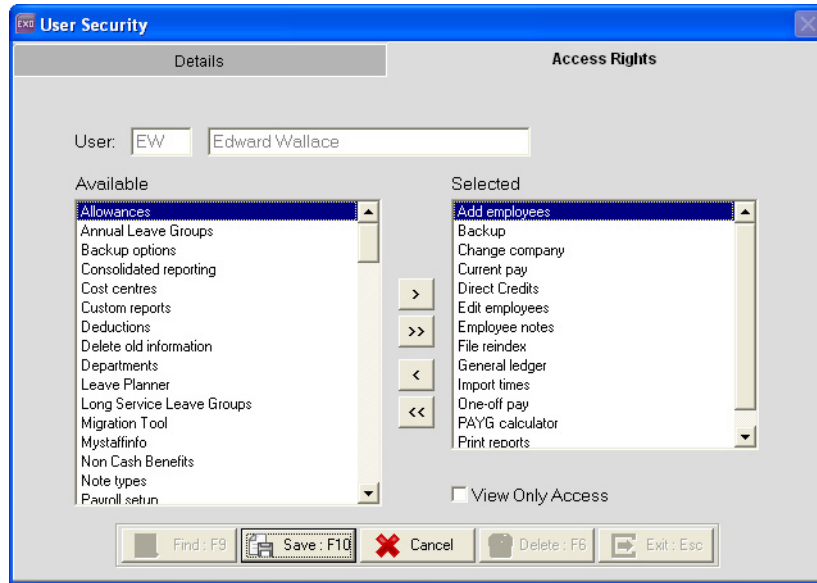
6 From the **Available** list, select the areas the user should be able to access and move them to the **Selected** list. From the **Selected** list, select the areas the user should not access and move them to the **Available** area.

TIP

If you select the option **View Only Access**, the user will be able to access the areas listed in the **Selected** list, but only view information. They will be unable to make any changes to these areas.

7 Click on the **Save** button or press **F10**. The user is now added to the system.

IMPORTANT

It is not recommended that you delete Users that no longer access the system. For audit purposes, the system records changes made by users. If you delete the User from the system, the link to the user is broken.

To edit a User's access

1 From the **Utilities** menu, click on **User Security**.

2 In the **User Code** field, enter the User Code of the User whose access you want to change. Alternatively you can click on the **Find** button or press **F9** to get a list of Users set up in the system.

3 Click on the **Access Rights** tab.

4 Make the necessary changes to this user's access rights.

5 Click on the **Save** button or press **F10**.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✔
Add a new User	
Edit an existing User	

Hourly Rate Descriptions

3

In this unit you will learn how to change the default descriptions for Hourly Rates.

By the end of this unit, you will be able to:

▶ Change the default description for Hourly Rates

Overview

Depending on your setup of EXO Payroll, you will be able to enter either one Hourly Rate per employee, or up to nine Hourly Rates per employee.

If your employees have multiple Hourly Rates, some rates may be related to specific tasks or be used under certain circumstances. To help you identify when to use each of these rates, you can change the default name for each of the Hourly Rates.

Hourly Rate Descriptions

To change the Hourly Rate Description

1 From the **Utilities** menu select **Setup Exo Payroll**.

2 Click on the **Payment Setup** button and select the area **Hourly rate**.

3 Overwrite the default description for each of your Hourly Rates.

4 Click on **Save** or press **F10**.

5 These new descriptions will now be used in any screen that refers to these Hourly Rates.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✔
Change default Hourly Rate descriptions	

Setting up Cost Centres

4

In this unit, you will learn how to set up Cost Centres.

By the end of this unit, you will be able to:

▶   Define Cost Centre Structure

▶   Define Cost Centre Structure Name

▶   Set up Cost Centres

Overview

Cost Centres are used for costing purposes. By using the Costing Analysis, you can determine where you expenditure is.

Cost Centres also link to your General Ledger. Each Cost Centre is associated with a specific General Ledger.

Setting up Cost Centres in EXO Payroll consists of three steps:

1   Define your Cost Centre Structure

2   Define your Cost Centre Structure names

3   Create your Cost Centres based on your structure

Cost Centre Structure

The first step in creating Cost Centres is defining the Cost Centre Structure. This structure will determine the reporting available in the system as well as the link to your general ledger.

To define a cost centre structure

1 From the **Utilities** menu, select **Setup Exo Payroll**.

2 From the list, select the section **Payment Setup**.

3 Select the area **Cost Centre Structure**.

Cost Centres can be split into a maximum of four analysis levels.

Example:

- States, e.g. NSW, VIC, etc.

- Each State is broken down into Departments, e.g. Sales, Marketing, etc.

- Each Department brown down into Expense Type, e.g. Wages, Superannuation, etc.

Each level is assigned a length, determining how many digits of the complete cost centre code represents each specific level. The maximum total Cost Centre Code length cannot exceed 12 digits.

Length	Number range
1	1 - 9
2	1 - 99
3	1 - 999
4	1 - 9,999
5	1 - 99,999
6	1 - 999,999
7	1 - 9,999,999
8	1 - 99,999,999
9	1 - 999,999,999
10	1 - 9,999,999,999
11	1 - 99,999,999,999
12	1 - 999,999,999,999

Example:

- Level 1 (State) has a length of 1.

- Level 2 (Department) has a length of 1.

- Level 3 (Expense Type) has a length of 1.

The total Cost Centre Code will be a length of 3 digits. The first digit would represent the State. The second would represent the Department and the third digit would represent the Expense Type.

4 In each of the analysis levels you wish to use, enter a *description* for that analysis level.

5 Enter a *length* for each analysis level.

IMPORTANT

In order to correctly cost and journal pay items to the appropriate general ledger account code, the option **Mixed Proportional Costing** *must* be selected at all times.

6 Click on the **Save** button or press **F10**.

Set up Cost Centre Structure Names

Before you can create any Cost Centres, you must define the structure names to be used for cost centres.

To enter cost centre structure names

1 From the **Maintenance** menu, select **Costing**, followed by **Cost Centre Structure Names**.

For each analysis level, you must specify the names/descriptions available for that analysis level.

2 From the **Analysis Type** dropdown list, select the *Analysis Level* that you want to create.

3 In the **Code** field, enter the *Code* for that analysis item.

NOTE

The analysis codes must match the length defined in the **Cost Centre Structure** setup in the **Setup Exo Payroll** area.

4 In the **Name** field, enter the name/description for this analysis code.

5 Click on **Save** or press **F10**.

6 Repeat Step 1 through 6 for all the analysis codes for each of your analysis levels.

7 Click on **Exit** or press **ESC**.

Setting up Cost Centres

To add a new Cost Centre

1 From the **Maintenance** menu, select **Costing**, followed by **Cost Centres**.

2 In the **Cost Center Code** field, enter the *complete* Cost Centre code. Press
     `TAB`.

3 The system will automatically generate the **Cost Centre Name** based on the
     Cost Centre Structure Names you have defined.

4 From the **State** dropdown list, select the *State* associated with this cost centre
     for Payroll Tax purposes.

5 In the **General Ledger Code** field, enter the *General Ledger Code* all
     transactions costed to this Cost Centre should be journalled to.

NOTE

If the General Ledger Code you want to use does not appear in the list, you can simply type it in and press `TAB`. The system will prompt you to add it to the database. Click on **Yes**.

6 By default, the system can calculate your WorkCover levies on employees'
     earnings liable for WorkCover. You have the option to calculate your
     WorkCover levy based on the Cost Centres to which the employees' pay is
     allocated. By entering the rate at which the levy should be calculated in the
     WorkCover Levy Rate field, the system will calculate the levy at the specified
     percentage of the value costed to this cost centre.

7 Click on the **Save** button or press **F10**.

To edit an existing Cost Centre

1 From the **Maintenance** menu, select **Costing**, followed by **Cost Centres**.

2 In the **Cost Centre Code** field, enter a number of the cost centre you want to edit and press TAB. Alternatively, you can click on the **Find** button or press **F9** to get a list of Cost Centres you have set up.

3 Make the required changes.

4 Click on the **Save** button or press **F10**.

NOTE

Once a Cost Centre has been used, it cannot be deleted.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✔
Set up Cost Centre Structure Names	
Set up a new Cost Centre	
Edit an existing Cost Centre	

Allowances

In this unit you will learn how to set up new Allowances.

By the end of this unit, you will be able to:

▶ Add Allowances

▶ Edit exiting Allowances

Overview

Allowances are used to pay an employee additional items that are not classed as Wages/Salary or Leave, e.g. Bonusses, Reimbursements.

In this unit we will look:

- How to set up a new Allowance

- How to edit an existing Allowance

Adding new Allowances

To add a new Allowance

1 From the **Maintenance** menu, click on **Allowances**.

2 In the **Allowance Code** field, enter a number that you want to use to identify this Allowance. Press `TAB`.

3 Enter the following information:

Field	Description
Allowance Name	Enter a name for the Allowance
Can Modify Name	If you select this option, you will be able to rename the Allowance when you use it.
PAYG	Specify whether the Allowance is **Taxable** or **Non-Taxable**.
Calculation Method	From the dropdown list, select the calculation method the system should use to calculate the Allowance.
Amount	Enter the value of the Allowance. **Note:** If the amount varies, leave this field as zero. If you enter an amount, you can't change it when using it in a pay.
Rate	Enter the rate at which the Allowance is calculated. **Note:** If the rate varies, leave this field as zero. If you enter a rate, you can't change it when using it in a pay.

Percentage	Enter the precentage at which the Allowance is calculated. **Note:** If the percentage varies, leave this field as zero. If you enter a rate, you can't change it when using it in a pay.
Pay Rate Multiplier	Select the Pay Rate at which the Allowance is paid.
Wage Rate Code	Select the Hourly Rate Code at which this Allowance is paid.

4   From the **Type** dropdown list, select what type of Allowance this is:

Type	Description
Reimbursement	Select this option for non-taxable reimbursements when paying the employee for expenses they incurred on behalf of the company.
Withholding Payment	Select this option if using the Allowance to pay the GST component to Contractors. Enter the Tax Rate in the **Withholding Tax Rate** field.
Back Pay	Select this option if using the Allowance to pay Back Pays. If the Back Pay should be taxed at a specific rate enter this rate in the **Override Tax Rate** field.
Bonus	Select this option if using this Allowance to pay regular bonusses. Leave the **Periods to tax over** field blank. This will allow you to change the number of period the bonus relates to when paying it.
One-Off / Irregular Bonus	Select this option if using this Allowance to pay one-off payments or irregular bonusses.
Normal	Select this option for all other types of Allowances.

5   If you want to cost this Allowance to a specific Cost Centre, enter the code in the **Cost Centre** field.

6   In the **Maximum Number** field, enter the maximum units of this Allowance the employee can be paid in each pay.

7   From the **Payment Summary Allowance Type** dropdown list, select the classification of this allowance for the PAYG Payment Summary.

8   If the **Calculation Method** is set to *Rated Units* or *Hourly Rate*, you can also specify if leave should be accrued on this Allowance by selecting the option **Include in Hours Paid**.

9 Click on the **Liabilities** button.

10 Select the pay items this Allowance is liable for.

11 Click ont he **Exit** button.

12 Click on the **Save** button or press **F10** to add this new Allowance.

Editing an existing Allowance

1 From the **Maintenance** menu, click on **Allowances**.

2 Enter the *Code* of the Allowance you want to edit and press `TAB`. Alternatively, you can click on the **Find** button or press **F9** to get a list of existing Allowances.

3 Make the required changes.

4 Click on the **Save** button or press **F10**.

N O T E

You can also add the Allowance to a group of employees by clicking on the **Load** button.

Deleting an existing Allowance

To delete an existing Allowance

1 From the **Maintenance** menu, click on **Allowances**.

2 Enter the *Code* of the Allowance you want to delete and press `TAB`. Alternatively, you can click on the **Find** button or press **F9** to get a list of existing Allowances.

3 Click on the **Delete** button or press **F6**.

4 A message will appear, confirming that you want to delete this Allowance. Click on **Yes**.

IMPORTANT

! If an Allowance is assigned to an employee, or was used in a pay, it cannot be deleted.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✔
Set up a new Allowance	
Edit an existing Allowance	
Delete an Allowance	

Superannuation Contributions

6

In this unit, you will learn how to set up Superannuation Contributions.

By the end of this unit, you will be able to:

▶ Set up Superannuation Providers

▶ Set up Superannuation Guarantee contributions

▶ Set up after-tax superannuation contributions

▶ Set up salary sacrifice superannuation contributions

Overview
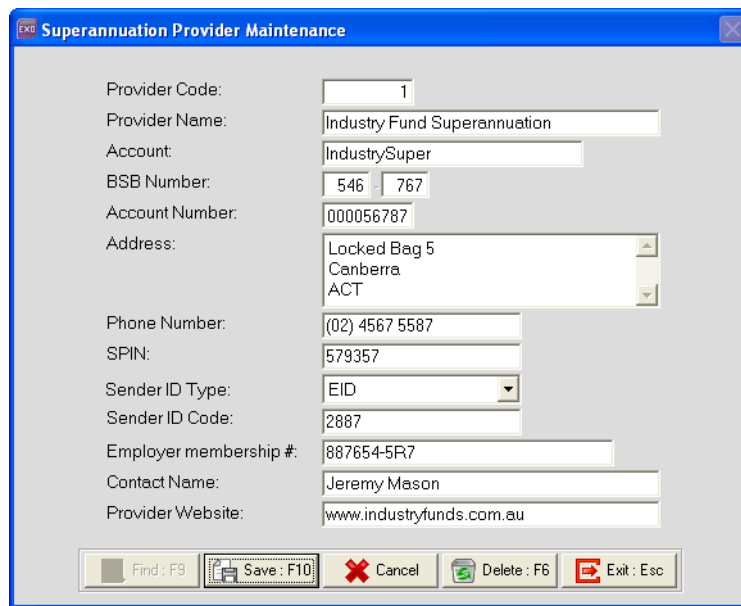
The system can automatically calculate Employer Superannuation (SGC). Some of your employees may also elect to salary sacrifice part of their income to their Superannuation fund or make after-tax contributions.

Superannuation Providers

Before setting up the Superannuation calculations, you must set up all your Superannuation Providers.

To set up Superannuation Providers

1 From the **Maintenance** menu, click on **Superannuation Providers**.

2 In the **Provider Code** field, enter the number you want to identify this provider with. Press `TAB`.

3 Enter the following information:

Field	Description
Provider Name	Enter the name for the Superannuation Provider.
Account	Enter the company's account number for the provider.
BSB, Account Number	Enter the banking details for the provider.
Address	Enter the provider's address details.
Phone Number	Enter the provider's phone number.
SPIN	Enter the Superannuation Provider Identification Number.

Sender ID Type	From the dropdown list, select the appropriate ID type.
Sender ID Code	Enter the ID Code used for this provider.
Employer membership #	Enter the company's superannuation fund membership number.
Contact Name	Enter the name of the contact person at the superannuation fund.
Provider Website	Enter the superannuation fund's website address.

4 Click on the **Save** button or press **F10**.

5 If you did not enter the BSB and Account number, the system will display a reminder that you will not be able to pay contributions to this Provider electronically. Click **Ok** on this message.

To edit an existing Superannuation Provider

1 Enter the *Code* for the Provider you want to edit. Alternatively, you can click on the **Find** button or press **F9** to get a list of providers.

2 Make the required changes.

3 Click on the **Save** button or press **F10**.

To delete a Superannuation Provider

1 Enter the *Code* for the Provider you want to delete. Alternatively, you can click on the **Find** button or press **F9** to get a list of providers.

2 Click on the **Delete** button or press **F6**.

3 A message will appear, confirming that you want to delete this Superannuation Provider. Click on **Yes**.

IMPORTANT

! If this Superannuation Provider is assigned to a Superannuation calculation, it cannot be deleted from the system.

Employer Contributions (SGC)

To set up Employer Contribution (SGC) calculations

1 From the **Maintanance** menu, click on **Superannuations**.

2 A screen will appear that usually lists your existing Superannuation Calculations. Click on the **Add** button or press **F4**.

3 From the **Superannuation Type** dropdown list, select *Employer Superannuation*.

4 In the **Code** field, enter the number that you want to assign to this Employer Contribution. Press **TAB**.

5 Enter the following information:

Field	Description
Contribution Type	From the dropdown list, select *SG Contributions (Compulsary)*.
Calculation Method	From the dropdown list, select how the superannuation contribution is calculated.

6 Select the option *RESC* if the contribution is a Reportable Employer Superannuation Contribution. Employer contributions you make for an employee are reportable where:

- your employee influenced the rate or amount of superanuation you contribute for them

- the contributions are additional to the compulsory contribution you must make under any of the following:

  - superannuation guarantee law

  - an industrial agreement

  - the trust deed or governing rules of a super fund

  - a federal, state or territory law

- Contributions you make that are not reportable employer superannuation contributions are any compulsory contributions that you must make for your employees, e.g. 9% Superannuation Guarantee Contributions

IMPORTANT

Because of the RESC requirements, you must set up any employer contributions in addition to the 9% Superannuation Guarantee as additional employer contributions (EA - Employer Additional). Example: If you pay your employees 10$ Superannuation Guarantee, you must set up one contribution (with the Type set to SG) for 9% and as well as a contribution of 1% (with the Type set to EA). This second contribution would also have the option RESC selected.

Field	Description
Percentage Rate	If the contribution is calculated on a precentage, enter the rate in this field. If the rate varies, leave this field as zero.
Amount	If the contribution is a pre-set amount, enter the value in this field. If it varies, leave this field as zero.
Name	Enter the name of the Provider this Superannuation Guarantee Contribution relates to.
Superannuation Provider	From the dropdown list, select the Provider this superannuation contributions relate to.
Cost Centre	If you want to cost this superannuation contribution to a specific Cost Centre, enter the Cost Centre here. If the Cost Center will vary depending on the employee, leave this field blank.

7 Click on the **Liabilities** button.

8 Select the pay items this Superannuation Contribution is liable for.

IMPORTANT

Superannuation Guarantee contributions are not liable for Superannuation.

9 Click on the **Exit** button.

10 Click on the **Save** button or press **F10**.

Employee Salary Sacrifice Contributions

To set up Employee Salary Sacrifice Contribution

1 From the **Maintanance** menu, click on **Superannuations**.

2 A screen will appear that usually lists your Superannuation calculations. Click on the **Add** button or press **F4**.
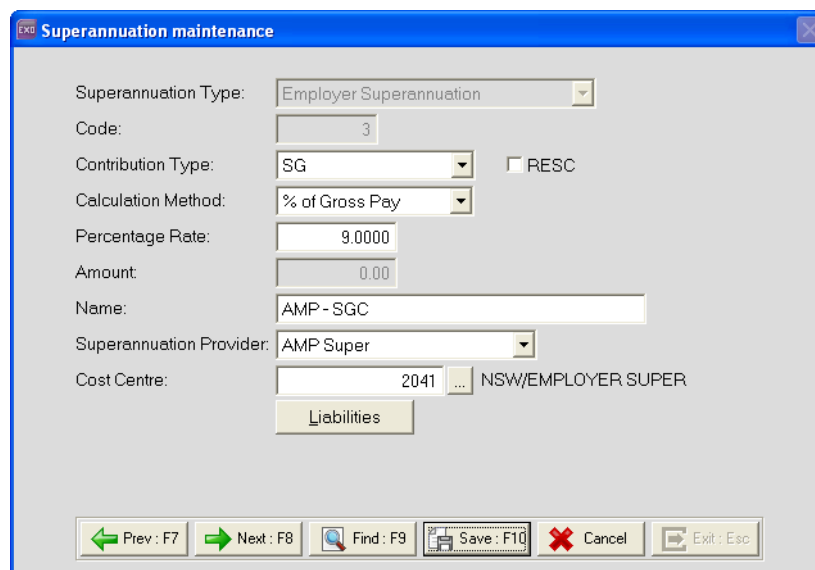
3 From the **Superannuation Type** dropdown list, select *Employee Superannuation*.

4 In the **Code** field, enter the number that you want to assign to this Employer Contribution. Press `TAB`.

5 Enter the following information:

Field	Description
Contribution Type	From the dropdown list, select *SS - Salary Sacrifice*.
Calculation Method	From the dropdown list, select how the superannuation contribution is calculated.

6 Select the option *RESC* if the contribution is a Reportable Employer Superannuation Contribution.

Field	Description
Percentage Rate	If the contribution is calculated on a precentage, enter the rate in this field. If the rate varies, leave this field as zero.
Amount	If the contribution is a pre-set amount, enter the value in this field. If it varies, leave this field as zero.
Name	Enter the name of the Provider this superannuation contribution relates to.
Superannuation Provider	From the dropdown list, select the Provider this superannuation contributions relate to.
Cost Centre	If you want to cost this superannuation contribution to a specific Cost Centre, enter the Cost Centre here. If the Cost Center will vary depending on the employee, leave this field blank.

7 Click on the **Liabilities** button.

8 Select the pay items this superannuation contribution is not liable for.

9 Click on the **Exit** button.

10 Click on the **Save** button or press **F10**.

Employee Superannuation Contributions

....

To set up an Employee Superannuation Contribution

1   From the **Maintenance** menu, click on **Superannuations**.

2   A screen will appear that usually lists your existing Superannuation Calculations. Click on the **Add** button or press **F4**.
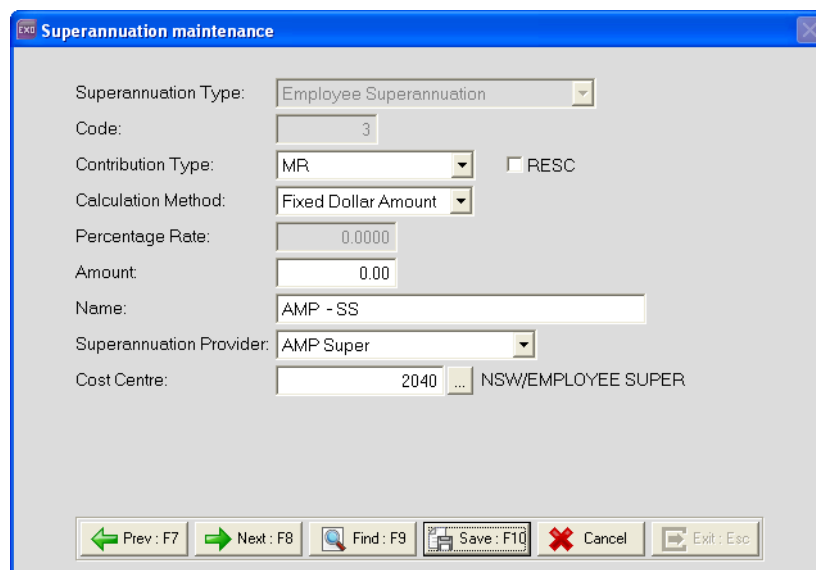
3   From the **Superannuation Type** dropdown list, select *Employee Superannuation*.

4   In the **Code** field, enter the number that you want to assign to this Employer Contribution. Press TAB.

5   Enter the following information:

Field	Description
Contribution Type	From the dropdown list, select *MR - Member Regular*.
Calculation Method	From the dropdown list, select how the superannuation contribution is calculated.

6 Select the option *RESC* if the contribution is a Reportable Employer Superannuation Contribution.

Field	Description
Percentage Rate	If the contribution is calculated on a precentage, enter the rate in this field. If the rate varies, leave this field as zero.
Amount	If the contribution is a pre-set amount, enter the value in this field. If it varies, leave this field as zero.
Name	Enter the name of the Provider this superannuation contribution relates to.
Superannuation Provider	From the dropdown list, select the Provider this superannuation contributions relate to.
Cost Centre	If you want to cost this superannuation contribution to a specific Cost Centre, enter the Cost Centre here. If the Cost Center will vary depending on the employee, leave this field blank.

7 Click on the **Save** button or press **F10**.

Editing or Deleting Contributions

To edit an existing Superannuation Contribution

1 From the **Maintenance** menu, click on **Superannuations**.

2 From the list of Superannuation Calculations, select the Superannuation Contribution you want to edit and click on the **Select** button.

3 Make the required changes.

4 Click on the **Save** button or press **F10**.

To delete an existing Superannuation Contribution.

1 From the **Maintenance** menu, click on **Superannuations**.

2 From the list of Superannuation Calculations, select the Superannuation Contribution you want to delete and click on the **Select** button.

3 Click on the **Delete** button or press **F6**. A message will appear, confirming that you want to delete this Superannuation. Click on **Yes**.

IMPORTANT

! If this Superannuation Contribution has been used or is assigned to an employee, it cannot be deleted from the system.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✔
Set up a new Superannuation Provider	
Set up an employer contribution	
Set up an employee salary sacrifice contribution	
Set up an employee after-tax contribution	
Edit an existing superannuation contribution	
Delete an existing superannuation contribution	

Deductions

7

In this unit, you will learn how to set up Deductions.

By the end of this unit, you will be able to:

▶ Set up Deductions

▶ Edit existing Deductions

Overview

Deductions are used to deduct money from the employee's pay for various items, such as Child Support, additional Tax payments and loans or repayments.

Setting up Deductions

To add a new Deduction

1 From the **Maintenance** menu, click on **Deductions**

2 A picklist will be displayed. Normally this list will show all the Deductions you have set up. Click on the **Add** button or press **F4**.

3 In the **Code** field, enter a number that you want to use to identify this Deduction. Press TAB.

4 Enter a **Name** for the Deduction.

5 Select the option **Post-Tax** for the Deduction to be taken out *after* tax.

6 From the dropdown list, select the **Calculation Method** used for this Deduction. Refer to the following table for when each method is used:

Calculation Method	Description
Fixed Dollar Amount	Use this option if a pre-determined amount is to be deducted from the employee's pay.
% of Gross Pay	Use this option if the amount deducted is a percentage of the employee's gross pay.

Reducing Balance	Use this option if the employee has a balance to pay and a pre-determined amount should be deducted each pay, until the balance is cleared.

7 Enter the **Amount** or **Percentage Rage** for this deduction. If the amount or rate varies, leave this field as zero.

8 If you are setting up a Child Support Deduction, set the **Type** to *Child Support*. If you are setting up a deduction of extra tax, set the **Type** to *PAYG*. For all other deductions set the **Type** to *Normal*.

9 If this Deduction should be costed to a specific Cost Centre, enter the appropriate *Code* in the **Cost Centre Code** field. Leave this field as 0 to use the employee's default Cost Centre or to specify a Cost Centre specific to the employee.

T I P

You can click on the … button to display a list of Cost Centre Codes available.

10 From the **Payment Summary Type** dropdown list, select the appropriate type. Refer to the following table for the available options:

Payment Summary Type	Description
None	Select this option for Deductions that are not required to appear on the PAYG Payment Summary.
Deductions	Select this type for Deductions that are required to appear on the PAYG Payment Summary, e.g. Union Fees.
Workplace Givings	Select this type for Deductions that are salary sacrifice deductions for charity donations. **Note:** Only deductions greater than $2 are tax deductible.

11 If the **Payment Summary Type** is set to *Deductions*, the option *Union/Professional association fees* becomes available. Select this option if the deduction represents fees for a union or professional association. By selecting this option, these deductions will be reported in the EMPDUPE file correctly.

NOTE

If the money deducted from multiple employees with this deduction is paid into the same bank account, you can use the **Pay Deduction by Consolidated Direct Credit** option. By using this option, the system will total all the instances of this Deduction in the pay and add the total in your direct credit transfer (*.ABA) file.

12 Click on the **Save** button or press **F10**.

Editing an existing Deduction

1 From the **Maintenance** menu, click on **Deduction**.

2 A picklist will be displayed. Normally this list will show all the Deductions you have set up. Select the Deduction you want to edit and click on the **Select** button.

3 Make the required changes.

4 Click on the **Save** button or press **F10**.

NOTE

You can also add the Deduction to a group of employees by clicking on the **Load** button.

Deleting a Deduction

1 From the **Maintenance** menu, click on **Deduction**.

2 A picklist will be displayed. Normally this list will show all the Deductions you have set up. Select the Deduction you want to delete and click on the **Select** button.

3 Click on the **Delete** button or press **F6**. A message will appear, confirming that you want to delete this deduction. Click on **Yes**.

NOTE

Once a Deduction has been used, you cannot delete it from the system.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✔
Set up a standard Deduction	
Edit an existing Deduction	
Delete a Deduction	

Leave Groups

8

In this unit, you will learn how to set up rules to govern your employees' leave entitlements

By the end of this unit, you will be able to:

▶ Set up Annual Leave Groups

▶ Setup up Long Service Leave Groups

▶ Set up Personal Leave Groups

Overview

Groups are used to set up the rules that the system will use to accrue annual, long service and personal leave.

Annual Leave Groups

Rules must be set up in order for the system to correctly accrue employees' Annual Leave.

Because leave will be accrued on actual hours (pro-rata), you do not need to set up a different set of rules for each set of different hours your employees work.

Example

Some employees work a 38.00 hour week, others work a 37.50 hour week.

In this example you only need to set rules up to deal with the employees that work 38.00 hours per week. You can assign this rule also to the employees that work 37.50 hours per week and the system will correctly accrue their leave.

Annual Leave is calculated using the following formula:

$$\frac{(HoursLiable)}{(FullTimeHoursPerYear)} \times AnnualEntitlement$$

To set up Annual Leave Groups

1 From the **Maintenance** menu, click on **Groups**, followed by **Annual Leave Groups**.

2 In the **Group Code** field, enter a code for this group. Press TAB.

3 In the **Description** field, enter a brief description or title for this group.

4   If employees on this group are eligible for Leave Loading, enter the percentage rate at which it should be calculated in the **Leave Loading %** field.

5   From the **Annual Leave Method**, click on *Hours*.

6   Select the option **Cap Accruals** option if employees on this group are not allowed to accrue leave on hours in excess of their standard hours per pay period.

7   In the **Full Time Hours Per Year** field, enter the total number of hours the employee works per year. The system will use this information to calculate the pro-rata portion of the year the employee has worked.

8   Under the **Annual Entitlement Hours** field, enter the hours an employee is entitled to every year.

9   For **Change 1**, enter the period when the change will take place in the *Months after start date* field. In the **Annual Entitlement Hours** field, enter the hours the employee will be entitled to after the change takes place.

10 For a further change, enter the period when the change will take place in the *Months after start date* field for **Change 2**. In the **Annual Entitlement Hours** field, enter the hours the employee will be entitled to after the change takes place.

IMPORTANT

Because the system will accrue the Annual Leave based on actual hours, it is important that the annual leave entitlement you set up here is what the employee will receive if they work the full year.

Click on the **Save** button or press **F10**.

Long Service Leave Groups

Rules must be set up in order for the system to correctly accrue employees' Long Service Leave.

Because leave will be accrued on actual hours (pro-rata), you do not need to set up a different set of rules for each set of different hours your employees work.

Example

Some employees work a 38.00 hour week, others work a 37.50 hour week.

In this example you only need to set rules up to deal with the employees that work 38.00 hours per week. You can assign this rule also to the employees that work 37.50 hours per week and the system will correctly accrue their leave.

Long Service Leave is calculated using the following formula:

$$\frac{(HoursLiable)}{(FullTimeHoursPerYear \times YearsInAccrualPeriod)} \times Entitlement$$

To set up Long Service Leave Groups

1   From the **Maintenance** menu, click on **Groups**, followed by **Long Service Leave Groups**.

2   Click on the **Add** button or press **F4**.

3   In the **Group Code** field, enter a code for this group. Press TAB.

4   In the **Name** field, enter a title for this group.

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5   From the **Method** dropdown list, select *Hours*. In the **Full Time Hours Per Year** field, enter the total number of hours the employee works per year. The system will use this information to calculate the pro-rata portion of the year the employee has worked.

6   Select the option **Cap Accruals** option if employees on this group are not allowed to accrue leave on hours in excess of their standard hours per pay period

7   Click on the **Add** button.

8   In the **Months after start date** field, enter the number of months from the employee's start date they will receive this entitlement.

9   In the **Number of Hours** field, enter the hours the employee will be entitled to. This system will use this to calculate the employee's pro-rata accrual.

10 Click on the **Save** button or press **F10**.

11 Repeat Steps 5 through 8 for each entitlement the employee will receive.

NOTE

The Number of Hours is non-cumulative. Each Entitlement is in addition to the previous entitlement.

12 Click on the **Save** button or press **F10**.

IMPORTANT

Once a Long Service Leave Group is assigned to an employee, you can no longer make any changes to the group. Make sure that the rules in the group are correct before you assign the group to any employees.

Personal Leave Groups

Rules must be set up in order for the system to correctly accrue employees' Personal Leave.

Because leave will be accrued on actual hours (pro-rata), you do not need to set up a different set of rules for each set of different hours your employees work.

Example

Some employees work a 38.00 hour week, others work a 37.50 hour week.

In this example you only need to set rules up to deal with the employees that work 38.00 hours per week. You can assign this rule also to the employees that work 37.50 hours per week and the system will correctly accrue their leave.

$$\frac{(HoursLiable)}{(FullTimeHoursPerYear)} \times AnnualEntitlement$$

To set up Personal Leave Groups

1 From the **Maintenance** menu, click on **Groups**, followed by **Personal Leave Groups**.

2 In the **Group Code** field, enter a code for this group. Press TAB.

3 In the **Group Description** field, enter a brief description or title for this group.

4 Select the option **Cap Accruals** option if employees on this group are not allowed to accrue leave on hours in excess of their standard hours per pay period.

5   From the **Method** dropdown list, select *Hours*. In the **Full Time Hours Per Year** field, enter the total number of hours the employee works per year. The system will use this information to calculate the pro-rata portion of the year the employee has worked.

6   For **Change 1**, enter the period when the change will take place in the *Months after start date* field. In the **Hours Entitlement** field, enter the hours the employee will be entitled to after the change takes place. The system will use this information to calculate the employee's pro-rata entitlement.

7   For a second change takes place, enter the period when the change will take place in the *Months after start date* field for **Change 2**. In the **Hours Entitlement** field, enter the hours the time employee will be entitled to after the change takes place. The system will use this information to calculate the employee's pro-rata entitlement.

8   For a third change takes place, enter the period when the change will take place in the *Months after start date* field for **Change 3**. In the **Hours Entitlement** field, enter the hours employee will be entitled to after the change takes place. The system will use this information to calculate the employee's pro-rata entitlement.

9   In the **Repeat final change every** dropdown list, select how often the system should repeat the final change.

10 Click on the **Save** button or press **F10**.

IMPORTANT

Once a Personal Leave Group is assigned to employees, you cannot make changes to the group.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✔
Set up Annual Leave Groups	
Set up Long Service Leave Groups	
Set up Personal Leave Groups	

Employees

9

In this unit, you will learn how to set up new employees and edit existing employee records.

By the end of this unit, you will be able to:

▶ Set up a new employee

▶ Edit an existing employee record

Overview

This section details the steps and areas that need to be completed when setting up a new employee.

The Employee Maintenance is divided into the following 6 sections:

Employee Details

This section contains the employee's personal details and tax classification.

Leave Entitlements

This section contains the employee's entitlements to Annual Leave, Personal Leave and Long Service Leave.

Other

This section contains the employee's e-mail address, Rostered Days Off entitlements (if applicable) and other options relating to how this employee's payroll information is entered.

User Defined

This section contains a number of user definable fields to store additional employee information.
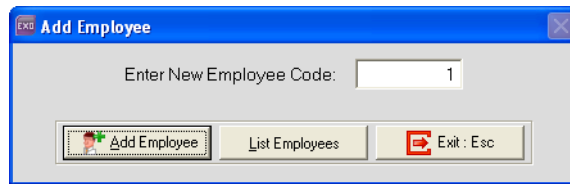
Notes

This section contains all the employee's payment history notes.

Standard Pay

This section contains the employee's pay template of what they are normally paid per pay period.

To Add a new Employee

1 From the **File** menu, select **New Employee**.

2 The **Enter New Employee Code** field will automatically display the highest available employee number. Override this number if you want to assign a different number to the employee.

**3** Click on the **Add Employee** button to add the employee to the system.

NOTE

When adding a new employee, you do not have to save after completing each section. You can save once you have completed the employee's setup.

To Edit an existing Employee

1 From the **File** menu, select **Open Employee**.

2 In the **Enter Employee Code or Alpha Code** field, enter either the employee code or their alpha code.
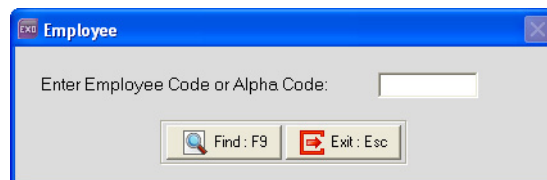

TIP

You can also find the employee by clicking on the **Find** button or pressing **F9**. You can also change the order from **Code** to **Alpha Code** by clicking on the **Change Sort Order** button, using **F3** or by clicking on the column headings.

3 Press the TAB button, click on the **Find** button or press **F9** to load the employee's details.

Employee Details

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To enter an employee's personal details:

Click on the **Employee Details** tab if this screen is not active.
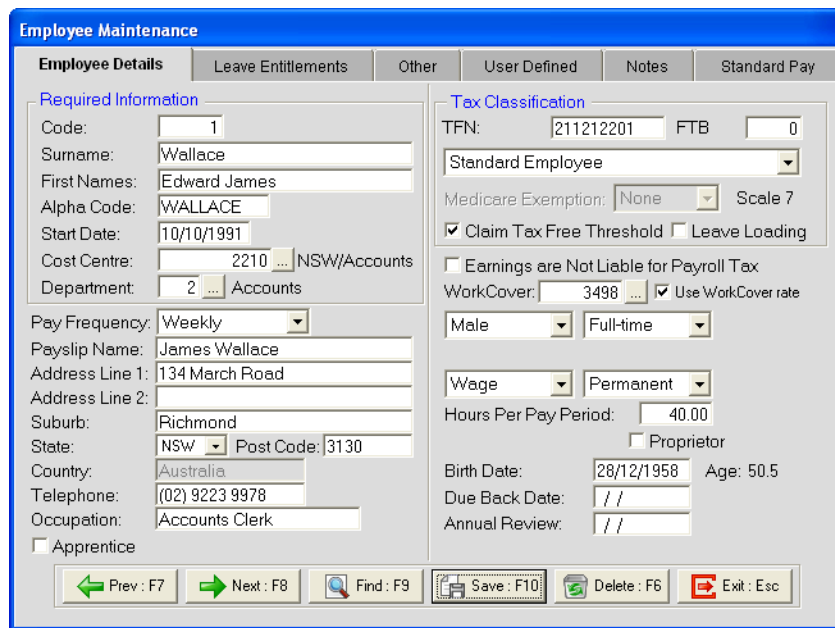
1 Enter the following Details:

Field	Description
Surname, First Names	Enter the employee's Name in these fields.
Alpha Code	This code is used as the employee's Alpha Sort and is typically the first 8 characters of their surname. **Note:** The Alpha Code must be unique.
Start Date	Enter the employee's date of employment.
Cost Centre	Enter the employee's Default Cost Centre. Click on the ⬚ button to get a list of your Costs Centres.
Department	Enter the employee's Department. Click on the ⬚ button to get a list of your Departments.
Pay Frequency	From the dropdown list, select the employee's pay frequency. **Note:** If the employee is a Casual, no frequency is required.

Address Details	Enter the employee's address details. **Note:** Only complete the **Country** field if the employee resides outside Australia.
Telephone	Enter a contact number for the employee.
Occupation	Enter the employee's occupation or job title.
Apprentice	Select this option if the employee is an Apprenctice. Click on the **Apprentice** button to enter the details of their apprenticeship.
TFN	If this record is for an Employee, enter the employee's Tax File Number.
ABN	If this record is for a Contractor, enter the contactors' Australian Business Number
Tax Classification	Select the appropriate Tax Classification from the available options.
Earnings are Not Liable for Payroll Tax	Select this option if this employee's earnings are not liable for payroll tax paid by the company.
WorkCover	To use the default WorkCover rate to calculate your WorkCover payments, select the option **Use WorkCover rate**.
Male/Female	Select the employee's Gender.
Salary/Wage	Specify if the employee is Waged (paid an hourly rate) or Salaried (paid a fixed dollar amount). For a Salaried employee, also select the option **Allow Overtime** if the employee is paid for overtime hours.
Hours per Pay Period	Enter the standard number of hours the employee is paid.
Full-Time/Part-Time/Contractor	Select the employee's Hours of employment.
Trade Labour Content	If this record is for a Contractor, enter the percentage at which the their payroll tax is calculated.
Permanent/Casual/Temporary	Select the employee's Term of employment.
Birth Date	Enter the employee's date of birth.
Due Back Date	Leave this field blank.
Annual Review	Enter the date of this employee's next annual review. This is an optional field.

Leave Entitlements

Click on the **Leave Entitlements** tab if this screen is not active.

TIP

To view a breakdown of the employee's leave balances, click on the **Edit** button under the **Other Details** section for the respective leave type.

Annual Leave

To set up an employee's Annual Leave entitlements

1 In the **Group** field, assign the appropriate Annual Leave Group.

2 The following screen will appear:

3 Select the option *From the employee's start date*.

4 Click on the **Ok** button.

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5   The **Entitlement Units** field shows how much leave the employee will accrue each year, based on the rules you've specified in the Annual Leave Group.

6   The **Balance** field shows the employee's total entitlement to Annual Leave.

7   The **Cost Centre** field records the Cost Centre to which the employee's Annual Leave Paid will be costed.

Personal Leave

To enter an employee's Personal Leave entitlements

1   In the **Group** field, assign the appropriate Personal Leave Group.

2   The following screen will appear:

3   Select the option *From the employee's start date*.
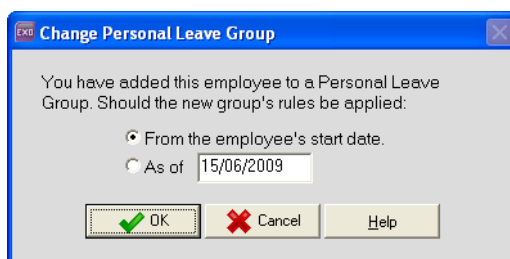
4   Click on the **Ok** button.

5   The **Entitlement Units** field shows how much leave the employee will accrue each year, based on the rules you've specified in the Personal Leave Group.

6   The **Balance** field shows the employee's total entitlement to Personal Leave.

7   The **Cost Centre** field records the Cost Centre to which the employee's Personal Leave will be costed.

Long Service Leave

To enter an employee's Long Service Leave entitlements

1   In the **Group** field, assign the appropriate Long Service Leave Group.

2 The following screen will appear:

3 Select the option *From the employee's start date*.

4 Click on the **Ok** button.

5 The **Entitlement Units** field shows how much leave the employee will accrue each year, based on the rules you've specified in the Long Service Leave Group.

6 The **Balance** field shows the employee's total entitlement to Long Service Leave.

7 The **Cost Centre** field records the Cost Centre to which the employee's Long Service Leave Paid will be costed.

Other options

If the option **Leave Loading** is selected in the employee's Tax Classification, the **Leave Loading %** field will show the percentage at which Leave Loading will be calculated, based on the percentage entered in the Annual Leave Group assigned to the employee.

Select the option **Claim leave loading tax-free threshold** if the employee is entitled to Leave Loading and is claiming the tax-free threshold for Leave Loading.

The **Days of sick leave without a medical certificate** field shows the number of days Sick Leave the employee has had in their current entitlement year without providing a medical certificate.

Other

Click on the **Other** tab if this screen is not active.

Email

You can record e-mail addresses for your employees. If you are going to e-mail payslips to your employees, you must complete the following fields:

1 In the **Email address** field, enter the e-mail address where the employee's payslip should be sent.

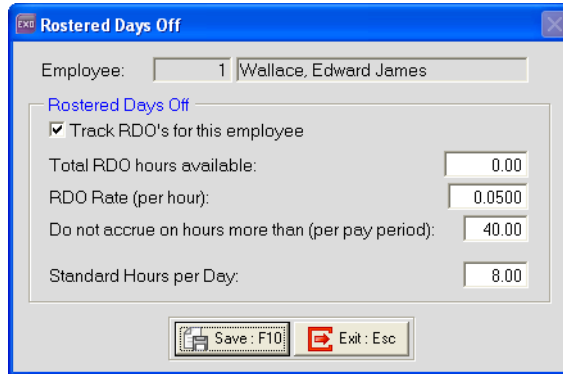**2** In the **Password** field, enter the password with which their payslip will be encrypted.

TIP

If you have purchased EXO MyStaffInfo, the employee's e-mail address and password will be their login for the MyStaffInfo website.

Rostered Days Off

To set up an employee's Rostered Days Off

1 Click on the **Rostered Days Off** button.

2 Click on the option **Track RDO's for this employee**.

3 Enter the following Details:

Field	Description
Total RDO hours available	This field displays the employee's accrued RDO's.
RDO Rate (per hour)	Enter the rate at which the employee accrues RDO's.
Do not accrue on hours more than (per pay period)	Enter the maximum number of hours the employee accrues RDO's on per pay period.
Standard Hours per Day	Enter the employee's standard working hours per day.

Public Holiday Lieu Days/Hours

This field is used for recording time in lieu the employee accrued for working on public holidays or for working additional hours.

Pay rounding carried foward

If you have set up the system to apply rounding to an employee's pays, each time an employee's net pay is rounded, the system will accumulate the rounded-off cents in this field. Once the minimum payout value is reached, this accumulated value will be autmatically be paid to the employee in their next pay.

Rapid Employee

If you are using Rapid Load Pay and will enter this employee's pay using Rapid Load Pay, select this option.

Time and Attendance Employee

If you have EXO Time and Attendance and will record the employee's time and attendance information using EXO Time and Attendance, select this option.

User Defined

Click on the **User Defined** tab, if it is not currently active.

User Defined Fields

This area contains user definable fields that can be used to record additional information on your employees.

To rename a User Defined Field

1 Double-click on the **User Defined** caption of the field you want to use.

2 Enter a title for this field.

**3** Press **Enter**.

To reset the User Defined Field

1 Double-click on the title of the field.

2 Delete the title.

3 Press **Enter**.

4 The following user definable fields are available:

Field	Description
2 x Check boxes	Used for yes/no options.
2 x Dates	Used to record a date.
3 x Text Fields	Used to enter short text descriptions.
1 x Number Field	Used to enter a value.
1 x Comment Field	Used to enter comments.

Notes

. . . .

Click on the **Notes** tab if this screen is not active.
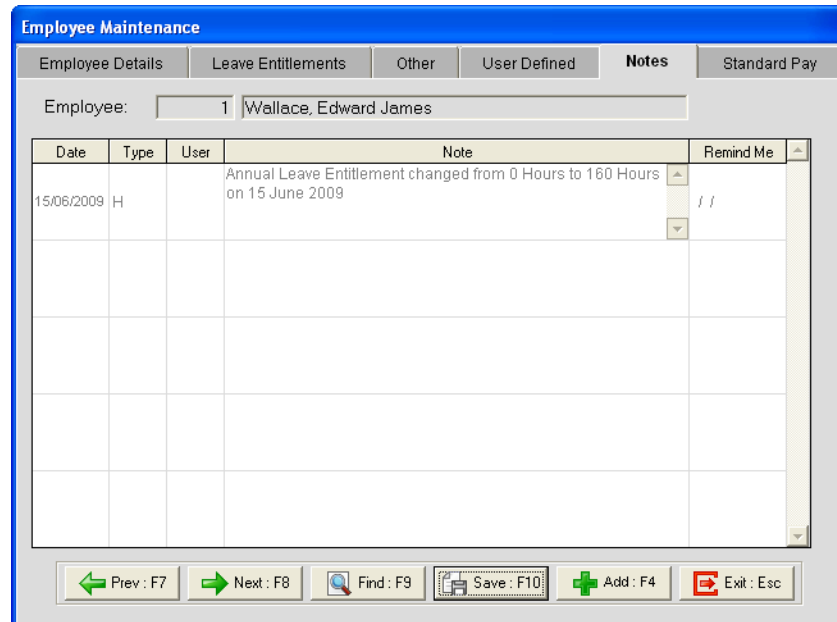
This screen shows all the notes that have been entered against an employee.

Every time an employee is paid leave, their leave entitlements are changed or their Hourly Rate/Salary is altered, the system automatically generates a note, which is stored in this area.

To Edit an exiting Note:

1 Double-click on the note you want to edit.

To Add a new Note:

1 Click on the **Add** button or press **F4**.


2 Enter the following details:

Field	Description
Date	This is the date on which the note is added.
User	This field default to the User Code of the user adding this note.
Note Type	From the dropdown list, select the type of note you are adding.
Reminder Date	If you want the system to remind you of this note, enter the date on which you want to be reminded.
Recipients	Click on the ⌐ button to select the Users that should be reminded.

3 In the space provided, enter your note.

4 Click on the **Save** button or press **F10** to save the note.

Standard Pay

Click on the **Standard Pay** tab if this screen is not active.

This area stores the employee's pay template; what they are normally paid each pay period.
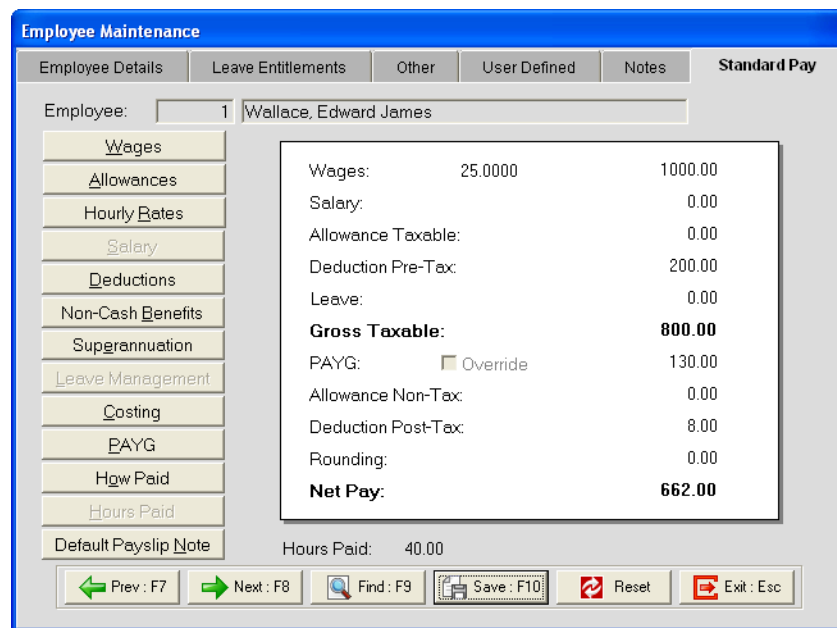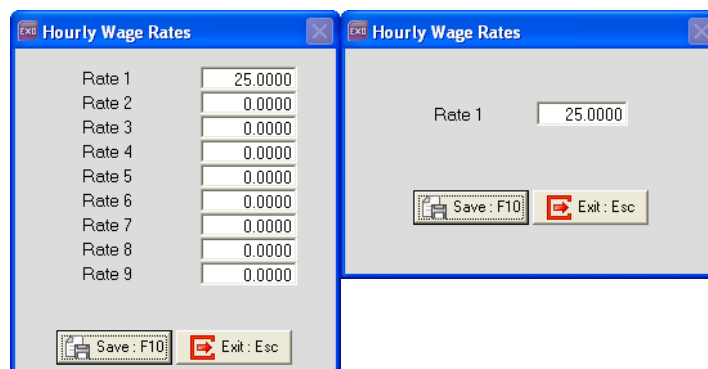

IMPORTANT

If changes are made to the employee's Standard Pay after a Current or One-Off Pay is created, the pay will not automatically be updated with the changes.

Hourly Rate

To enter an Hourly Rate

1 Click on the **Hourly Rates** button.

2 Enter the employees Hourly Rate. If you have the option for **Multiple Wage Hourly Rates** turned on, you will be able to enter up to 9 Hourly Rates for each employee.

N O T E

You can change the description(s) of the Hourly Rate(s) from the **Hourly Rates**. Refer to your EXO Payroll user guide for more information.

3 Click on the **Save** button or press **F10**.

Wages

To add Standard Pay Wages

1 Click on the **Wages** button.

2 In the line corresponding with **Ordinary**, enter the standard hours the employee is paid in each pay period.

N O T E

If there are no lines in the employee's Wages screen, click on the **Add** button or press **F4** to add a new line.

3 Alternatively, you can click on the corresponding line and click on **Edit** or press **F5**.

4 From the **Wage Rate Type** field, select *Ordinary*.

5 The **Hourly Rate** field shows the rate at which hours against this pay rate multiplier will be paid.

6 If the employee has multiple hourly rates, enter the appropriate *Hourly Rate Code* in the **Hourly Rate Code** field.

7 In the **Number Hours** field, enter the standard number of hours the employee is paid in a pay period.

8 If you want to cost there hours to a specific Cost Centre, enter the appropirate *Cost Centre Code* in **Cost Centre** field.

9 In the **Alternative Type Desciption** field you can enter an alternative description for this pay rate multiplier.

10 Click on the **Save** button or press **F10** to save from this screen.

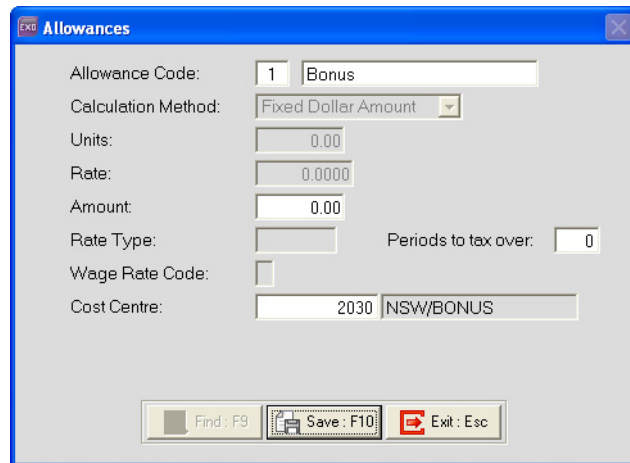**11** Click on the **Save** button or press **F10** to save the employee's Standard Pay Wages.

Allowances

To add Standard Pay Allowances

1 Click on the **Allowances** button.
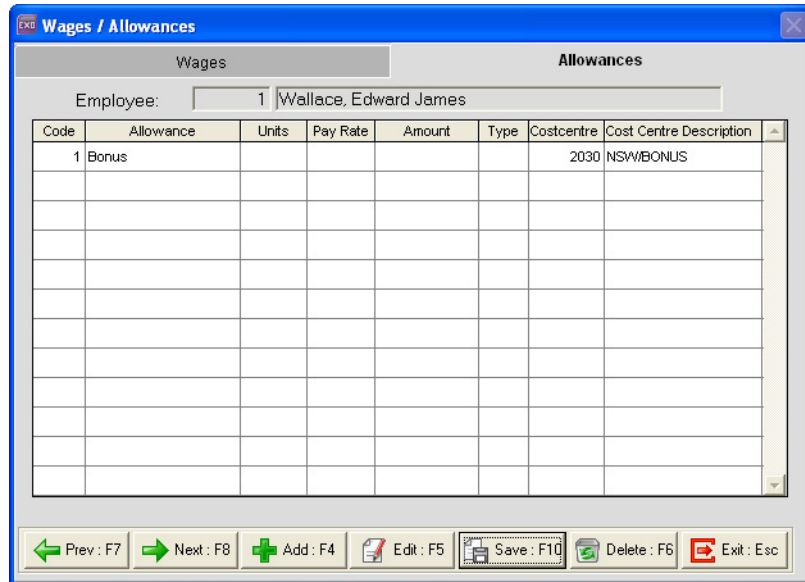
2 Click on the **Add** button or press **F4**.

3 Enter the following information:

Field	Description
Code	Enter the code for the Allowance you want to add. **Note:** You can click on the **Find** button or press **F9** to get a list of your Allowances.
Allowance Name	This field displays the name of the Allowance. **Note:** If you have selected the option **Can Modify Name** in the **Allowance Setup**, you can change the name here.

Units	Enter the number of Units to pay against this Allowance.
Rate	Enter the rate at which the Units should be paid.
Amount	Enter the Amount of this Allowance.
Rate Type	Enter the Pay Rate Multiplier used for this Allowance.
Periods to Tax Over	If the **Allowance Type** is set to **Bonus**, enter the number of periods the Bonus should be taxed over. **Note:** You would normally only enter a value in this field when you pay this Allowance to the employee in the Current Pay.
Wage Rate Code	Enter the Wage Rate Code of the Hourly Rate at which this Allowance should be paid.
Cost Centre	Enter the Cost Centre to which this Allowance should be costed.

NOTE

The availability of these fields are determined by the setup of the Allowance.

4 Click on the **Save** button or press **F10**.

5 Click on the **Save** button or press **F10** to save the employee's Standard Pay Allowances.

Salary

To add a Standard Pay Salary

1 Click on the **Salary** button.

2 Enter the employee's **Annual Salary**. The system will automatically calculate the Salary per pay period and the Hourly Rate.

NOTE

Once the salary per pay period is calculated, the system may adjust the Annual Salary to reflect the actual annual value paid to the employee.

3 Click on the **Save** button or press **F10** to save the employee's Standard Pay Salary.
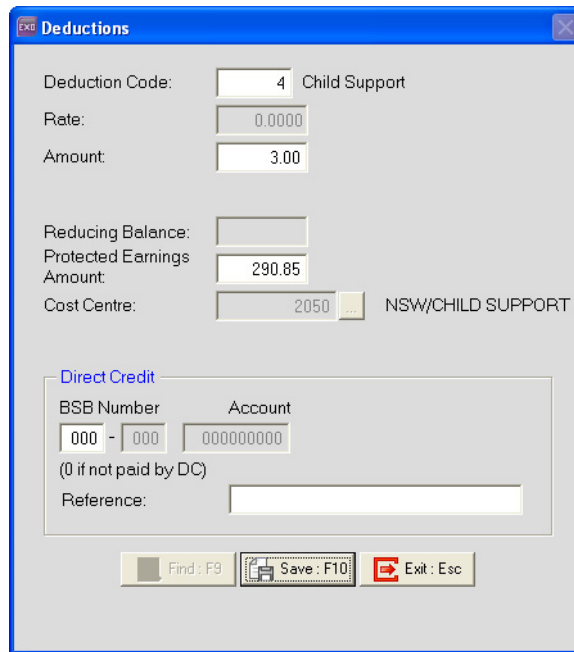
Deductions

To add Standard Pay Deductions

1 Click on the **Deductions** button.

Code	Deduction Name	Usual Amt	Actual Amt	Bank	Branch	Account	Bank Ref	Balance
4	Child Support	3.00	3.00					
6	Union Fees	5.00	5.00					

Employee: 1 Wallace, Edward James

Add : F4   Edit : F5   Delete : F6   Save : F10

2 Click on the **Add** button or press **F4**.

3 Enter the following information:

Field	Description
Deduction Code	Enter the code of the Deduction you want to add. **Note:** You can also click on the **Find** button or press **F9** to get a list of your Deductions.
Rate	Enter the Rate at which this Deduction is made.
Amount	Enter the Amount of this Deduction.
Reducing Balance	If the **Deduction Type** is set to **Reducing Balance**, enter the remaining balance of this Deduction.
Protected Earnings Amount	If the **Deduction Type** is set to **Child Support**, this field will show the protected earnings.
Cost Centre	This field will default to the employee's Default Cost Centre. To have the deduction costed to a specific Cost Centre, enter the appropriate *code* in this field.
BSB Number, Account	Enter the bank account details for this Deduction.
Reference	Enter the Reference for the bank account.

NOTE

The availability of these fields are determined by the setup of the Deduction.

4 Click on the **Save** button or press **F10**.

5 Click on the **Save** button or press **F10** to save the employee's Standard Pay Deductions.

Superannuation

To add Standard Pay Superannuation Contributions

1 Click on the **Superannuation** button.

2 Click on the **Add** button or press **F4**.

3 A list of your Superannuation Calculations will appear. Double-click on the Contribution you want to add.

4 In the **Percentage Rate** field, enter the rate at which the superannuation should be calculated.

5 In the **Amount** field, enter the amount of the superannuation contribution.

6 In the **Fund Number** field, enter the employee's superannuation fund membership number.

7 In the **Cost Centre** field, enter the Costs Centre this Superannuation Contribution should be costed to.

8 Click on the **Save** button or press **F10**.

NOTE

The availability of these fields are determined by the setup of the Superannuation Contribution.

9 Click on the **Exit** button or press **Esc** to return to the employee's Standard Pay.

How Paid

To set up Standard Pay Payment Methods

1 Click on the **How Paid** button.

To set up Standard Pay Direct Credit information

1 Click on the Yes option for Direct Credit.

2 Click on the **Add/Edit Direct Credits** button.

3 Click on the **Add** button or press **F4**.

4 Enter the following information:

Field	Description
BSB Number, Account	Enter the employee's bank account.
Reference	Enter the reference that should appear on the employee's bank statement.
Priority	Set the priority order for this bank transfer.
Fixed Dollar Amount, Pay Balance of Pay, Allow Part Payment	Select the type of transfer for this account. Use **Fixed Dollar Amount** for a set amount that has to be transfered every pay. Use **Allow Part Payment** for transfers if there is sufficient funds. Use **Pay Balance of Pay** for any remaining money to be transfered. **Note:** At leasts one of the bank acocunts must be set to **Pay Balance of Pay**.
Required Amount	Enter the amount to be transfered to bank accounts set to **Fixed Dollar Amount** or **Allow Part Payment**.

5 Click on the **Save** button or press **F10**.

6 Click on the **Save** button or press **F10** to return to the employee's **How Paid**.

To set up Standard Pay Cash Payment information

1 Click on the **Yes** option to pay a fixed amount in cash.

2 Enter the amount in the **Cash Amount** field.

3 Click on the **Balance** option to pay the balance of the employee's pay in Cash.

To set up Standard Pay Cheque Payment information

1 Click on the **Yes** option to pay a fixed amount in cash.

2 Enter the amount in the **Cheque Amount** field.

3 Click on the **Balance** option to pay the balance of the employee's pay by cheque.

NOTE

If you make any payments by Cash, the **Cash Analysis** area will show you the breakdown of denominations required to pay the employee.

NOTE

If you are applying any rounding to the employee's Net Pay, the **Rounding** field will show the value that is rounded from the employee's Net Pay.

Hours Paid

To set up Standard Pay Hours Paid for a Salaried Employee

1 Click on the **Hours Paid** button.

2 In the **The total number of hours paid** field, enter the employee's standard number of hours paid.

IMPORTANT

The value you enter in this field **must** be equal to the number of hours entered in the **Hours per Pay Period** field in the **Employee Details** screen.
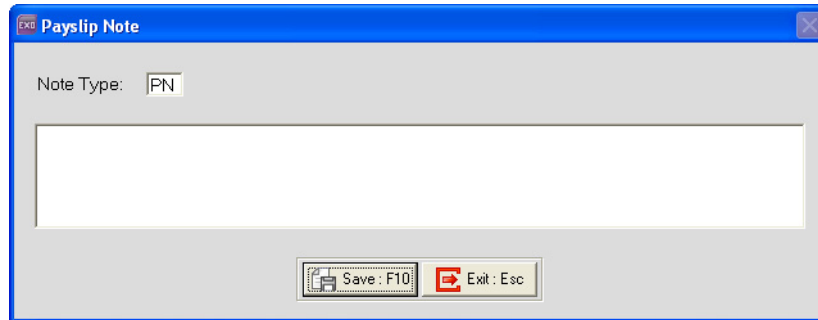
3 Click on the **Save** button or press **F10** to save the employee's Standard Pay Hours Paid.

Click on the **Save** button or press **F10** to save the employee's Standard Pay Payment Setup.

Default Payslip Note

To add a Standard Pay Default Payslip Note

1 Click on the **Default Payslip Note** button.

2 In the space provided enter the default note to appear on the employee's payslip.

> **NOTE**
>
> This default note can be changed when processing a pay. Any changes to this note will only be applicable to that pay.

3 Click on the **Save** button or press **F10** to save the employee's Default Payslip Note.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✔
Add a new employee	
Set up Leave Entitlements	
Set up Rostered Days Off Entitlements	
Record employee's e-mail address	
Add an employee note	
Set up the employee's Standard Pay information	

Loading Year-To-Date information

10

In this unit, you will learn how to load the year-to-date balances into the system.

By the end of this unit, you will be able to:

▶ Load Year-To-Date balances

Overview

You will most likely change to EXO Payroll during the tax year. In order to provide your employees with one PAYG Payment Summary for the entire Tax Year, you need to load their earnings and PAYG withheld into the system.

You may decide to also load the balance of superannuation contributions made to each employee's superannuation fund.

You also need to load employee's leave balances into the system.

Before you begin

As you will be entering dollar amounts/hours in the system, you must ensure that all the pay items (Allowances, Deductions, Superannuation Contributions, etc.) for which you are loading values have their **Calculation Method** set to *Fixed Dollar Amount*.

Once you have completed the year-to-date loading, you must set the **Calculation Method** back to the original setting.

If you have any employees that terminated in the current financial year, you must re-instate them before you can load their year-to-date information.

To reinstate an employee

1 From the **File** menu, select **Open Employee**.

2 Click on the **Find** button or press **F9**.

3 Select the option **Show Terminated Employees** to show terminated employees.

4 Double-click on the terminated employee you want to reinstate.

5 Make a note of the employees **Terminated** date.

6 Click on the **Reinstate** button.

7 In the **Re-instate Date** field, enter the employee's *original Start Date*.

IMPORTANT

When reinstating an employee, you **must** enter the employee's original start date. Doing so will ensure that the correct information will be reported to the ATO.

8 Click on the **Reinstate** button.

9 A message will be displayed, asking your to confirm that you want to reinstate this employee. Click on **Yes**.

10 Another message will appear, reminding you to edit the employee and update their leave entitlements. Click on **Ok**.

Entering Year-To-Date pay information

Create a One-Off Pay

1 From the **Pay** menu, click on **One-Off Pay**.

2 From the **Pay Frequency** dropdown list, click on the appropriate pay frequency.

3 In the **Pay Period End Date** field, enter the pay period end date of the last pay in your previous payroll system.

4 In the **Physical Pay Date** field, enter physical pay date of the last pay in your previous payroll system.

TIP

When loading year-to-date information, enter information up to your last pay for the previous month. Process any pays in the current month as parallel pay. This will provide you with an accurate month-to-date report for the current month.

5 From the **Copy Standard Pay** dropdown list, click on **No**.

6 Click on **Create One-Off Pay**.

7 Click on **No**.

8 Click on **Ok**.

9 Click on the **Calculate Pay** button.

10 In the **Enter Employee Code or Alpha Code** field, enter the *Code* or *Alpha Code* for the employee and press TAB.

Enter Gross Wages/Salary

1 Click on the **Allowances** button.

2 Click on the **Add** button or press **F4**.

3 Double-click on Allowance *999 YTD Gross*.

4 In the **Amount** field, enter the emplyees year-to-date gross Wages/Salary.

IMPORTANT

> The gross Wages/Salary entered must **ex**clude any allowances, but **in**clude any pre-tax (salary sacrifice) Deductions.

5 Click on **Save** or press **F10**.

To load Allowances shown separately

1 Click on the **Allowances** button.

2 Click on the **Add** button or press **F4**.

3 Click on the **Find** button or press **F9** to get a list of your Allowances.

4 Double-click on the Allowance you need to load totals for.

5 In the relevant field(s), enter the appropriate values.

6 Click on the **Save** button or press **F10**.

To load Deductions

1 Click on the **Deductions** button.

2 Click on the **Add** button or press **F4**.

3 Click on the **Find** button or press **F9** to get a list of your Deductions.

4 Double-click on the Deduction you need to load totals for.

5 In the relevant field(s), enter the appropriate values.

6 Click on the **Save** button or press **F10**.

To load Superannuation

1 Click on the **Superannuations** button.

2 Click on the **Add** button or press **F4**.

3 Double-click on the Superannuation Contribution you need to load totals for.

4 In the **Amount** field, enter the year-to-date total.

5 Click on the **Save** button or press **F10**.

To load PAYG

1   Click on the **PAYG** button.

2   Select the option **Override PAYG**.

3   Enter the year-to-date PAYG withheld. If the employee has a HELP repayment, include this in the PAYG value (if applicable/available).

4   Enter the HELP component of the PAYG withheld in the **HELP** field (if applicable/available).

If the employee was terminated, you must re-terminate them again:

1   Click on the **Termination Wizard** button.

2   A message will appear, asking you to confirm that you want to terminate this employee. Click on **Yes**.

3   The Termination Wizard will be activated. This wizard will step you through paying out the employee's leave owed on termination.

4   In the **Termination Date** field, enter the employee's original date of termination.

5   In the **Terminated by** field, enter the name of the person that processed the original termination pay.

6   From the **Reason for termination** dropdown list, select the original reason for the employee's termination.

7   Ensure that the **Total Annual Leave Hours Entitlement** is *0.00*.

8   Click on the **Next** button or press **F8**.

9   Ensure that the **Number of Long Service Leave hours to pay** is *0.00*.

10   Click on the **Next** button or press **F8**.

11   Click on the **Finish** button or press **F10**.

Once you have completed the year-to-date loading for this employee, click on the **Save** button or press **F10** to save this pay and return to the One-Off Pay screen.
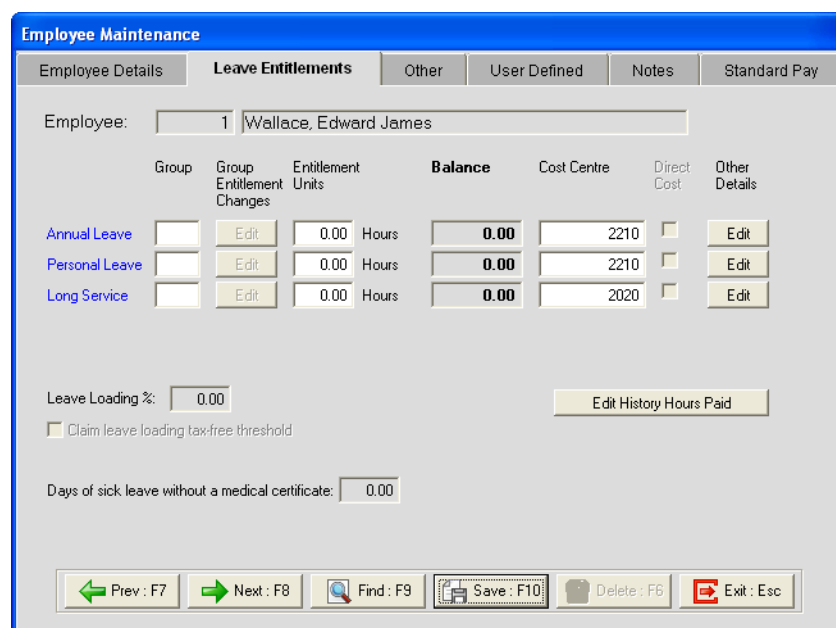
Repeat these steps to load year-to-date information for all your employees.

Finalising the One-Off Pay

1 Click on the **Print Reports** button to print the Pay Sheet report, and check the figures you have entered.

2 From the **Pay** tab, double-click on the *Pay Summary* report.

3 From **Sort Order 1** select *Employee Code* or *Employee Alpha*.

4 Click on the **Report Options** button.

5 Select the following options:

> Show Details
>
> Show individual Wages
>
> Show individual Allowances
>
> Show individual Deductions
>
> Show individual Superannuations

6 Ensure the option *Apply super guarantee scheme* is **not** selected. This will ensure that you see all employer contributions you have entered.

7 Click on **Save** or press **F10**.

8 From the **Destination** dropdown list, select *Printer*. From the **Printer** dropdown list, select the appropriate printer.

9 Click on **Print** or press **F9**.

10 If you find any mistakes, correct these mistakes before proceeding.

11 Click on the **Finish One-Off Pay, Backup** button to complete and update the One-Off Pay.

12 A message will appear, asking you confirm that the pay is correct and that all reports are printed. Click on **Yes**.

13 You will be prompted to do a backup. Click on **Backup**.

14 Once the backup is completed, a message will appear, confirming that the pay has successfuly been updated. Click on **Ok**.
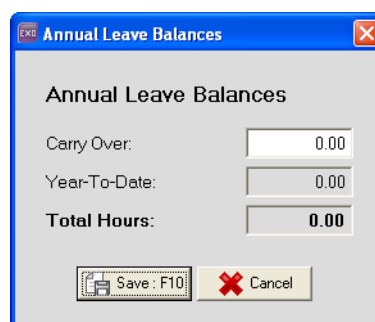
Entering Leave Balances

1 From the **File**, click on **Open Employees**.

2 In the **Enter Employee Code or Alpha Code** field, enter either the employee code or their alpha code.

3 Press the TAB button, click on the **Find** button or press **F9** to load the employee's details.

4 Click on the **Leave Entitlements** tab.

To enter balances for Annual Leave

1 Click on the **Edit** button under **Other Details** to alter the employee's **Balance** for Annual Leave.

2 In the **Carry Over** field, enter the hours of Annual Leave carried over from your previous system.

3 Click on the **Save** button or press **F10**.

To enter balances for Personal Leave

1 Click on the **Edit** button under **Other Details** to alter the employee's **Balance** for Personal Leave.

2 In the **Carry Over** field, enter the hours of Personal Leave carried over from your previous system.

3 Click on the **Save** button or press **F10**.

To enter balances for Long Service Leave

1 Click on the **Edit** button under **Other Details** to alter the employee's **Balance** for Long Service Leave.

2 If the employee has outstanding Long Service Leave accrued prior to 16 August 1978, enter the hours in the **Hours Prior to 16/08/1978** field.

3 If the employee has outstanding Long Service Leave accrued between 16 August 1978 and 17 August 1993, enter the hours in the **Hours between 16/08/1978 and 17/08/1993** field.

---

4 If the employee has outstanding Long Service Leave accrued after 17 August 1993, enter the hours in the **Hours after 17/08/1993** field.

5 The **Year-To-Date** field will show the employee's current accrual.

NOTE

If you want to load the employee's current Long Service Leave accrual, you must install the LOADLSL utility, located on your Employer Services CD. This utility will enable you to load the employees Long Service Leave accrual. Refer to the section **See "To load Long Service Leave Accrual" on page 105** for instructions on entering this value.

6 Click on the **Save** button or press **F10**.

To enter balances for Rostered Days Off

1 Click on the **Rostered Days Off** button.
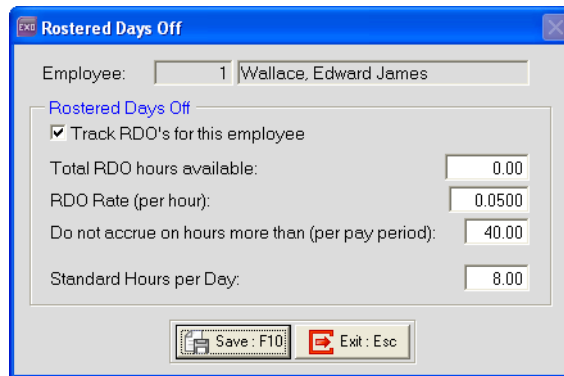
2 In the **Total RDO hours available** field, enter the employee's balance up to the last pay.

3 Click on the **Save** button or press **F10**.

To enter balances for Lieu Time

1 Click on the **Other** tab.

2 In the **Public Holiday Lieu Hours** field, enter the employee's balance up to the last pay.

Click on **Save** or press **F10** to save the changes to this employee's leave balances.

Repeat these steps to load leave balances for all your current employees.

To load Long Service Leave Accrual

1 From the **Special** menu, select **Special Applications**.

2 Select **Load YTD LSL** and clicn on **Save** or press **F10**.

Code	Alpha Code	First Name	Last Name	Year To Date	
1	WALLACE	Edward James	Wallace	0.00	
2	ANDREWS	Thomas Harley	Andrews	0.00	
3	HOUGHTON	Jannet Faye	Houghton	0.00	
4	SMITH	Sandra Olive	Smith	0.00	
5	KEATING	Karl Adrian	Keating	0.00	
6	RUSSEL	George Thomas	Russel	0.00	
7	ROBINSON	Henry Karuso	Robinson	0.00	
8	HILLARY	Matthew Martin	Hillary	0.00	
9	JACKSON	William Duncan	Jackson	90.63	
20	TATE	Bernard Cedric	Tate	0.00	
21	GILES	Harrison Relf	Giles	0.00	
22	WATSON	Judy May	Watson	0.00	

3 In the **Year to Date** field, enter the *year-to-date accrual* for each employee.

4 Click on the **Exit** button.

5 Click on the **Exit** button or press **Esc**.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✔
Load Year-to-Date information	
Enter Leave Balances	

Backup Options

11

In this unit you will learn how to set up the system backups.

By the end of this unit, you will be able to:

▶ Set up the backup destination

▶ Set up the maximum backup volumes

Overview

Making regular backups of your system is essential. The system will force you to do a backup at certain points, e.g. updating a pay, closing the system, upgrading to the latest version.

To make this process as smooth as possible, you need to set up the default options the system will use every time a backup is done.

Setting default backup options

1 From the **Utilities** menu, click on **Backup Options**.
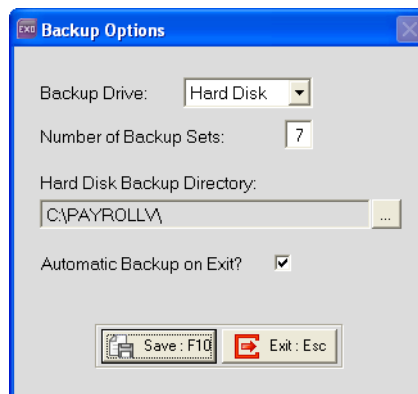
2 To backup onto a network, flash drive or CD RW, select **Hard Disk** from the **Backup Drive** dropdown list.

3 The **Number of Backup Sets** will default to 7. This is the minimum volumes the system will allow.

4 Click on the ... button to browse for the location where the backups should be stored.

5 Select the **Automatic Backup on Exit** option if you want the system to prompt you to do a backup when you exit.

IMPORTANT

! If you do not select the option **Automatic Backup on Exit**, the system will not prompt you do a backup when you exit and no backup will be done.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✔
Set up the default Backup location	

Backup & Restore

12

In this unit, you will learn how to make a backup of your system and how to restore from a previous backup.

By the end of this unit, you will be able to:

▶ Make a manual backup

▶ Restore from a previous backup

Overview

The system will prompt you during various processes to complete a backup. However, you can make a manual backup at any time.

If you have more than one MYOB Employer Services product, e.g. EXO Payroll and EXO Time and Attendance, you do not need to make a backup in each product. Whenever a backup is done, the data from all the products is backed up.
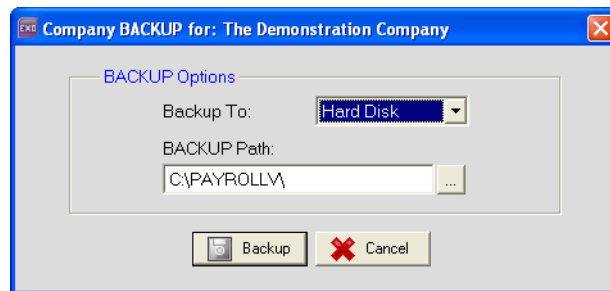
On occasion, you may need to restore from a previous backup.

Making a manual backup

To make a backup

1 From the **Utilities** menu, click on **Backup**.

2 Click on **Backup**.

3 The system will proceed with the backup.

N O T E

The backup files are usually named after the payroll company and consist of a Zip and a Log file, followed by the volume number, e.g. Salary.Z1, Salary.L1. **Salary** indicates that it's the salaries payroll company, Z/L indicates the respective **Zip** and **Log** file. **1** indicates that it is backup set 1.

To restore from a previous backup

WARNING

When you restore from a previous backup, any changes made in the system since the backup was made, regardless of which product they were made in, will be lost. You may need to considder alternatives to restoring the data if you do not want to lose any changes made since the backup you are about to restore from, was made.

To restore from a backup

1　From the **Utilities** backup, click on **Restore**.
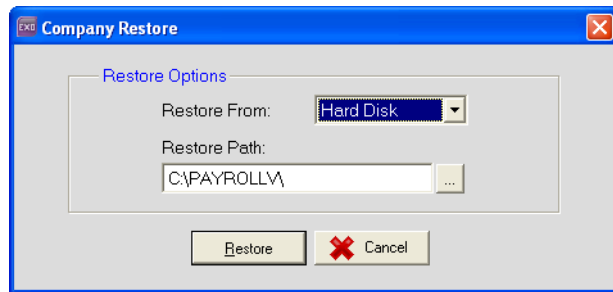
2　Click on the **Restore** button.
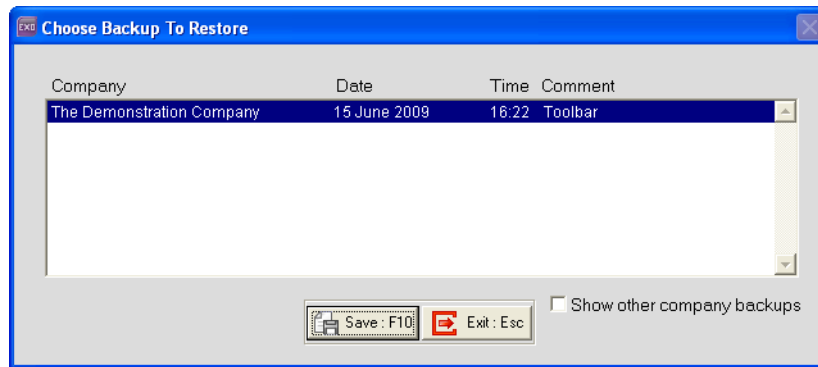
NOTE

If the backup you wish to restore is not listed here, click on the option **Show other company backups**. All backups will be displayed, irrespective of the company you are currently accessing.

3　Highlight the backup you want to restore and click on the **Save** button or press **F10**.

4 A message will appear, asking you to confirm that this is the correct backup you want to restore and that you want to proceed with the restore. If this is the correct backup, click on the **Yes** button, otherwise, click on **No** and repeat steps 1 through 4.

5 You may be prompted to enter a **User Code** and **Password**. Enter these in the appropriate fields and click on the **Save** button or press **F10**.

6 A message will appear, confirming that the data has successfully been restored. Click on **Ok**.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✔
Making a manual backup	
Restore from a previous backup	

Appendices

13

This unit contains a
number of appendices for
further study:

▶   Appendix 1: Migrating employee data from
   MYOB Premier/MYOB PowerPay

Appendix 1: Migrating employee data

If your previous payroll system was MYOB Premier 10 (or later) or MYOB PowerPay 8.5 (or later), you can migrate your employees' basic information to EXO Payroll using the **Migration Wizard** available in EXO Payroll.

In order to be migrated using the Migration Wizard, data must be exported from the source payroll system in comma-separated format.
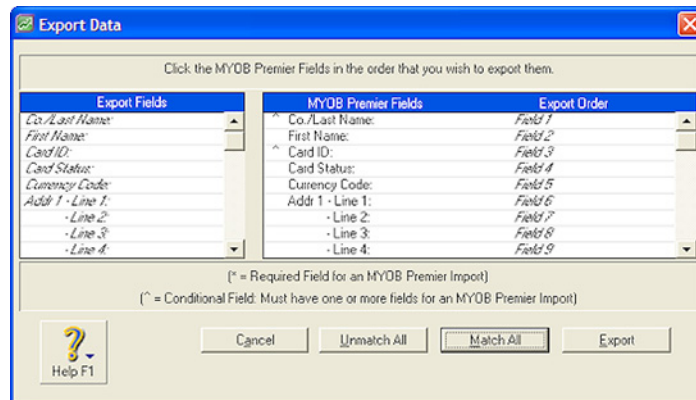
To export data from MYOB Premier

1 Select **Export Data** > **Cards** > **Employees** from the **File** menu. This opens the Export File window.
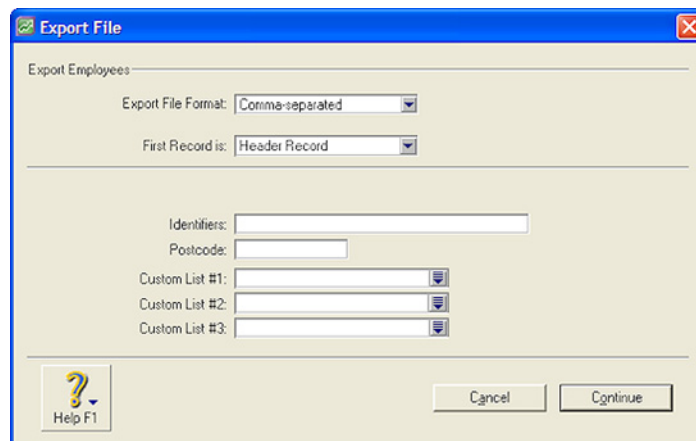
2 Select *Comma-separated* for the **Export File Format**.

3 Select *Header Record* for the **First Record**.

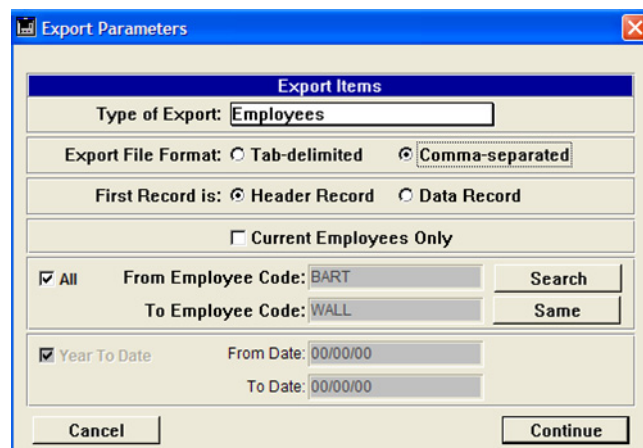4 Use the fields on the bottom half of the window to specify which employees you want to export.

5 Click Continue.

6 On the Export Data window, click **Match All**.

7 Click **Export**.

8 Enter a *name* for the export file.
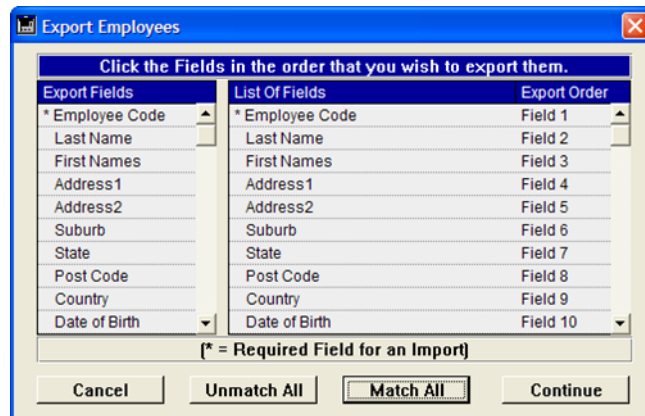
9 Click **Save**.

To export data from MYOB PowerPay:

1 Select **Export Data...** from the **File** menu. This opens the Export Parameters window.

2 Select *Employees* for the **Type of Export**.

3 Select *Tab Delimited* for the **Export File Format**.

4 Select **Header Record** for the **First Record**.

5 Use the fields on the bottom half of the window to specify which employees you want to export.

6 Click **Continue**.

7 On the Export Employees window, click *Match All*.

8 Click **Continue**.

9 Enter a *name* for the export file.

10 Click **Save**.

11 Open the file in Microsoft Excel.

12 Save the file in *Comma Separated Values (CSV)* format.

To migrate the exported information to EXO Payroll

1 From the **Help** menu, select **Migration Tool**. The following window is displayed:

2 Click **Next** on the Welcome screen.

3 Click **Browse** to specify the location of the CSV file exported from PowerPay/Premier.

4 Click **Next**.

5 If you are migrating data from MYOB PowerPay, you must map the PowerPay Pay Frequencies in the export file to PayrollEnterprise Pay Frequencies. For each frequency Code listed, select a Pay Frequency (Weekly, Fortnightly, Bi-monthly, 4 weekly or Monthly).

6 Click **Next** once all Pay Frequencies have been mapped.

7 At this point you must back up your company file before proceeding.

8 Once the backup is completed, the Migration Tool will check that it can read the CSV file successfully.

9 Once the file has passed all the checks, click **Next** to continue.

10 Select the option *I accept full responsibility...*.

11 Click **Migrate** to begin the migration operation.

12 The progress of the migration is displayed.

13 Once the migration is complete, the results of the migration are displayed. Click **Print** to print a copy of the migration log.

N O T E

If any fatal errors were encountered, exit the Migration Tool and correct the problems that caused them.

14 Click **Next** to continue.

15 Click **Finish**.

Your employees' basic information will now migrated to EXO Payroll. You can now complete the setup of additional information, e.g. Standard Pay information.