MYOB EXO Employer Services

Time & Attendance – Processing

Momentum Software Solutions

support@momentumss.com.au

Momentum provide Support for all MYOB EXO Business and Employer Services modules

Suite 22, Ocean Central, 2 Ocean Street, Maroochydore, 4558

+617 5479 1877 +617 5345 5267

Momentum Software Solutions Customer Support

As a valued customer of Momentum, we provide support for all MYOB EXO Business and Employer Services modules.

You can lodge a Support Request.

Via email:-

support@momentumss.com.au

Via our website:-

http://www.momentumsoftwaresolutions.com.au/support

Or contact our Help Desk:-

07 5479 1877

There is easy access to information on hardware, network and operating system requirements for efficient operation of MYOB EXO Business software. You can download minimum hardware and network requirements from our website at:-

http://www.momentumsoftwaresolutions.com.au/products

MYTAP

Processing time and attendance information using EXO Time and Attendance

This training manual has been developed by the MYOB Enterprise Divition 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 manage time and attendance using your EXO Time and Attendance system.

This manual has been designed for the following MYOB product:

- EXO Time and Attendance

Course duration: 1.5hrs

MYOB Australia Pty Ltd
http://myob.com/au/

© MYOB Technology Pty Ltd 2009. All rights reserved.
No part of this publication may be copied, reproduced, utilised, transmitted, or distributed in any form by any means—including photocopying, recording, mechanical, electronic or otherwise—by any other party, without the prior written authorisation of MYOB Technology Pty Ltd.

Disclaimer
Information supplied by the member companies of the MYOB group (whether in user documentation and other literature, video or audio material, training courses, websites, advice given by staff, or provided by other means) is intended only to illustrate general principles, and may not be complete, accurate or free of error. As accounting standards, taxation requirements, legislation and the circumstances of individual businesses vary widely, this information cannot be considered authoritative and may not apply to your specific situation. You should obtain competent advice from a qualified accounting, taxation, information-technology or legal professional before acting on such information. To the extent permitted by law, member companies of the MYOB group are not liable for any special, consequential, direct or indirect damages arising from loss of function, profits or data resulting from your application of such information. In the event that any of the above limitations are found to be unenforceable, the MYOB member company's liability is limited to the return of any fees or monies paid for the purchase of the product or service.

Trademarks
MYOB®, MYOB Accountants Office®, MYOB AccountEdge®, MYOB Accounting™, MYOB Accounting Plus™, MYOB BusinessBasics™, MYOB ClientConnect™, MYOB FirstEdge®, MYOB M-Powered®, MYOB M-Powered Services™, MYOB M-Powered bank statements™, MYOB M-Powered invoices™, MYOB M-Powered MoneyController™, MYOB M-Powered payments™, MYOB ODBC DeveloperPack™, MYOB ODBC Direct™, MYOB PowerPay®, MYOB Premier®, Accountants Office®, AccountEdge®, Accounting Plus™, BusinessBasics™, ClientConnect™, FirstEdge®, M-Powered®, ODBC DeveloperPack™, ODBC Direct™, PowerPay™ and Premier® are trademarks, or registered trademarks of MYOB Technology Pty Ltd and their use is prohibited without prior consent.
Bankcard® is a registered trademark of the Bankcard Association of Australia.
BPAY® is a registered trademark of BPAY Pty Ltd, ABN 69 079 137 518.
CaseWare® is a registered trademark of CaseWare International Inc.
POSTbillpay® is a registered trademark of the Australian Postal Corporation.
Adobe®, Acrobat®, Acrobat Reader®, Adobe Reader®, PDF™, and PostScript® are trademarks or registered trademarks of Adobe Systems Incorporated.
QuickTime® is a registered trademark of Apple Computer, Inc.
Brio Intelligence and Hyperion Intelligence are trademarks or registered trademarks of Hyperion Solutions Corporation.
Crystal Reports® is a registered trademark of Crystal Decisions, Inc. in the United States or other countries.
Mastercard® is a registered trademark of MasterCard International Inc.
Microsoft, Access, Excel, Internet Explorer, Office, Smart Tags, Windows and Word are registered trademarks or trademarks of Microsoft Corporation in the United States or other countries.
Quicken® and QuickBooks® are registered trademarks of Intuit Inc.
Visa® is a registered trademark of Visa International Service Association.
Other products mentioned may be service marks, trademarks or registered trademarks of their respective owners.

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

Edition: **2009**

Participants

This course is aimed at:

- Users of EXO Time and Attendance.

Prerequisites

- Basic PC experience is required.
- Understanding of payroll processes and procedures.

Instructional method

The instructional method combines examples with trainer-led exercises. 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.

© Copyright MYOB Technology Pty Ltd 2009. This document may not be copied or utilised by any other party without permission from the publisher.

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	**New**	… where features are new for EXO Time and Attendance.
	Reference	… where to go to find more information.
	Skills Checklist	… to tick off a list of skills that you have learnt during the unit.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Objectives

In this course you will learn how to use EXO Time and Attendance to manage time and attendance.

Upon completion of this course you will be able to:

- Download information from the time clocks
- Make any ammendments and adjustments
- Prepare the information for payroll
- Send the information through to payroll

© Copyright MYOB Technology Pty Ltd 2009. This document may not be copied or utilised by any other party without permission from the publisher.

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	Abount 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

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Contents

1 Scheduler 1
Overview 2
Scheduling employees 3
Head Count/Forecast 6
Forecast vs Actual 7
Revenue Analysis 8
Printing the Schedule 9
2 Time Clocks 13
Overview 14
Step 1 - Poll Timeclocks 15
3 Daily Attendance Report 19
Overview 20
4 Maintain Times 23
Overview 24
Validating a day 25
Change the Daily Rule for the day 27
Adjusting Times 28
Adding missing times 29
Calculate a full day of leave 30
Calculate a part day of leave 32
5 Pay Period Times 35
Overview 36
Pay Period Times 37
6 Open Current Pay 41
Overview 42
Open Current Pay 43
..... 44
7 Post to Payroll 47
Overview 48
Posting to Payroll 49
8 Terminations 51
Overview 52
Processing a Termination 53

© Copyright MYOB Technology Pty Ltd 2009. This document may not be copied or utilised by any other party without permission from the publisher.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Scheduler

1

In this unit you will learn how to use Staff Scheduler

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

- Schedule employees
- View scheduled forecasts,actuals and revenue analysis.
- Print the Schedule

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Overview

Scheduler allows you to schedule or roster your employees' work pattern. By doing so, EXO Time and Attendance will know which Daily Rules to apply to your employees when you download the information from you time capture device.

You can schedule employees using one of the following:

- Viewing all your employees at the same time (Company View)
- Viewing each employee individually (Employee View)

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Scheduling employees

To access the Staff Scheduler

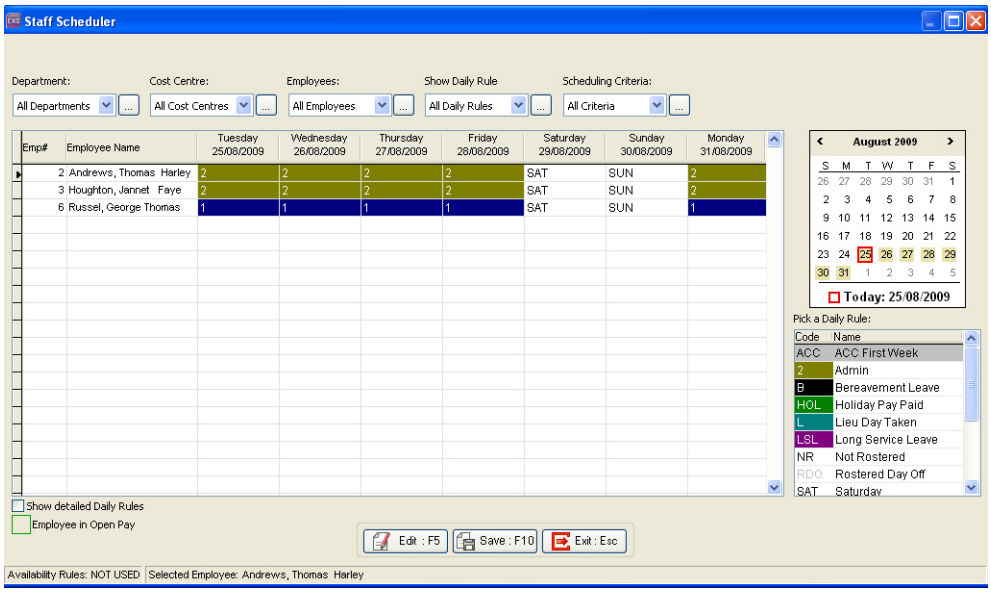
1 From the **Scheduler** menu, select **Staff Scheduler**.

There are two ways that you can schedule employees' work patterns:

- Using the Company View
- Using the Employee View

Company View

This is the default view of the Staff Scheduler. It gives you an overview of all your employees.

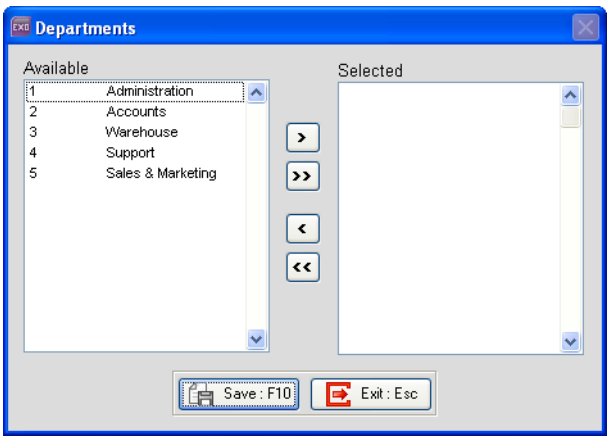


To set filters on the Departments

1 To a select a single department, select a ***Department*** from the **Department** dropdown list. Only employees in the selected department will show in the scheduler.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

2 To select multiple departments, click on the ... button.



The **Available** list is all the departments set up in the system. The **Selected** list shows all the departments currently included in the filter.

3 Select the ***Departments*** that you want to filter on, using the >, >>, < or << buttons.

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

Repeat Steps 1 though 4 to filter on **Costs Centre**, **Employees**, **Daily Rule**, or **Scheduling Criteria**.

The first day of the schedule will always be the current date. This may not be the first date of your schedule.

To select a date to start the schedule on

1 From the calendar on the right-hand side op the scheduler, click on the date that should be the first day of your schedule.

2 The scheduler will automatically move to that date, making it the first day of the scheduler.

To assign a Daily Rule

1 From the **Pick a Daily Rule** section, click on the Daily Rule that you want to schedule.

2 In the Schedule, click on the employee and the corresponding date that you want the Daily Rule to apply to.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

3 The Scheduler will automatically be updated with the new Daily Rule.

TIP

You can click on the **Show Detailed Daily Rules** option to see the name, start and finish times of the Daily Rules in the Scheduler.

Once you've completed the schedule, click on the **Save** button or press **F10**.

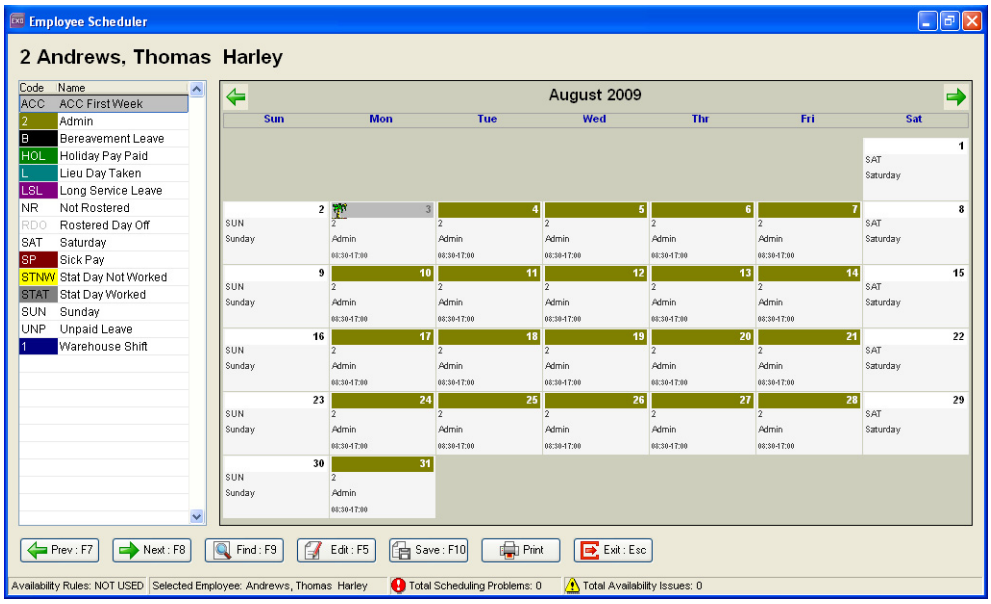
Employee View

The employee view gives you a monthly overview of the selected employee's schedule.

To access the employee view

1 From the Company View, select an employee.

2 Click on the **Edit** button or press **F5**.



3 From the list of Daily Rules, click on the Daily Rule that you want to schedule.

4 In the calendar, click on the date that you want the Daily Rule to apply to.

5 The employee's scheduler will automatically be updated with the new Daily Rule.

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

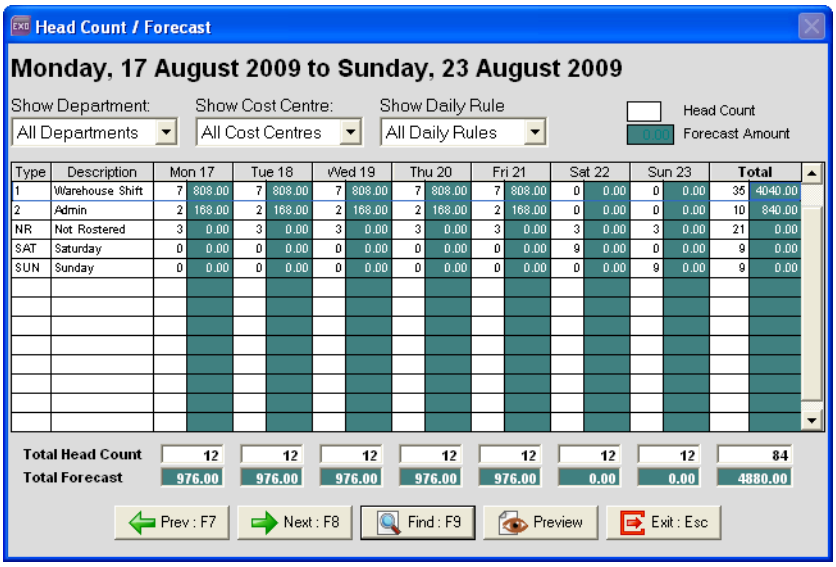
© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Head Count/Forecast

This area displays the Head Count of employees that are scheduled to work on each Daily Rule over the next 7 days. It also displays the forecasted hours those employees will work over the next 7 days and the productive cost of those hours.

To access the Head Count/Forecast

1 From the **Scheduler** menu, click on **Head Count/Forecast**



Type	Description	Mon 17		Tue 18		Wed 19		Thu 20		Fri 21		Sat 22		Sun 23		Total	
1	Warehouse Shift	7	808.00	7	808.00	7	808.00	7	808.00	7	808.00	0	0.00	0	0.00	35	4040.00
2	Admin	2	168.00	2	168.00	2	168.00	2	168.00	2	168.00	0	0.00	0	0.00	10	840.00
NR	Not Rostered	3	0.00	3	0.00	3	0.00	3	0.00	3	0.00	3	0.00	3	0.00	21	0.00
SAT	Saturday	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	9	0.00	0	0.00	9	0.00
SUN	Sunday	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	9	0.00	9	0.00
Total Head Count		12		12		12		12		12		12		12		84	
Total Forecast		976.00		976.00		976.00		976.00		976.00		0.00		0.00		4880.00	

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

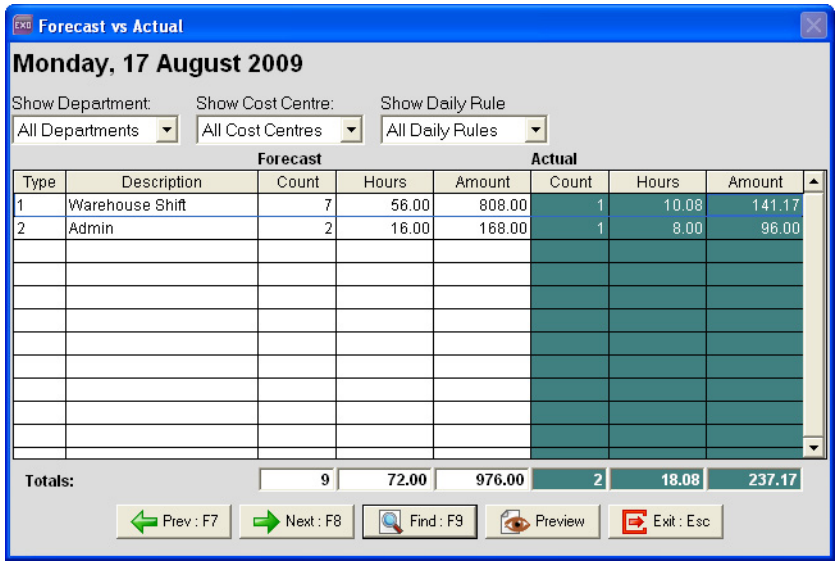
Forecast vs Actual

This area displays the forecast for the head count of employees, the hours those employees will work in the selected day and the productive cost for those hours.

It also displays the actual head count of employees, the hours those employees worked on the selected day and the productive cost of those hours.

To access the Forecast vs Actual

1 From the **Scheduler** menu, click on **Forecast vs Actual**



© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Revenue Analysis

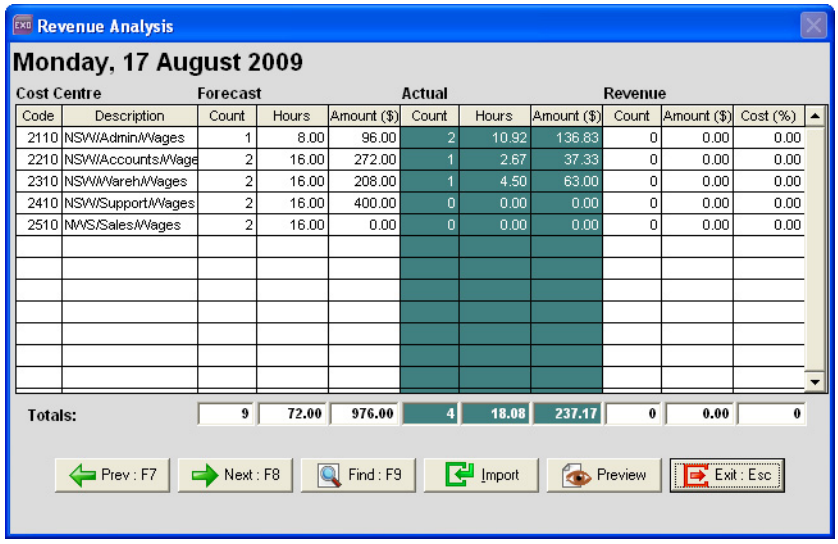
The Revenue Analysis is a way to compare the forecasted schedule against what your employees actually worked and compare it against your revenue for the respective Daily Rules.

NOTE

Revenue can be imported as a Comma Separated Value (CSV) file, containing the Head Count and Revenue generated by those of employees. The CSV file must be in the following format: CostCentre,Date,HeadCount,Revenue.

To access the Revenue Analysis

1 From the **Scheduler** menu, click on **Revenue Analysis**.



Cost Centre		Forecast			Actual			Revenue		
Code	Description	Count	Hours	Amount ($)	Count	Hours	Amount ($)	Count	Amount ($)	Cost (%)
2110	NSW/Admin/Wages	1	8.00	96.00	2	10.92	136.83	0	0.00	0.00
2210	NSW/Accounts/Wage	2	16.00	272.00	1	2.67	37.33	0	0.00	0.00
2310	NSW/Wareh/Wages	2	16.00	208.00	1	4.50	63.00	0	0.00	0.00
2410	NSW/Support/Wages	2	16.00	400.00	0	0.00	0.00	0	0.00	0.00
2510	NWS/Sales/Wages	2	16.00	0.00	0	0.00	0.00	0	0.00	0.00
Totals:		9	72.00	976.00	4	18.08	237.17	0	0.00	0

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

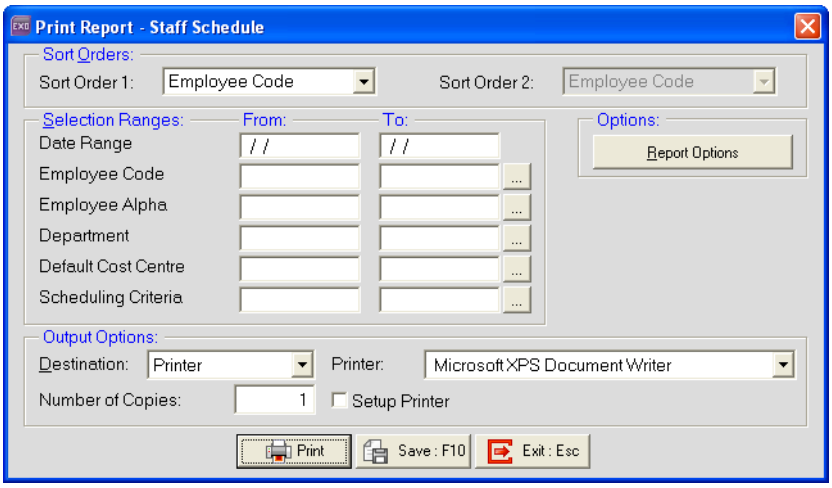
Printing the Schedule

Once you have finished setting up the schedule, you can print it and distribute it to your employees.

To print the Schedule

1 From the **Report** menu, click on **Print Reports**.

2 From the **Employees** tab, select the **Staff Schedule** report and click on the **Select** button.



3 From the **Sort Order 1** and **Sort Order 2** dropdown lists, select how you want the Schedule sorted.

4 In the **Selection Ranges** area, enter the **Date Range** that you want to print the Schedule for.

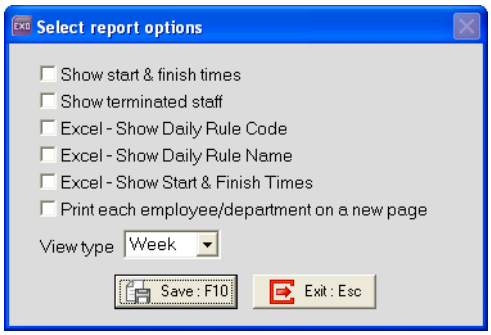
5 In the **Selection Ranges** area, select any specific ***Employees***, ***Departments***, ***Default Cost Centres*** or ***Scheduling Criteria*** that you want to include in the report.

NOTE

By default, all your employees, departments, default cost centres and scheduling criteria will be included in the report.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

6 In the **Report Options**, you can select additional options for the Schedule.



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

8 From the **Output Destinations**, select one of the following options:

Destination	Description
Printer	Select this option to print the report. From the **Printer** dropdown list, select the printer you want the report printed to.
Screen	Select this opion to view the report on screen.
File	Select this option to print the report in PDF format. In the **File Name** field, enter the name of the file the system should create.
CSV Output	Select this option to export the data from the report in CSV format.
Excel File	Select this option to export the report to Excel.

9 Click on the **Print**, **Preview**, or **Create File** button.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Schedule employees	
View scheduled forecast, actual head count and revenue analysis	
Print the Schedule	

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Time Clocks

2

In this unit, you will learn how to download the information from your time capture devices.

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

- Download the time capture devices
- Set Daylight Savings
- Set times for a siren to sound

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

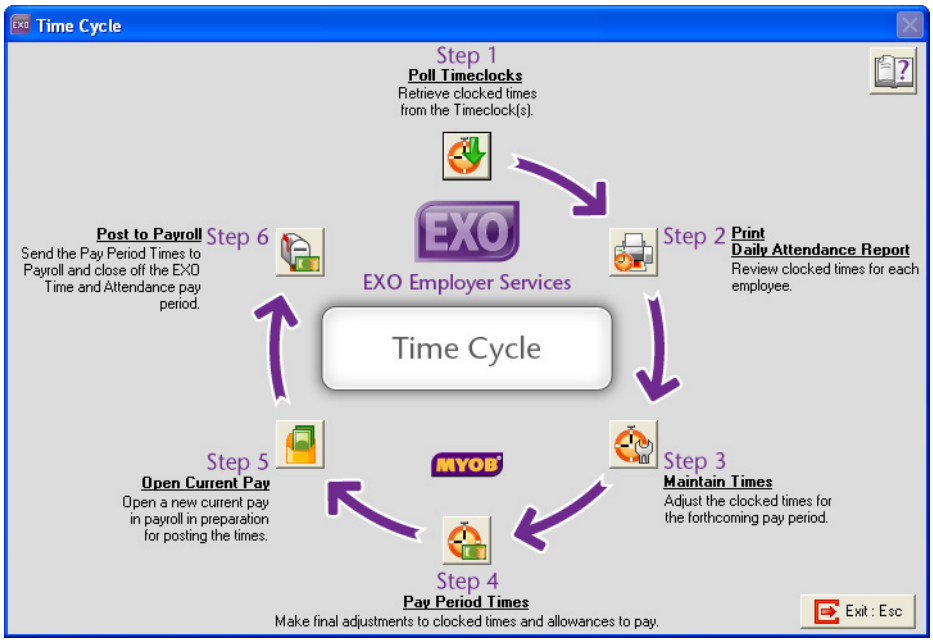
Overview

There are three ways in in which the time and attendance information can be processed:

1. Accessing the relevant areas from the menu
2. Accessing the relevant areas from the toolbar
3. Using the Time Cycle

Using the Time Cycle provides an easy-to-follow process to download the employees' times from a time capture device, make any necessary changes, prepare the information for the payroll and finally sending it to the payroll.

The Time Cycle is available from the **Help** menu by clicking on the **Time Cycle**, or by clicking on the button on the toolbar.



© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Step 1 - Poll Timeclocks

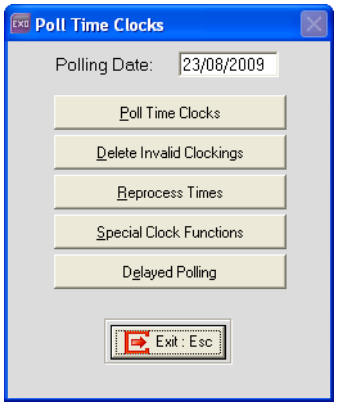
Employees can use a variety of methods to capture their time and attendance information:

- Electronic Time Clocks
- Electronic Timesheets
- PC-based Time Clocks

This information must be downloaded into the system before any adjustments can be made.

To poll the timeclocks

1 From the **Time Cycle**, click on the button - **Step 1 - Poll TimeClocks.**



2 Click on the **Poll Time Clocks** button.

3 Once the system has downloaded the information, a screen appears, showing the time capture devices from which information was downloaded. Click on the **Exit** button or press **Esc**.

To set up Daylight Saving

1 From the **Time Cycle**, click on the button - **Step 1 - Poll Timeclocks**.

2 Click on the **Special Clock Functions**.

3 Click on the **Set Daylight Savings** button.

4 Choose the electronic timeclock that you want to set up with Daylight Savings and click on the **Select** button.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

5 Enter the ***dates*** when Daylight Savings starts and finishes.

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

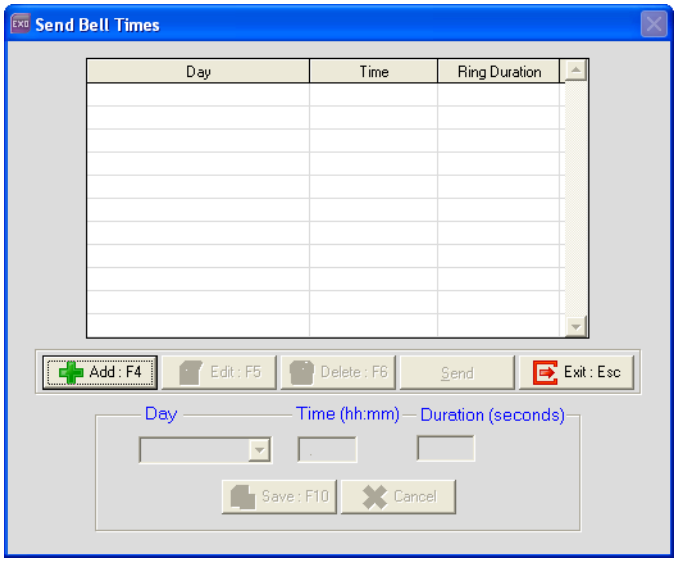
To set up times for a siren to be activated

1 From the **Time Cycle**, click on the button - **Step 1 - Poll Timeclocks**.

2 Click on the **Special Clock Functions** button.

3 Click on the **Send Bell Times** button.

4 Choose the electronic timeclock the siren is connected to and click on the **Select** button.



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

6 From the **Day** dropdown list, select ***Tuesday***.

7 In the **Time** field, enter ***6:55***.

8 In the **Duration** field, enter ***2***.

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

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

11 From the **Day** dropdown list, select ***Tuesday***.

12 In the **Time** field, enter ***7:00***.

13 In the **Duration** field, enter ***5***.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

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

TIP

Set the duration to 2 seconds for warning sirens and 5 seconds for official sirens. Your employees will become very annoyed if you set the duration longer than 5 seconds.

15 Click on the **Send** button to send the times to the electronic timeclock connected to the siren.

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

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Poll the time clocks	
Set up Daylight Saving	
Set times for a siren to sound	

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Daily Attendance Report

3

In this unit you will learn how to print a report to check the employees' times.

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

- Print the Daily Attendance Report

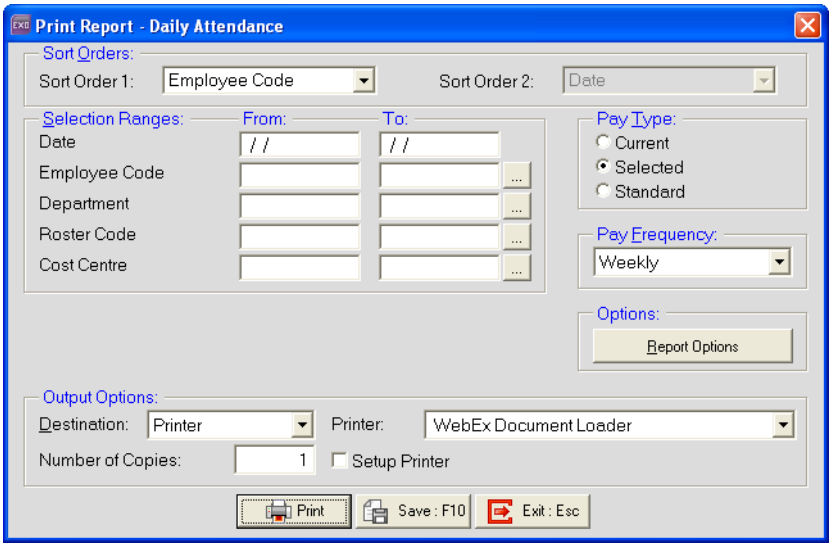
© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Overview

After you have downloaded the information, you need to check the times employees have work.

To print the Daily Attendance Report

1 From the **Time Cycle**, click on the button - **Step 2 - Print Daily Attendance Report**.



2 In the **Sort Order 1** dropdown list, select ***Employee Code***.

3 In the **Pay Type** section, click on ***Selected***.

4 In the **Pay Frequency** dropdown list, select ***Weekly***.

5 In the **Date Selection Range**, enter the date for the reporting period.

6 In the **Employee Code Selection Range**, enter the employee(s) you want to report on.

7 From the **Destination** dropdown list, select ***Screen***.

8 Click on the **Preview** button.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Print the Daily Attendance Report	

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Maintain Times

4

In this unit you will learn how to make changes to employees' times.

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

- Change an employee's times
- Change the Daily Rule for a day
- Process a full day's leave
- Process a part day's leave

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Overview

After printing and checking the Daily Attendance Report, you may find that you need to make some adjustments to employees' times.

In this unit, we will look at the following types of adjustments:

1. Validate a day the employee forgot to clock
2. Change the Daily Rule that applies to the day
3. Adjust the times for unauthorised overtime
4. Add times for an employee that missed a clocking
5. Calculate a full day as leave
6. Calculate part of a day as leave.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Validating a day

In the following example, Thomas Andrews neglected to clock in on Monday. As a result, there are no hours calculated and he won't get paid.

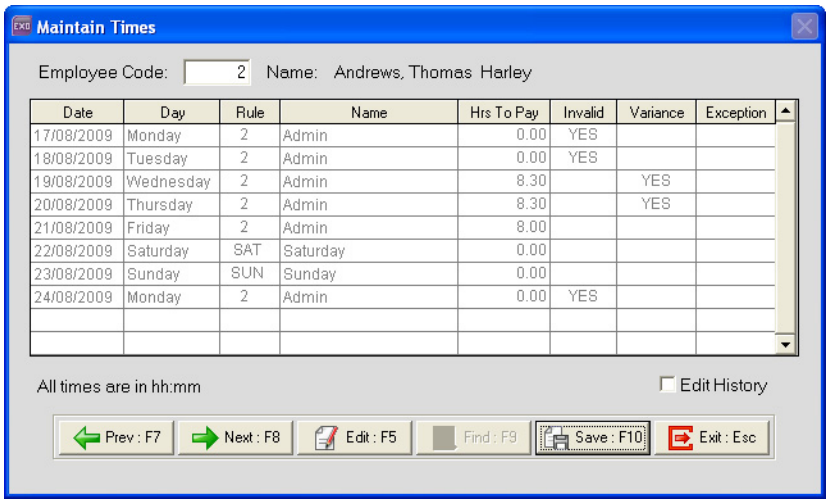
To validate a day marked as invalid

1 From the **Time Cycle** click on the button - **Step 3 - Maintain Times**

2 In the **Employee Code** field, enter ***2*** and press TAB.

NOTE

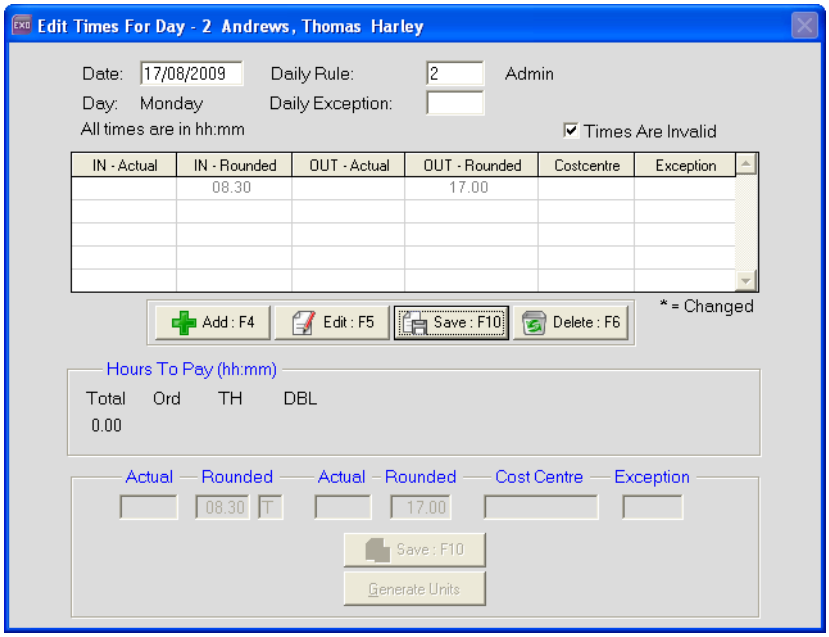
You can also click on **Find** or press **F9** to get a list of your employees.



Date	Day	Rule	Name	Hrs To Pay	Invalid	Variance	Exception
17/08/2009	Monday	2	Admin	0.00	YES		
18/08/2009	Tuesday	2	Admin	0.00	YES		
19/08/2009	Wednesday	2	Admin	8.30		YES	
20/08/2009	Thursday	2	Admin	8.30		YES	
21/08/2009	Friday	2	Admin	8.00			
22/08/2009	Saturday	SAT	Saturday	0.00			
23/08/2009	Sunday	SUN	Sunday	0.00			
24/08/2009	Monday	2	Admin	0.00	YES		

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

3 Select ***Monday*** and click on **Edit** or press **F5**.



4 Unselect the option **Times Are Invalid**. The system will now calculate the hours for this day based on the Start and Finish times for the Daily Rule.

5 Click on the **Save** button or press **F10** to save the changes to this day.

NOTE

Once you have made all the necessary changes for an employee, remember to click on **Save** or press **F10** to save your changes.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Change the Daily Rule for the day

In the following example, Thomas Andrews didn't work his normal shift on Wednesday. We need to change the Daily Rule to the shift he actually worked.

To change the Daily Rule applied to the day

1. From the **Time Cycle** click on the button - **Step 2 - Maintain Times**
2. In the **Employee Code** field, enter ***2*** and press TAB.
3. Select ***Wednesday*** and click on **Edit** or press **F5**.
4. Delete the current **Daily Rule**, enter ***2*** and press TAB.

TIP

You can also delete the Daily Rule and press TAB. This will give you a list of all your Daily Rules. Double-click on Enter on the new Daily Rule you want to apply to the day.

5. Click on the **Save** button or press **F10** to save the changes to this day.

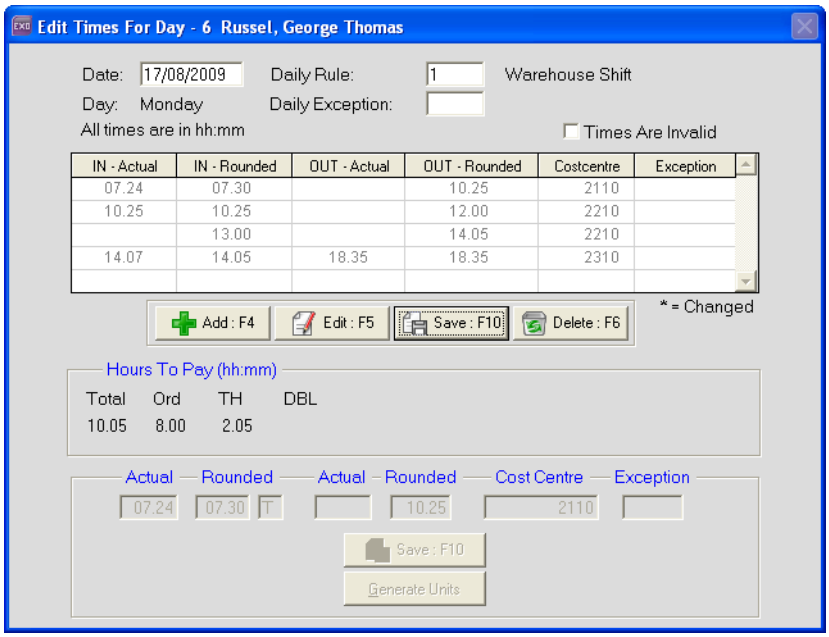
© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Adjusting Times

In the following example, George Thomas Russel clocked out five minutes late on Monday. We are not going to pay him for the extra five minutes.

To adjust the times

1. From the **Time Cycle** click on the button - **Step 3 - Maintain Times**
2. In the **Employee Code** field, enter ***6*** and press TAB.
3. Select ***Monday*** and click on **Edit** or press **F5**.
4. Select the last line with times and click on **Edit** or press **F5**.



5. Change the **OUT - Rounded** time from *18.35* to ***18.30***.
6. Click on **Save** or press **F10** to save the change to this line.
7. Click on the **Save** button or press **F10** to save the changes to this day.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Adding missing times

In the following example, Jannet Houghton forgot to clock in on Monday when she arrived late. As a result, the system cannot calculate her hours for the day.

To add missing times

1. From the **Time Cycle** click on the button - **Step 3 - Maintain Times**
2. In the **Employee Code** field, enter ***3*** and press TAB.
3. Select ***Monday*** and click on **Edit** or press **F5**.
4. Unselect the option **Times Are Invalid**.
5. Highlight the first line where times are shown. Click on **Edit** or press **F5**.
6. In the **IN - Rounded** field, enter ***8.55***.
7. Click on **Save** or press **F10** to save changes to this line.
8. Click on the **Save** button or press **F10** to save the changes to this day.

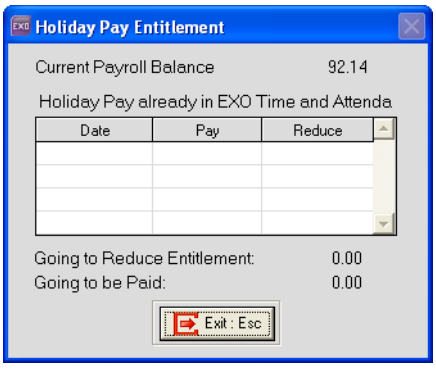
© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Calculate a full day of leave

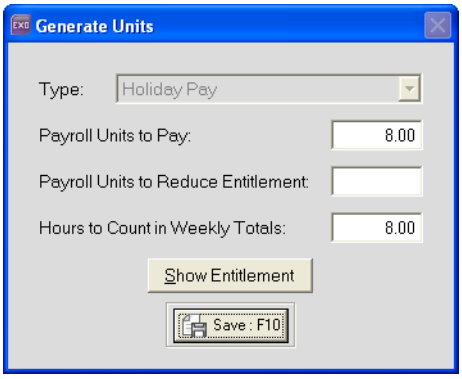
In the following example, Thomas Andrews took Tuesday as Annual Leave.

To calculate a full day of leave

1. From the **Time Cycle** click on the button - **Step 3 - Maintain Times**
2. In the **Employee Code** field, enter ***2*** and press TAB.
3. Select ***Tuesday*** and click on **Edit** or press **F5**.
4. Delete the current **Daily Rule**, enter ***HOL*** and press TAB. The following screen will appear, allowing you to check the employee's entitlement and ensure they have enough leave.



5. Click on the **Exit** button or press **Esc**.
6. Unselect the option **Times Are Invalid**.
7. Click on the **Generate Units** button to check the information that will be sent to the payroll.



© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

IMPORTANT

Payroll *always* works in units where as Time and Attendance work in hours and minutes. When entering ***Units***, they must be entered in decimal time.

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

9 Click on the **Save** button or press **F10** to save the changes to this day.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Calculate a part day of leave

In the following example, George Russel took ***4 hours 30 minutes*** of Sick Leave on Thursday.

To calculate part of a day as leave

1 From the **Time Cycle** click on the button - **Step 3 - Maintain Times**

2 In the **Employee Code** field, enter ***6*** and press TAB.

3 Select ***Thursday*** and click on **Edit** or press **F5**.

NOTE

You only need to change the Daily Rule if the rule applies to a complete day.

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

5 In the **IN - Rounded** field, enter ***11.20***.

6 In the **OUT - Rounded** field, enter ***16.30***.

7 In the **Exception** field, enter ***SPP*** and press TAB.

8 Click on the **Generate Units** button.

9 In the **Payroll Units to Pay** field, enter ***4.50***.

10 In the **Payroll Units to Reduce** field, enter ***4.50***.

11 In the **Hours to Count in Weekly Totals** field, enter ***4.30***.

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

13 Click on the **Save** button or press **F10** again. The system will now calculate the full day for the employee - part as hours worked and part as Sick Leave.

14 Click on the **Save** button or press **F10** to save the changes to this day.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Make a day valid	
Change the Daily Rule for a day	
Adjust times	
Add missing times	
Calculate a full day of leave	
Calculate part of a day as leave	

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Pay Period Times

5

In this unit you will learn how to prepare the information to send it ot the payroll.

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

- Create a pay in EXO Time and Attendance
- Manually add Allowances to the pay

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Overview

Once you have completed any final maintence for the period, you are ready to prepare the information to be sent through to the payroll system.

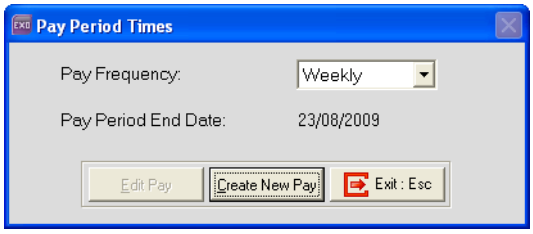
For the system to send through only the relevant days, you create a pay in EXO Time and Attendance.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Pay Period Times

To creat Pay Period Times

1 From the **Time Cycle**, click on the button - **Step 4 - Pay Period Times**.



2 Click on the **Create New Pay** button. You will be prompted to confirm that you want to create this new pay. Click on **Yes**. The system will create a pay, containing only the relevant information that will be sent through to the payroll system.

IMPORTANT

Once the Pay Period Times are created, the information cannot be changed in **Maintain Times**. If you need to make further changes, you have to make them in **Pay Period Times**.

TIP

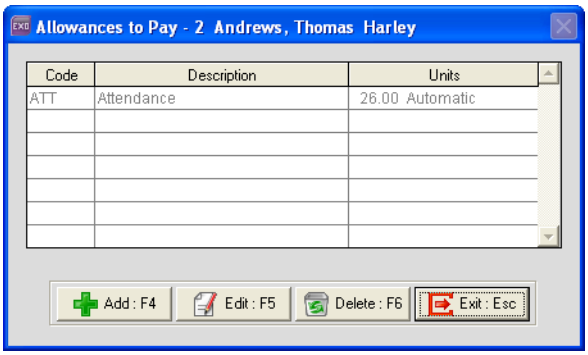
If you have done all your maintenance during the period, all your changes will be carried over into Pay Period Times.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

In the following example, Thomas Andrews worked overtime and is eligible for a Meal Allowance.

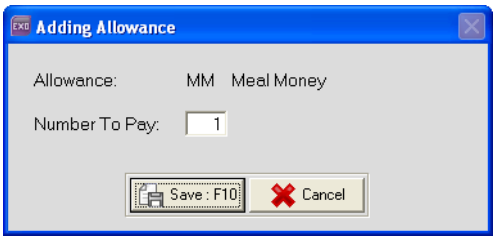
To manually add Allowances

1 Click on the **Allowances** button.



2 Click on the **Add** button.

3 From the list of Allowances, double-click on **Meal Money**.



4 In the **Number To Pay** field, enter ***1***.

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

6 Click on **Exit** or press **Esc**.

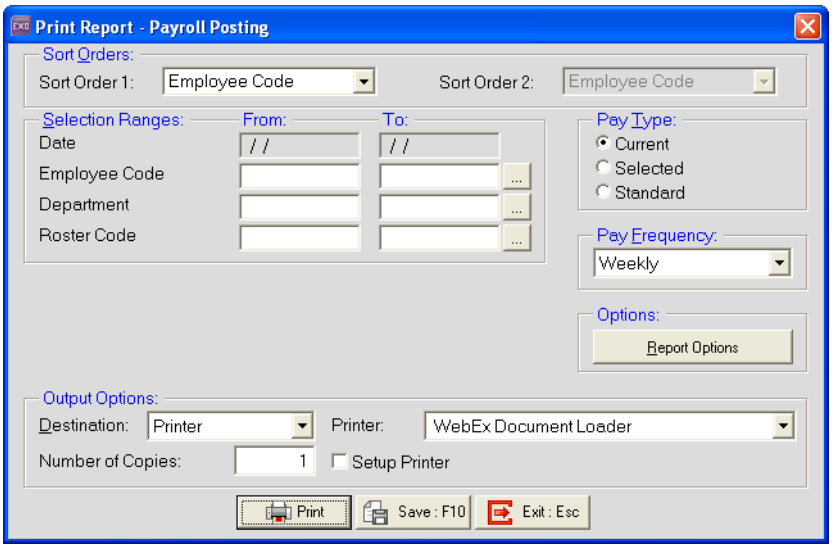
7 Click on **Save** or press **F10**.

To print the Payroll Posting Report

1 Click on the **Exit** button or press **Esc** to exit Pay Period Times.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

2 A message will appear, prompting you to print the Payroll Posting Report. This report shows the information that will be sent to the payroll system. Click on **Yes**.



3 From the **Sort Order 1** dropdown list, select ***Employee Alpha***.

4 From the **Pay Type** section, select ***Current*** .

5 From the **Pay Frequency** dropdown list, select ***Weekly***.

6 Click on the **Report Options** button and select the option ***Decimal Hours***. Click on **Save** or press **F10**.

7 From the **Destination** dropdown list, select ***Screen***.

8 Click on the **Preview** button.

NOTE

You would normally print this report to check the information that will be sent to the payroll.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Create Pay Period Times	
Manually add an Allowance	
Print the Payroll Posting Report	

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Open Current Pay

6

In this unit you will learn how to open the pay in MYOB PayrollEnterprise, to send the time and attendance information to the the pay.

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

- Open the Current Pay in MYOB PayrollEnterprise

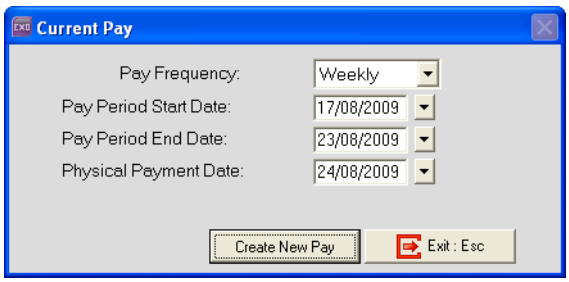
© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Overview

Once you have complete all your changes and printed all your reports, you are ready to send the time and attendance information to the payroll.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Open Current Pay



1 From the **Pay Frequency** dropdown, click on ***Weekly.***

2 Check the **Pay Period Start Date**. This is the date from when your employees are being paid.

3 Check the **Pay Period End Date.** This is the date up to which the employees are being paid.

4 Check the **Physical Pay Date**. This is the date you are paying your employees.

5 Click on the **Create New Pay** button.

NOTE

If the **Create New Pay** button is greyed out, this could mean that the pay has either already been created, or that the previous pay has not been updated. If the latter is the case, the pay must be updated before the next pay for the same frequency can be created.

6 A message will appear, confirming that you want to create a new pay. Click on **Yes**.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Open the Current Pay in MYOB PayrollEnterprise	

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Post to Payroll

7

In this unit you will learn how to sent the information to your payroll system.

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

- Send the information to payroll.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Overview

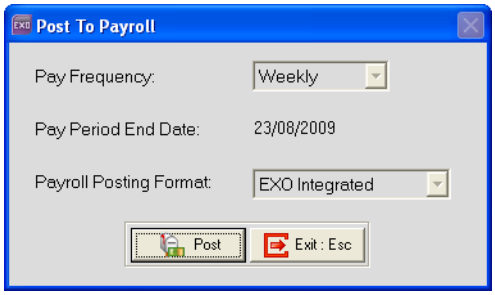
Once you have opened the pay in MYOB PayrollEnterprise, the information can be sent to the payroll.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Posting to Payroll

To send the information to payroll

1 From the **Time Cycle**, click on the button - **Step 6 - Post to Payroll**.



2 Click on the **Post** button.

3 A message will appear, asking you to confirm that you want to post the information to the payroll. Click on **Yes**.

4 You will be prompted to complete a compulsory backup. Click on **Backup**.

5 Once the backup is completed, a message will appear asking you to confirm that you want to post the information to the pay. Click on **Yes**.

6 Once the posting is completed, a message is displayed, confirming that the posting has been completed successfully. Click on **Ok**.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Post the information to the payroll	

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Terminations

8

In this unit you will learn how to process a termination for an employee using EXO Time and Attendance.

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

- Process a termination with EXO Time and Attendance

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Overview

Because employees may not necessarily terminate at the end of the pay period, it may happen that you pay them in the normal pay and have to process their termination pay a few days later.

With EXO Time and Attendance, you have to process the employee's last days' worth of time and attendance information as part of the termination process.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Processing a Termination

In the following example, Jannet Houghton is terminating and we need to process her last days' worth of time and attendance information.

The first step is to download the latest times from your time recording device.

Polling the timeclocks

1 From the **Transactions** menu, click on **Poll Timeclocks**.

2 Click on the **Poll Timeclocks** button.

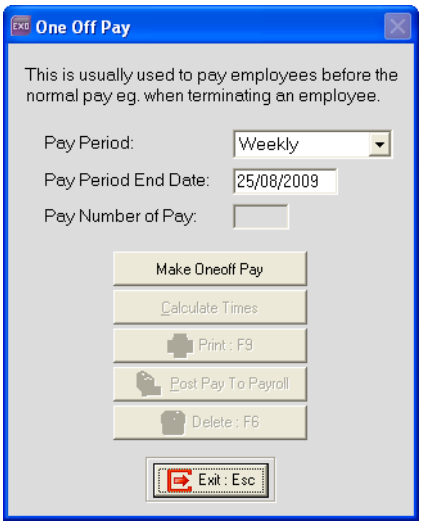
3 Click on **Exit**.

The second step is creating a One-Off Pay in MYOB PayrollEnterprise. Please refer to your MYOB PayrollEnterprise user guide for instructions on how to do this.

The third step is to create a One-Off Pay in EXO Time and Attendance to process the information.

To create a One-Off Pay

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



2 From the **Pay Period** dropdown list, click on ***Weekly***.

3 In the **Pay Period End Date** field, you would enter the ***Date*** of the last day for which you want to process times for the terminating employee.

4 Click on **Make Oneoff Pay**.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

5 Click on **Calculate Times**.

6 In the **Employee Code** field, enter ***3*** and press TAB.

7 Click on the first day listed and click on the **Edit** button or press **F5**.

8 Ensure that the option **Times Are Invalid** is not selected.

9 Click on the **Save** button or press **F10** to save the changes to this day.

10 Repeat Step 7 through to Step 9 for each day listed.

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

12 Click on the **Print** button or press **F9**.

13 Select the **Transactions** tab. Highlight the **Payroll Posting** report and click on the **Select** button.

14 From the **Sort Order 1** dropdown list, select ***Employee Alpha***.

15 From the **Pay Type** section, select ***Current*** .

16 From the **Pay Frequency** dropdown list, select ***Weekly***.

17 Click on the **Report Options** button and select the option ***Decimal Hours***. Click on **Save** or press **F10**.

18 From the **Destination** dropdown list, select ***Screen***.

19 Click on the **Preview** button.

NOTE

You would normally print this report to check the information that will be sent to the payroll.

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

21 Click on the **Post Pay To Payroll** button.

22 Click **Yes** on the message confirming that the pay is correct and all the reports are printed.

23 Click on **Backup** to complete the compulsory backup.

24 Click on **Yes** to post the pay to payroll.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

25 A message will display, confirming that the posting has been successful. Click on **Ok**.

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Polling the time clocks	
Create One-Off Pay Times	
Post the pay to payroll	

© MYOB Technology Pty Ltd 2009. This document may not be copied or utilised in any way without permission from the publisher.