

Take your business to the *next level*

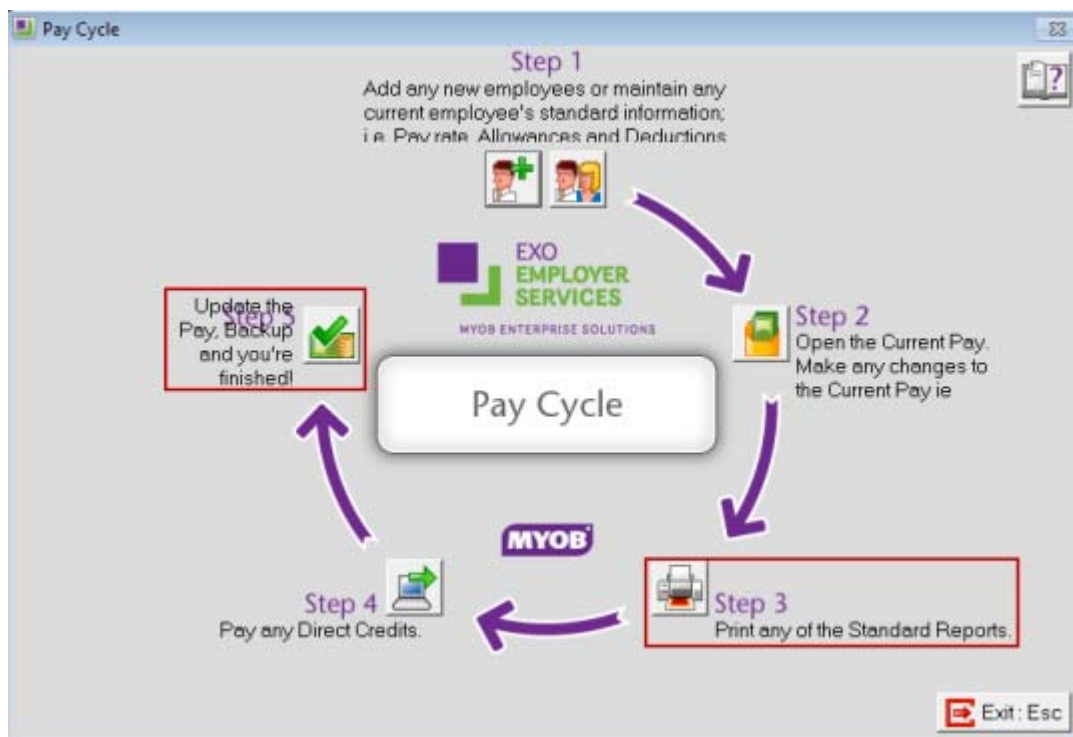
Why aren't Leave Accruals on MyStaffInfo and Payslips the same?

Overview

When comparing leave balances on MyStaffInfo and Payslip, the accruals may not be the same. This can occur if a client uses EXO Employer Services Payroll and MyStaffInfo. It is not a software defect but a process timing issue.

Step 1

Complete the Pay Cycle as normal including uploading Payslips to MyStaffInfo at Step 3 of the Pay Cycle.

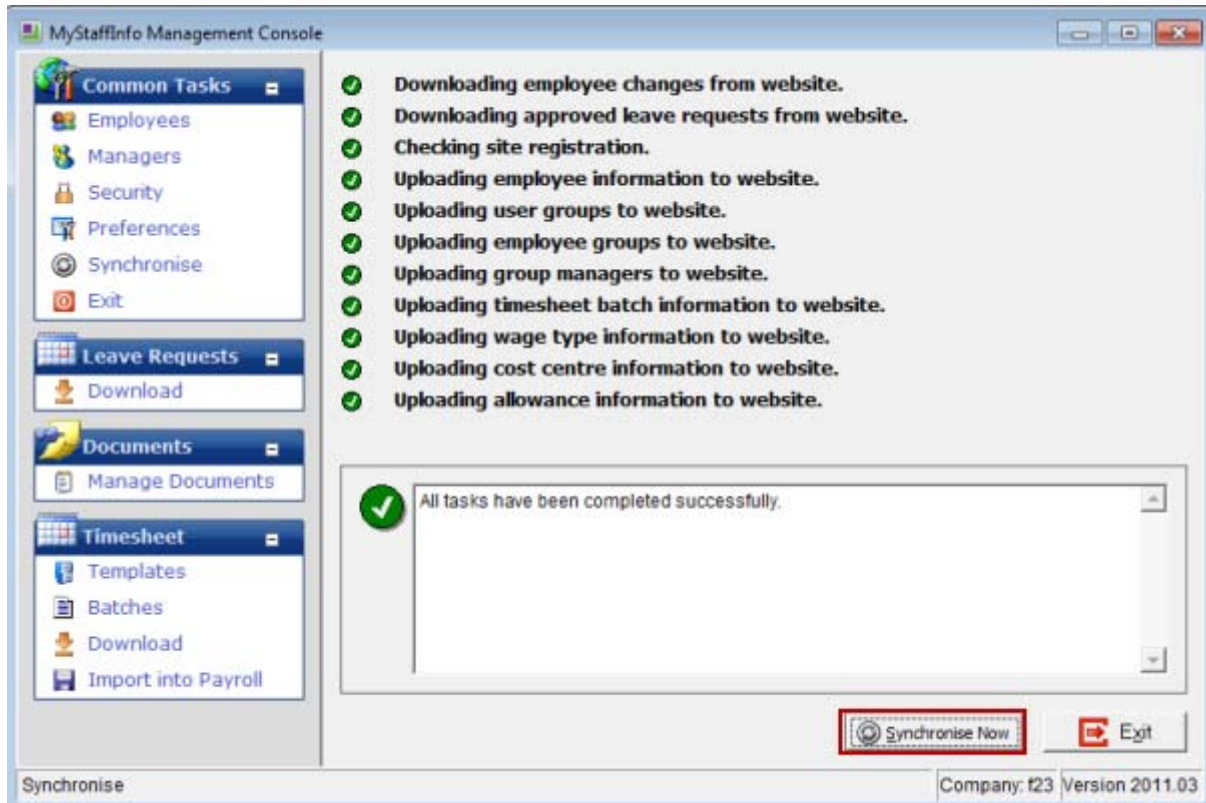


The information contained in this document is intended to be a guide for using your software. It is not accounting, bookkeeping or payroll advice. You should seek advice or clarification from your professional advisor in respect of these matters.

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Step 2

After completing Step 5 of the Pay cycle, be sure to Synchronise MyStaffInfo from the MyStaffInfo Management Console.



Step 3

Check leave balances on MyStaffInfo and Payslips. If there are differences at this point please contact Momentum Support.