

# MYOB Advanced People



## A cloud payroll solution for bigger business

MYOB Advanced is a cloud business management platform that's transforming the way bigger Australian and New Zealand businesses work. MYOB Advanced is an integrated cloud ERP solution that features an easy-to-use payroll module. This payroll module, MYOB Advanced People, can also operate as a standalone payroll solution.

MYOB Advanced People is a scalable and secure cloud payroll management solution for businesses, which ensures you stay up to date with new tax changes, gives your team the tools to easily track and manage staff information and provides your employees with an online self-service system.

### MYOB Advanced People benefits:

- + Modern fully featured cloud payroll solution, secure and can be accessed from anywhere via a browser
- + Empower employees to access and update their details, request leave, review payslips via browser OR mobile application (iOS and Android)
- + MYOB updates your system to the latest tax rates and thresholds, so you don't have to.
- + Pay and entitlement history recorded and easily accessible.
- + Termination workflow that simplifies final payment for resignations and redundancy payments
- + Enhanced reporting, GL journals, transaction history, audit tracking and more.
- + Powerful configuration options catering to many employee payment scenarios.
- + Fully integrated with MYOB Advanced Business (Cloud ERP) or can operate as a standalone payroll solution.

### Powerful payroll management

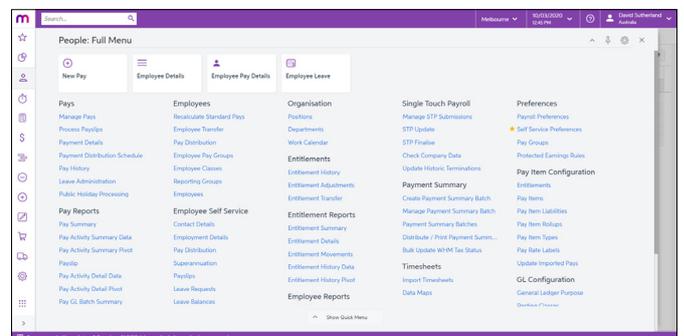
MYOB Advanced People lets you configure employees with a wide variety of pay items, including multiple income types and hourly rates. MYOB Advanced People processes a wide variety of employee pay frequencies including weekly, fortnightly and monthly pays. It also allows for the simultaneous processing of multiple pay groups at once.

Employers can track and calculate regulated leave entitlements across Australia and New Zealand including Annual, Sick & Alternative, Shift Leave, Parental Leave, Personal Leave and Long Service, as well as the ability to create and track custom leave entitlements.

Payroll administrators can leverage automated workflows, generating GL journals and payment batch files. This saves your payroll team valuable time when workflows are automated.

Pay workflow runs through, time entry, variable entry, to GL posting, payment creation, tax agency submission and payslip distribution.

Distribution of employee payslips has never been easier. With MYOB Advanced People, you can print, email or host employee payslips via employee self-service.



## Payroll Compliance made easy

MYOB Advanced People manages tax rate updates with minimum fuss, so you no longer need to as MYOB Advanced People ensures you are always using the latest tax rates. MYOB Advanced People provides information to users in interactive forms reducing the need to print information out to paper.

### Australia

- + Single Touch Payroll (STP) pay submission including update & employee finalisation processes;
- + Automatic tax updates that adhere to ATO specifications
- + Manage regulatory superannuation guarantee payments including the ability to set minimum or maximum thresholds;
- + Configure and calculate salary sacrifice contributions
- + Online SuperStream reporting solution (only available for single entity companies) or upload compliant SuperStream files which generates an upload file for each entity and can then be uploaded to the employer's superannuation clearing house
- + Termination feature that aids in determining final pay calculations including notice period payments or deductions as based on the Fair Work National Employment Standards (NES)
- + The ability for employers to track liable WorkCover liabilities as well as Payroll Tax liabilities, and then use this report to enter details into the State Revenue Office (SRO) portal/website
- + Banking file formats for all the main banks as well as the ability to create customisable bank files

### New Zealand

- + IR Payday filing upload
- + Employer Monthly Schedule (EMS IR 348 File) & Employer Deductions (IR345).
- + KiwiSaver and non-KiwiSaver superannuation payments
- + Automatic tax updates that adhere to IR specifications
- + Manage student loan payments including SL CIR and SLBOR payments
- + Employee tax calculations incorporating ACC levy as well the ability for employers to track liable earnings to aide in calculating workplace yearly ACC cover levy
- + Banking file formats for all the main banks as well as the ability to customisable bank files

## Empower your workforce with self-service

MYOB Advanced People includes Employee Self-Service, giving your staff the ability to log in anywhere to view and update their details, apply for leave or view their payslips. Self-service is accessible via browser or mobile application (iOS and Android).

A leave request workflow can be designed to meet several business scenarios that can escalate a request and, if needed, send a leave request to another approver if a manager hasn't responded in time.

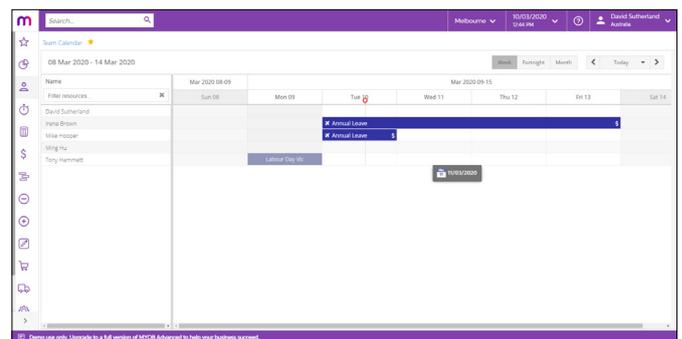
Notifications can also be configured to notify the manager that a leave request is ready for them to review, and then a notification for an employee when their request has been either approved or declined.

### Employees can:

- + Update and manage personal details including their emergency contact(s)
- + View YTD payment balances
- + View and download payslips
- + Understand how much leave they have, including project leave balance, as well apply for leave

### Managers can:

- + Quickly review leave requests with all other business approvals within the same form
- + Bulk approve and/or decline leave requests
- + See details on an employee's available balance, allowing them to make an immediate decision
- + See team availability via a team calendar, assisting in leave planning and approvals



### Simplified workflows

MYOB Advanced People provides simplified workflows for intense processes like timesheet importing and public holiday processing. These are managed more simply through specialised forms that allow for large volumes of transactions to be imported into relevant pay periods, saving valuable time and effort for payroll administrators.

The timesheet import feature allows for data to be sourced from either internal timecards or external sources. Employee times can be reviewed and once ready, are processed into a pay for employee payments. Additionally, allocation of income can be based on sub-accounts, as well as the automation of applying employer superannuation costs as per the liable income allocation split.

Public holiday payments are made easy through a process of identifying where employees have a public holiday and then importing into the pay for payment. Employees' income lines are auto reduced, ensuring accuracy to not overpay employees. This ensures transparency on the employee's payslip as public holiday payments are shown to the employee.

### Reporting

MYOB Advanced People features key reports and provides in-form views, removing the need to print reports. Information can be further analysed through one-touch exporting of data to Microsoft Excel.

A set of standard reports that are provided include pay run summary/detail, pay activity, GL Batch summary/detail, leave entitlement movements summary/detail and much more.

Using custom queries and real-time OData feeds, data can be exposed to applications like Microsoft Excel, allowing data to be directly accessed and refreshed. This provides you with smarter and better ways of using your data.

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**myob** simplify success

Employee ID: EP00000001  
 Position: Facilities Manager  
 Department: Finance

Employer: RapidByte  
 ABN: 53004085616  
 Pay Period: 1/03/2020 - 31/03/2020  
 Pay Date: 14/03/2020

| Gross Income                                   | Units        | Type      | Rate    | Amount        |
|--|--------------|-----------|---------|---------------|
| Salary Monthly                                 | 157.0667     | Hours     | 43.0162 | 6,756.41      |
| Public Holiday (Labour Day Vic)                | 7.6000       | Hours     | 43.0158 | 326.92        |
| <b>Total Employer Superannuation</b>           |              |           |         | <b>Amount</b> |
| Super Guarantee (AUSTRALIANSUPER - 5874686663) | 9.500%       |           |         | 672.92        |
| Disbursements - Account Name                   | Bank Account | Reference |         | Amount        |
| Hu Ming  | 458789***789 | Payroll   |         | 5,241.33      |

| Pay Summary                   | This Pay Amount | YTD Amount |
|-------------------------------|-----------------|------------|
| Total Gross Income            | 7,083.33        | 14,166.66  |
| Total Pre Tax Deductions      | 0.00            | 0.00       |
| Total Gross Taxable           | 7,083.33        | 14,166.66  |
| Total PAYG                    | 1,842.00        | 3,684.00   |
| Total After Tax Deductions    | 0.00            | 0.00       |
| Total After Tax Income        | 0.00            | 0.00       |
| Total Net Pay                 | 5,241.33        | 10,482.66  |
| Total Employer Superannuation | 672.92          | 1,345.84   |

| Entitlement               | Opening Balance | Accrued This Pay | Taken This Pay | Closing Balance |
|---------------------------|-----------------|------------------|----------------|-----------------|
| Annual Leave (Hours)      | 932.4642        | 0.0000           | 0.0000         | 932.4642        |
| Long Service Leave (Days) | 29.2035         | 0.3611           | 0.0000         | 29.5646         |

### Need Business Management Software too?

MYOB Advanced People can be implemented with Advanced Business – a cloud based Enterprise Resource Planning system.

Unifying the two Advanced solutions presents the opportunity to streamline processes with an end-to-end business management system that provides ERP and Payroll functionality in a single system.

The benefit is a unified system where information can flow between functions to reduce duplication of effort and manual data entry.

For more information on Advanced People visit [myob.com/advanced](http://myob.com/advanced)

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