MYOB EXO Time and Attendance Module

Time capture made easy

EXO Employer Services also provides a range of time-capturing applications and devices to help with the management of even the most complex payroll. MYOB EXO Time and Attendance helps maintain an accurate roster system, through automatically calculating hours worked, the relevant loadings and allowances, and more. The resulting data is translated across to EXO Payroll for payroll processing, job costing and cost centre analysis, and compliance with the recording and documentation requirements of superannuation legislation.

Key Features

- Automatically applies your organisation's pay policies, calculation of ordinary time, overtime, allowances, public holidays, pre-planned personal leave, rounding, anchoring, breaks, exceptions and hours to pay and recording of times for some employee types

- Interfaces with other MYOB applications such as MYOB EXO Payroll, EXO Timesheet and EXO PC Clock

- MYOB's Unique "Cycle" concept, and 'help wizard' helps you easily set up the system and process time records

- Facilities for the latest time recording, including Biometric readers, swipe cards, and barcode readers.

Sophisticated time-capturing applications to help manage your payroll

MYOB EXO Time and Attendance uses a range of time capturing solutions to help with the management of even the most complex payroll.

Using timeclocks, barcodes, magnetic swipe cards or biometric readers, an employee's start/finish and break times are recorded. The relevant rules are applied and this data is translated across to MYOB EXO Payroll for payroll processing and cost centre analysis.

Track and manage employee time

MYOB EXO Time and Attendance allows you to view an employee's attendance daily, including hours worked, lateness or early leaving, absenteeism and much more. It also captures a full history of every employee's attendance.

Plan staff levels to suit your workflow

MYOB EXO Time and Attendance's Staff Scheduler tool is a form of daily planner, from which you can view and/or amend the scheduled daily rules. This makes it easier to judge staffing levels for any given cost centre or department

on a daily basis and enables you to plan annual leave and time away from the workplace in advance.

Better, timelier information

MYOB EXO Time and Attendance offers a range of reporting options, filtering conditions, sorting and summarising, allowing you to accurately and easily track your labour costs, and attendance trends.

Reports include:

- Daily Attendance – provides details of who worked when and where, for how long as well as identifying employees that didn't work and who worked times outside those expected

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- Payroll Posting – provides full details of the hours etc. For an employee for the selected pay period and also what is going to be posted to payroll
- Missing Employee – provides details of employees who were expected to work a particular day and not clock in or out
- Transactional Listing – details a sequential listing of times that shows exactly when an employee or group of employees clocked activity.

Each of these reports can be printed for any range of dates, employees, departments and cost centres and can be printed to directly to a printer, to screen or to file.

Fast, efficient, safe

The use of electronic time capture devices increases efficiency and accuracy in your operation, eliminating manual keying and duplicate data entry.

Easy to use

MYOB EXO Time and Attendance has been designed to be user-friendly, with drop down menus and quick access keys and easy access help files available throughout the system.

Mutiple, versatile Time Capture Options

MYOB EXO Timeclock: A versatile time clock that can be configured for your business, with magnetic swipe card, barcode or biometric finger scanner modules (or both) to accurately capture your employees' clocking times.

MYOB EXO PC Clock: allows employees to 'clock' in and out from their own or any designated PC on the company network – even at remote branches.

MYOB EXO Timesheet: Removes the timesheet entry workload by processing Payroll information from remote sites electronically for automatic loading into MYOB EXO Time and Attendance.

*Available in New Zealand only.

Additional modules to enhance your business

If you are interested in a more flexible business management solution for your larger, more complex business and have some very specific industry requirements, we can help.

MYOB Enterprise Solutions contains a series of additional modules that can be purchased and integrated to form a complete business management solution.

Additional Modules available in the EXO Employer Services Suite to enhance your business system include:

- MYOB EXO Payroll
- MYOB EXO Time and Attendance
- MYOB EXO Timesheet
- MYOB EXO Employee Information
- MYOB EXO Timeclocks
- MYOB MyStaffInfo
- MYOB EXO Health and Safety*
- MYOB EXO Assist*
- MYOB EXO Business (ERP)

More information

To find out more or to organise a demonstration of MYOB EXO Payroll and Employer Services, please contact MYOB Enterprise Solutions on the details below:

MYOB®

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2