

MYOB MyStaffInfo

Web-based employee self-service

MYOB MyStaffInfo is a web-based solution that will save time and money. Fully integrated with MYOB EXO Payroll, it allows employees to update personal information, receive payslips, manage their leave as well as enter timesheet data – tasks that would otherwise have fallen to management or payroll administrative staff.

MYOB MyStaffInfo reduces the burden on payroll administrative staff, as it allows your employees to undertake common tasks that have traditionally placed increased workloads onto the payroll team. A web-based solution, MYOB MyStaffInfo simplifies some of those basic tasks that employee's can manage themselves, without needing a payroll specialist to intervene.

Key Features

- Employee's can access and update their own personal information such as contact telephone numbers, contact details and bank account information, which synchronises and updates their details within EXO Payroll.
- With one click of the mouse, you can download changes made online and upload any changes you have made within the EXO Payroll system
- Never print a payslip again, upload payslips directly from EXO Payroll to MYOB MyStaffInfo allowing employees to view online (current and historical).
- Complete manager approval process for leave requests and timesheet entry, providing easy management of critical administrative tasks.
- Employee's can view their current leave balances for all leave types, and then instantly apply for leave immediately. Options are available as to which leave balances can be viewed.
- Full timesheet functionality allows employees to enter their own timesheets over the internet. Managers can also key in timesheets for their staff when required. Approved timesheets can be imported directly into EXO Payroll.
- Locator board lets you track where your employees are so you can contact them if necessary.
- Contact list provides quick reference for identifying and contacting staff

Empower your employees to manage their own data

Using passwords, every employee can log into access electronic payslips, view leave balances, apply for leave, read memos, post their locations and even update personal information. All of this information is synchronised to MYOB EXO Payroll.

Security

MYOB MyStaffInfo provides extensive controls over what the employee is permitted and is not permitted to see. Simply check or uncheck boxes in the tree view to grant or prevent the viewing components on the website.

Secure electronic communication

Personal information that is submitted to MyStaffInfo is protected through the use of the Hypertext Transport Protocol Security (HTTPS) protocol. This allows transmitted data to be encrypted and then sent via the internet to the MyStaffInfo server, where once received, the data is decrypted. This is also works in reverse with data being sent from the server to the client where data is encrypted as it travels across the internet.

MYOB MyStaffInfo utilises a verified SSL certificate, allowing the use of a high-grade encrypted (RC4 128 bit) channel when transmitting information over the internet, increasing data security and user confidence when using this solution.

Technology

There are two software components, the MyStaffInfo Management Console which runs inside the payroll system and communicates directly when synchronised with the MyStaffInfo server application, that provides the Web-based application employees access.

Disaster recovery, management and administration

MYOB MyStaffInfo web servers are hosted within a high quality state-of-art data centre. Backup's completed regularly to provide protection against data loss and to meet regulatory requirements. MYOB IT Services have access to for viewing recent backups and the restoration of data can be undertaken if required. Also tapes are sent to offsite tape storage as part of MYOB Disaster Recovery Plan.

MyStaffInfo system is constantly monitored and alerts are responded by experienced IT team with escalation process in place to minimise downtime as well as to deliver optimum performance and uptime.

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:

*Available in New Zealand only.



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Call 1300 555 110
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NEW ZEALAND

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