

# MYOB EXO Employee Information Module

A powerful tool for tracking and managing your staff information.

MYOB EXO Employee Information is a centralised HR management tool that collates and updates all of your staff data, including job descriptions, performance reviews, induction and training resources and more.

## Ongoing management of the employee

MYOB EXO Employee Information easily stores all your critical personnel data in one central location, so everything you need to know is at your fingertips. You can manage many of your HR processes with a structured information management system, designed to adapt to your organisation's requirements. MYOB EXO Employee Information captures information relating to all aspects of the employee life-cycle, from induction, to training, to appraisals right through to employee termination.

## Standardise company induction processes

MYOB EXO Employee Information allows for induction checklists based on roles and responsibilities to be generated and applied to new employees. This way, the system can easily track what tasks have been completed as well as highlighting those that still need to be completed.

## Proactively manage employee development

Create position profiles for jobs within the organisation which details the basic requirements of necessary skills and qualifications required in order to undertake the role.

These profiles are then applied to employees which is then used to track and highlight areas in which employees need improvement.

## Training Management

MYOB EXO Employee Information lets you record details of the providers of training courses that your organisation uses, and the Training Courses that your employees attend. If the course is one that should be undertaken on a regular basis, then you can set the course to be automatically reassigned at the required intervals.

## Record performance against KPIs

Generate performance review templates for positions within the organisation which are used by management to form the backbone of consistent performance review processes.

## Track employee discipline history and termination

Quickly establish and store discipline records against individual employees as well as to formulate a companywide approach to employee termination including consistent exit interview questions.

## Integrates with MYOB EXO Payroll

MYOB EXO Employee Information interfaces with MYOB EXO Payroll, saving you time, with greater accuracy and no double keying of employee information.

# EXO EMPLOYER SERVICES FACTSHEET

## 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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