

# MYOB EXO Employer Services Time and Attendance module

A time capture solution that streamlines your payroll.

MYOB EXO Employer Services provides a range of time-capturing applications and devices to help with the management of even the most complex payroll.

MYOB EXO Employer Services Time and Attendance module helps maintain an accurate scheduling system, automatically calculating hours worked, relevant loadings, allowances, and more. This data is then shared with EXO Payroll for payroll processing, job costing, cost centre analysis and compliance requirements.

## Time-capturing functions to help payroll

To help manage even the most complex payroll, MYOB EXO Time and Attendance uses a range of solutions. An employee's start/finish and break times can be recorded using time-clocks, barcodes, magnetic swipe cards or biometric readers. The configurable rules are applied and this data is moved across to MYOB EXO Payroll for payroll processing and cost centre analysis.

## Track and manage employee time

View employee's daily attendance including hours worked, start and finish times and absenteeism. MYOB EXO Time and Attendance 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 is a daily planner tool, where you can view and/or amend the scheduled daily rules. This makes it easier to manage staffing levels for any given cost centre and enables you to plan annual leave and time away from the workplace in advance.

## Quicker access to accurate information

Accurately and easily track your labour costs and attendance trends with a range of reporting options, filtering conditions, sorting and summarising.

### Key features and benefits

- > Once customised you can automatically apply your organisation's pay policies.
- > Calculate 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.
- > Captures the latest time recording, including Biometric readers, swipe cards, and barcode readers.
- > MYOB's unique 'cycle' concept, and 'help wizard' helps you easily set up the system and process time records.
- > Works with other MYOB applications such as MYOB EXO Payroll, EXO Timesheet and EXO Timeclocks.
- > Customised reporting with clarity report writer.

### Reports available:

- > Daily Attendance – who worked when, where and for how long, plus identify employees that didn't work, or worked times outside those expected.
- > Payroll Posting – provides full details of the employee worked hours, for selected pay periods that will be posted to payroll.
- > Missing Employee – provides details of employees who were expected to work a particular day and did not clock in or out.
- > Customised reporting with clarity report writer ensures that an organisations reporting needs can be met.

# MYOB EXO Employer Services Time and Attendance module Fact Sheet

## 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, quick access keys, and easy access help files available throughout the system.

## Multiple time capture options available

### MYOB EXO Timeclock

A versatile time clock that's configured for your unique business using magnetic swipe-cards, barcode or biometric finger scanner modules (or both) to accurately capture your employees' clocking times.

### MYOB MyStaffInfo Timesheets

Allows employees to enter timesheet data through the use of EXO employee self service module.

### 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.

## Extensive, established partner network

The EXO Suite of products are implemented and supported by our expert MYOB Partner Network across Australia and New Zealand. We provide educated advice regarding the entire range of MYOB EXO Business and Employer Services Solutions and work with you to design a solution that meets the unique needs of your business.

## An integrated business solution from MYOB

A range of additional modules are available and can be adopted and tailored to your business. With the assistance of an MYOB EXO Partner, we can build a comprehensive business management system tailored specifically for your business requirements.

For more information

If you want to discover how an integrated business management system can improve your business visit [myob.com.au/enterprise](http://myob.com.au/enterprise)  
[myob.co.nz/enterprise](http://myob.co.nz/enterprise)

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