

## MYOB Advanced People + Workforce Management

# A cloud payroll and workforce management solution for bigger business

MYOB Advanced People, combined with Workforce Management, is a fully integrated payroll and workforce management solution that improves the way you onboard, roster, track and pay your labour force.

MYOB Advanced People is a scalable and secure cloud payroll solution designed to help Australian and New Zealand business fulfill their growth potential. With the addition of Workforce Management functionality, your business can connect payroll with critical upstream processes for enhanced decision-making and greater efficiency.

### MYOB Advanced People benefits:

- + Modern fully featured cloud payroll solution, secure and can be accessed from anywhere via a browser.
- + 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.
- + 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.
- + Australian employers can automatically send their Single Touch Payroll submissions to the ATO.
- + New Zealand employers can send PayDay filing submissions to IR.
- + API enabled platform with ISV partners.

### Workforce Management benefits:

- + Manage your staff from anywhere, from any device.
- + Quickly create rosters, automate them based on employee skills, alerts and rules are easily built into the roster and employee unavailability is easily managed.
- + Employees can quickly complete their onboarding steps via any device with HR and payroll teams having immediate access to onboarded employees.
- + Ensure all shifts are accurately costed based on budget before it reaches payroll through real-time award compliance.
- + Approve timesheets through automation and set up approvers for exceptions to streamline approvals.
- + Timesheets are accurately captured, costed and approved before they hit the payroll team.
- + Manage workforces with teams across multiple locations.
- + Empower employees to manage their personal details, request leave, review payslips and register clock-in and clock-out times via mobile application (iOS and Android).
- + Keep your team up to date with app push notifications to alert them to their upcoming shifts or changes.

## 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, GL posting, payment creation, tax agency submission and payslip distribution.

Distribution of employee payslips has never been easier. With MYOB Advanced People and Workforce Management, you can host employee payslips via employee self-service app or the web or by email with password protection. Push notifications are delivered once new payslips are published. With Workforce Management, any important documents uploaded to your employee record such as contracts can be viewed on the web or via the app.

## Payroll compliance made easy

MYOB Advanced People manages tax rate updates with minimum fuss, so you no longer need to as 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.

With Workforce Management, Smart Roster automation will instantly fill shifts with staff who are available and have the right skills while also following Award compliance rules. Award compliance begins with real-time Award calculation as you build your roster, to help ensure every shift is compliant before it is worked.

### Australia

- + Single Touch Payroll (STP) pay submission including update & employee finalisation processes, TFN declaration and termination of employee contract.
- + 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) and minimum redundancy payments. Correct categorization, taxation and reporting of payments.
- + 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.
- + KiwiSaver and non-KiwiSaver superannuation payments.
- + Automatic tax updates that adhere to IR specifications.
- + Manage student loan payments including SLCIR and SLBOR payments.
- + Employee tax calculations incorporating ACC levy as well the ability for employers to track liable earnings to aid in calculating workplace yearly ACC cover levy.
- + Banking file formats for all the main banks as well as the ability to create customisable bank files.
- + Holidays Act management based on the latest guidance from MBIE including:
  - Manage the Holidays Act with accurate entitlement and rate calculations including balances represented in weeks, annual leave in weeks, FBAPS leave in days.
  - Suitable for employees with both fixed and variable work patterns.
  - Date Effective management of employees Agreed working week and "Otherwise working" day.
  - Transparent leave calculations, providing full insight and control over leave rate processing.
  - Family Violence, Sick Leave, Bereavement Leave, Public Holidays and Alternative Holidays all handled accurately.
  - Public Holiday calendar allows automatic identification of public holidays to be paid based on an employee's work pattern.
  - Automated accrual of alternative holidays for public holidays worked.
  - Automatic termination payments including calculation of public holidays to be paid in termination period.

## Empower your workforce with employee self-service

Workforce Management includes enhanced employee self-service functionality, giving your staff the ability to log in anywhere to view and update their details, apply for leave, view their payslips, and more. Self-service is accessible via browser or mobile application (iOS and Android).

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 personal details.
- + View and download payslips.
- + Understand how much leave they have, including projected leave balances, as well as apply for leave.
- + View rosters, swap shifts, view team rosters and upcoming leave.
- + View important documents.
- + Submit leave and unavailability.
- + Submit expense claims.
- + Receive push notifications for upcoming shifts or if new documentation needs to be signed/read.

### Managers can:

- + Quickly review leave requests.
- + 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.
- + Receive notifications when approvals are needed.
- + Create and publish rosters, view and approve timesheets, distribute documents, view dashboards and more.

## Automated workflows

With MYOB Advanced People and Workforce Management, you can automatically import Timesheets into payroll for processing. Pay Items and Leave items are matched between Workforce Management and MYOB Advanced People. With this integration, timesheet information flowing from workforce management into payroll automatically matches for efficient processing and with minimal errors.

Onboard new employees without managing paper contracts, scans or emails and receive real-time status updates. Employees can quickly complete their onboarding steps via any device quickly and easily. HR and Payroll teams have immediate access to onboarded employees with MYOB Advanced People and Workforce Management integration.

Automatically publish rosters to employees via the mobile app, which are instantly available to employees. Payslips are also available in the mobile app as soon as they are published at the completion of the payroll.

## Reporting

An integrated MYOB Advanced People and Workforce Management solution 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.

The Workforce Management Business Intelligence dashboard provides a single centralised view of key performance metrics across all your locations in real time. These metrics include sales, hours, costs and sales efficiency.