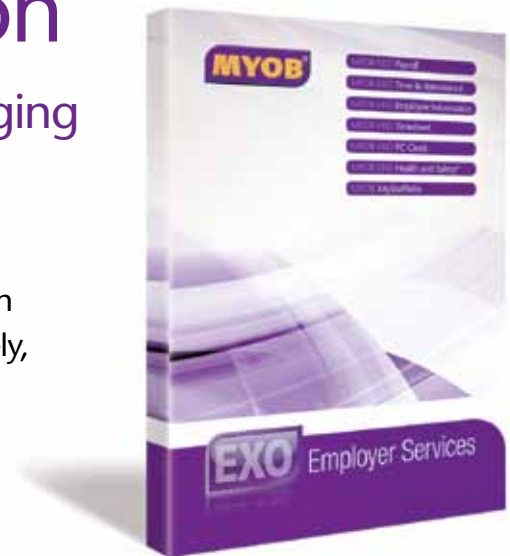




MYOB EXO Employee Information

A powerful tool for tracking and managing your staff information.

Your staff are your greatest asset and most probably, your greatest expense. Tracking and managing their information is essential, but it can be a time-consuming task. Fortunately, now there's MYOB EXO Employee Information.



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.

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 company-wide 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.

Minimum System Requirements

Minimum system requirements for PCs running MYOB EXO Employer Services components are detailed below. The performance of the MYOB EXO Employer Services system is not assured if these requirements are not met. Similarly, performance cannot be assured if the EXO Employer Services system is installed on a PC that is already under load from other processes.



EXO Employer Services factsheet

Workstation Requirements

Any PC running the MYOB EXO Employer Services application modules should meet the following minimum requirements:

- Windows 2000 Service Pack 3 or later, Windows XP, Windows Server 2003, Windows Vista
- Intel Pentium® 800MHz processor (or equivalent)
- 512MB RAM
- Minimum 1GB hard disk space available
- CD-ROM Drive
- 16-bit colour, 1024×768 screen resolution

Other Requirements

Certain features of MYOB EXO Employer Services require one or more of the following:

- Internet access
- TCP/IP networking
- Serial port (required for some features in EXO Time and Attendance)
- Microsoft Internet Explorer 6.0 or later
- Adobe® Acrobat Reader

More Information

To find out more, or to purchase MYOB EXO Employee Information:

Australia

Call 1300 555 110
Visit myob.com.au/exo
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New Zealand

Call 0800 696 239
Visit myob.co.nz/exo
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