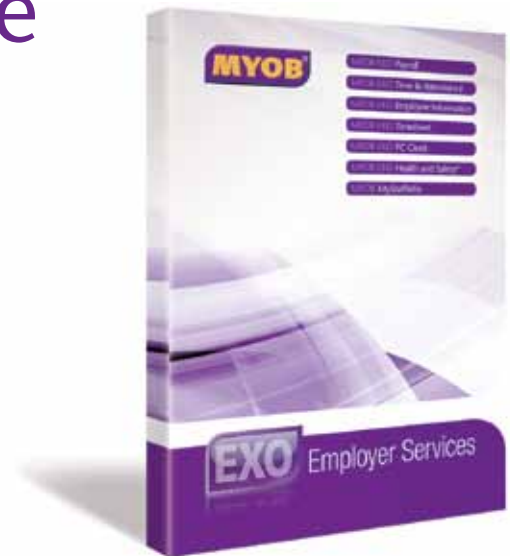




# MYOB EXO Time and Attendance

## Time capture made easy

MYOB EXO Time and Attendance saves your business time and money by capturing hours worked by employees and then applies any scheduled rules, loadings and allowances, and more. At the same time, it provides a more efficient and effective method of preparing your payroll, freeing staff to focus on other areas.



## Sophisticated time-capturing applications to help manage your payroll

MYOB EXO Time and Attendance uses a range of time-capturing solutions to help with the management of even the most complex payroll.

Using timeclocks, barcodes, magnetic swipe cards or biometric readers, an employee's start/finish and break times are recorded. The relevant rules are applied and this data is translated across to MYOB EXO Payroll for payroll processing and cost centre analysis.

## Track and manage employee time

MYOB EXO Time and Attendance allows you to view an employee's attendance daily, including hours worked, lateness or early leaving, absenteeism and much more. It 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 tool is a form of daily planner, from which you can view and/or amend the scheduled daily rules. This makes it easier to judge staffing levels for any given cost centre or department on a daily basis and enables you to plan annual leave and time away from the workplace in advance.

## Better, timelier information

MYOB EXO Time and Attendance offers a range of reporting options, filtering conditions, sorting and summarising, allowing you to accurately and easily track your labour costs, and attendance trends.

Reports include:

- Daily Attendance - provides details of who worked when and where, for how long as well as identifying employees that didn't work and who worked times outside those expected
- Payroll Posting - provides full details of the hours etc. for an employee for the selected pay period and also what is going to be posted to payroll
- Missing Employee – provides details of employees who were expected to work a particular day and not clock in or out
- Transactional Listing – details a sequential listing of times that shows exactly when an employee or group of employees clocked activity. Very useful when investigating who is clocking in before or after an employee.

Each of these reports can be printed for any range of dates, employees, departments and cost centres and can be printed to directly to a printer, to screen or to file.



# EXO Employer Services factsheet

## 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 and quick access keys and easy access help files available throughout the system (F1).

### Features:

- Automatically applies your organisation's pay policies, calculation of 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
- Interfaces with other MYOB applications such as MYOB EXO Payroll, EXO Timesheet and EXO PC Clock
- MYOB's Unique "Cycle" concept, and 'help wizard' helps you easily set up the system and process time records
- Facilities for the latest time recording, including Biometric readers, swipe cards, and barcode readers.

## Time Capture Options

### MYOB EXO Timeclock

A versatile time clock that can be configured for your business, with magnetic swipe card, barcode or biometric finger scanner modules (or both) to accurately capture your employees' clocking times.

### MYOB EXO PC Clock

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.

### MYOB EXO Timesheet

Removes the timesheet entry workload by processing payroll information from remote sites electronically for automatic loading into MYOB EXO Time and Attendance.

## 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.

## 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, 1024x768 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 Time and Attendance:

### Australia

Call 1300 555 110  
Visit [myob.com.au/exo](http://myob.com.au/exo)  
Email [exo@myob.com.au](mailto:exo@myob.com.au)

### New Zealand

Call 0800 696 239  
Visit [myob.co.nz/exo](http://myob.co.nz/exo)  
Email [exo@myob.co.nz](mailto:exo@myob.co.nz)