

# MYOB EXO Timesheet

User Guide

2015.03

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# Introduction

## Introduction to MYOB EXO Remote

MYOB's range of Remote Data products have been designed for those users who have MYOB EXO Payroll and would like to increase the speed of their data entry for week to week payroll processing by having remote branches or departments key their own Timesheets. In effect, this decreases the workload of the payroll clerk.

You can process pays from one central location (the head office) based on pay details sent electronically from the company's branches' Remote TimeSheets. The operator at the Remote branch sends a file either via modem or disk to the Pay office which can be imported into the Current Pay.

Our total focus in developing this new product was to provide users with a fast data entry screen that allows them to enter employee hours, allowances and leave transactions at a branch level.

This system is also ideal for any of users who want to capture Job Costing information and can also be used by accountants who want to run a bureau where the client handles the capturing of the raw data.

MYOB EXO Remote consists of two modules:

- EXO Remote
- EXO Timesheet

## EXO Remote

EXO Remote is an add-on to MYOB EXO Payroll, and once installed, appears on the Pay menu. EXO Remote provides a way of separating employees into groups in order to share employee data between one or more timesheets. This "site file" is matched up with the remote timesheet, for data entry purposes.

## EXO Timesheet

After EXO Remote has been set up, the EXO Timesheet module is installed for branches which are intending to send times to the head payroll office for processing. It provides an interface to enter the wages, allowances and leave.

## Feature Summary

Remote Data Entry products provide a broad set of features:

- Extremely easy to use.
- Intuitive interface.
- Ability to set up pays in advance by means of a wages template.
- Import files from different sites for the same pay simultaneously.
- Full-featured reporting.
- Multiple pay frequencies at each site.
- Unlimited number of templates.

# EXO Remote

## The EXO Remote Cycle

To start EXO Remote, double-click the MYOB EXO Employer Services icon on the desktop, or select this from your Windows programs menu. Log in to your company in the usual fashion, then from the Pay menu choose **EXO Remote**.

The purpose of EXO Remote is to separate employees into groups or “branches”, in order to generate a list of employees and employee codes. This list which will be used to enter times against on a batch-by-batch basis in EXO Timesheet.

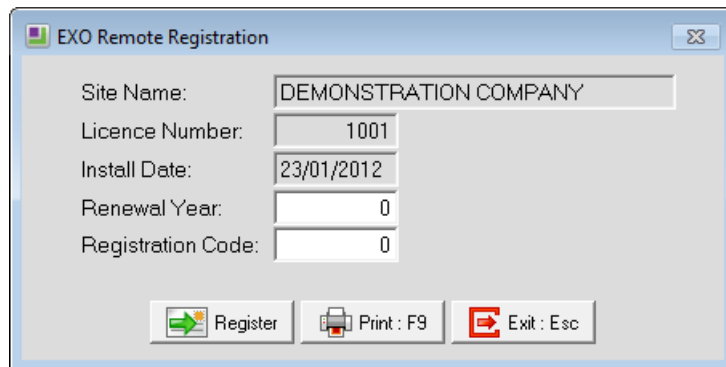
Once the times have been entered, the EXO Remote function is used again to import the times for any given batch into the payroll system, then post them into MYOB EXO Payroll.

In the setup process, you need to tell EXO Remote:

- Who will belong to the remote timesheet
- The user security rights to enter and view pays at the remote timesheet
- Where to export the employee masterfile or “Site File”

## Registration

Initially, MYOB EXO Remote is distributed in Unregistered mode. In this case you will be prompted for an MYOB registration code.



Site Name:	DEMONSTRATION COMPANY
Licence Number:	1001
Install Date:	23/01/2012
Renewal Year:	0
Registration Code:	0

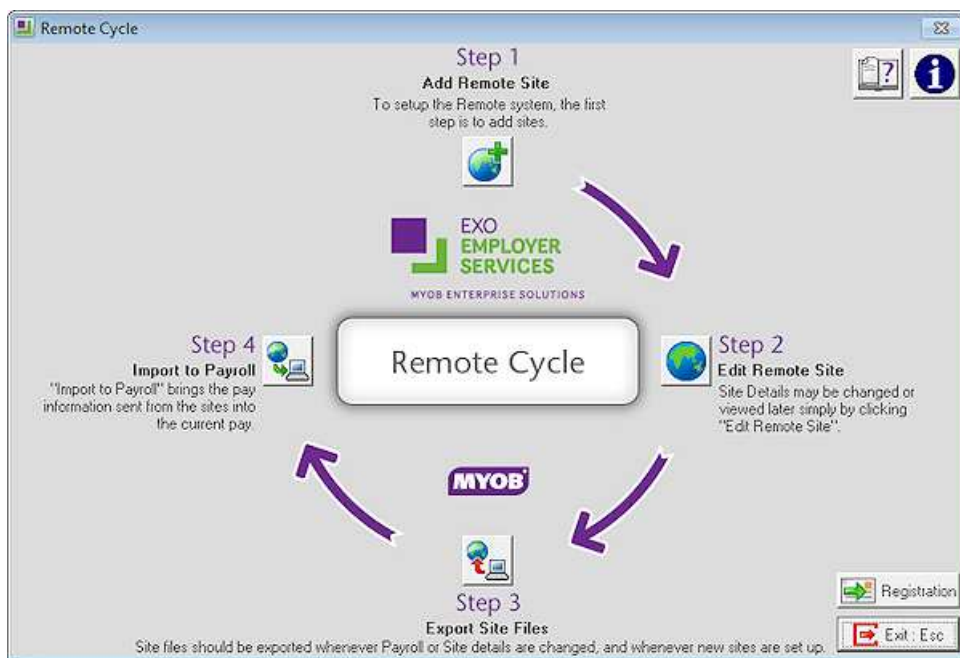
Register    Print : F9    Exit : Esc

To obtain a code, you will need to use the **Print** button to generate a Registration form, and then fax it to MYOB using the number listed on the printout.

MYOB will respond by filling in the registration code, and faxing the report back to you. Simply enter the renewal year (current year +1) and the new code, to register your MYOB product.

For any registration queries, please contact MYOB.

Once EXO Remote is registered, the EXO Remote option will become accessible. From here you can manage all the remote timesheets and the data going to and coming from those sites.



Click on each of the steps in turn to perform all of the necessary operations for setting up EXO Remote.

- Step 1: Add Remote Site (see page 3)
- Step 2: Edit Remote Site (see page 6)
- Step 3: Export Site Files (see page 6)
- Step 4: Import to Payroll (see page 7)

## Adding Remote Sites

This is where you create a Site File for your EXO Timesheet based on payroll records. This is so that EXO Timesheet can recognise who you are paying and who should have security rights. Click on Step One of the EXO Remote Cycle.

### Site Details

The screenshot shows the 'Site Maintenance' window for 'Remote version 2011.04'. The 'Site Details' tab is active, showing the following fields:

- Site Code: 1
- Site Name: New Site
- Export Path (Setup information to Sites): C:\REMOTE\
- Import Path (Pay information from Sites):
- FTP Setup button

The bottom of the window features a navigation bar with the following controls:

- ← Prev : F7
- Next : F8
- Find : F9
- Delete : F6
- Save : F10
- Cancel
- Exit : Esc

## MYOB EXO Timesheet

**Site Code** This is the unique number for the site, this number is generated by the system.

**Site Name** This is the name of the site. It is useful to make the name as descriptive as possible.

**Export Path** This option allows you to specify a path to place the site files when you have created them. This option is useful if your company runs on a large network. You can create the files to a specific location and EXO Timesheet can pick up the files from the same location. If you have not yet installed the EXO Timesheet component, set this path to your current payroll folder, e.g. C:\Payrollv.

**Import Path** This is the location from which the finished pay file (containing the time transactions) will be picked up from.

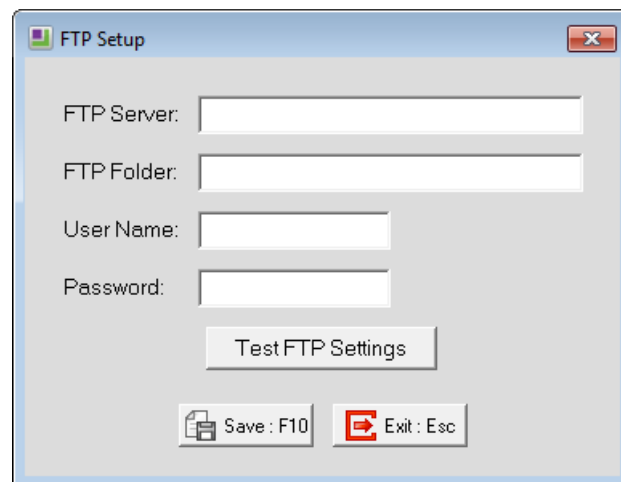
**FTP Setup** The computers containing your EXO Timesheet installation(s) may not necessarily be located on the same network as the computer containing your Remote Head Office Installation. If this is the case, you will need to find a way to transfer the Site file(s) from one location to another.

A popular option is to request your Network Administrator to set up an Internet FTP (File Transfer Protocol) server. In basic terms, this consists of computer that has a permanent Internet Connection and is set up to perform as an FTP file server. With appropriate login codes, another computer, such as the computer containing EXO Remote, can upload files to a reserved space on the file server. In addition, other computers, such as the computers containing EXO Timesheet, can download the same files to the EXO Timesheet program folder (usually C:\Remote).

The EXO Timesheet sites need up-to-date Site files in order to be operational. In other words, the users of EXO Timesheet must be able to share up to date payroll data, with the users of the EXO Payroll system. In this way, the EXO Timesheet users are informed of who it is that they are paying, and what those employees' leave balances are. This data comes in the form of EXO Timesheet files.

This electronic method of moving data is often faster and more reliable than physical methods of moving data, such removable storage media – floppy disk, CD-R, Flash drives, etc.

If you elect to use the FTP transfer method, all of the following FTP settings are to be supplied by your Network Administrator.



**FTP Server** The URL address of the FTP Server.

**FTP Folder** The name of the folder on the FTP Server into which the uploaded files will be placed.

**User Name** The user name that will be used to access the FTP connection.

**Password** The password that will be used to access the FTP connection.

During the setup process, it is advisable to test that your FTP connection is enabled. Click the **Test FTP Settings** button to continue. A window showing the results of the FTP test appears. Click on the **Exit** button to return to the FTP Setup window, and then click on the **Save** button to confirm your changes and return to the Site Maintenance screen.



## Employees

This tab allows you to assign employees to the site. You can only select employees who have the same pay frequency as the site. The list on the left hand side shows all available employees, the list on the right hand side shows all employees who have been selected.

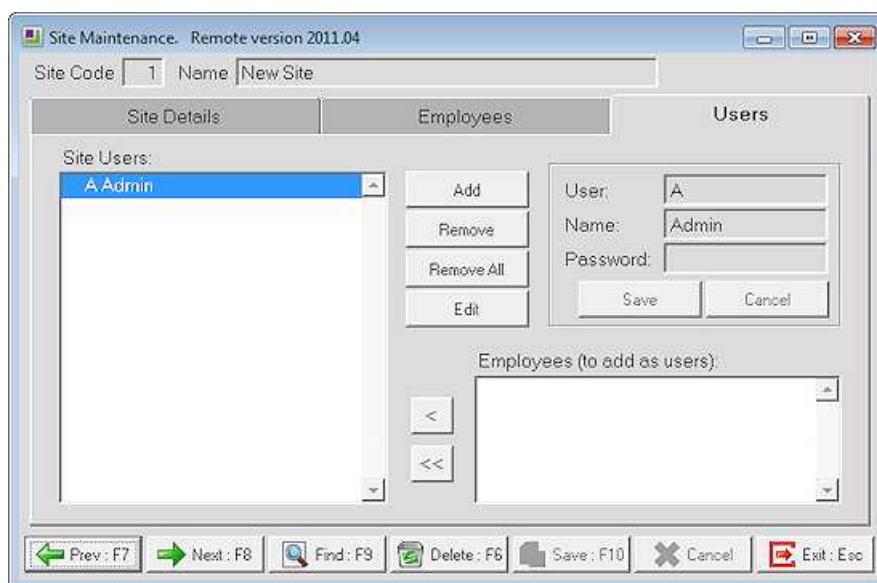


To move an employee between the Payroll Employees and Site Employees sections, click on an employee and then click one of the following functions:

- > Select employee
- >> Select all employees
- < Deselect employee
- << Deselect all employees

## Users

This section allows you to maintain who has access to the EXO Timesheet application(s).



**User** This is the unique user code for the current user.

## MYOB EXO Timesheet

**Name** This is the name of the user.

**Password** This is the password for the user. This allows you to define an initial password for a user. The user can change their password at the Remote TimeSheet.

**Add** Selecting this option or pressing the F4 function key adds a blank user file for you to fill in.

**Remove** This option will remove the currently selected user from the list.

**Remove All** This option will remove all the users (except the administrator) from the list.

**Edit** This option allows you to edit an existing user.

**Employees (to add as users)** This lists the employees for the site and allows you to add them as users so that they can log in to the Site and enter their timesheets. Double-clicking in the list or clicking the < button will add a single employee. Clicking the << button will add all the employees in the list.

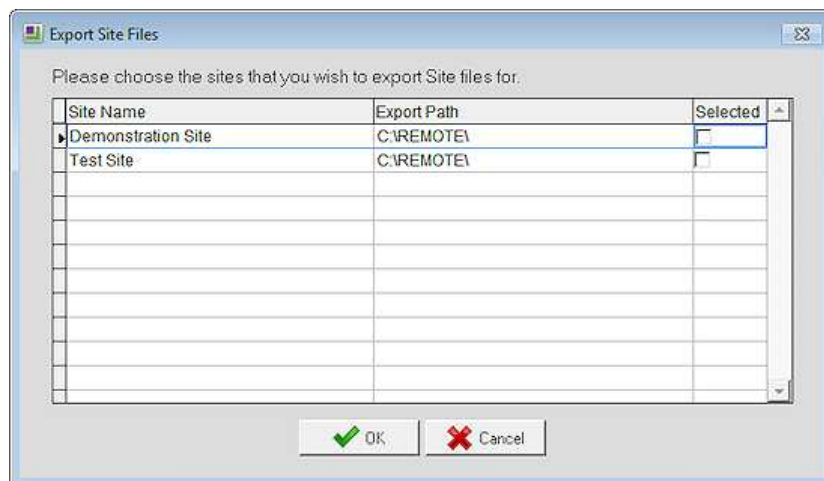
## Editing Remote Sites

This is much the same as adding a site (see page 3), except that you are only dealing with the sites that you have already added. The most common reason to edit a site is to incorporate new payroll employees into the site, for re-exporting to EXO Timesheet (see page 6).

## Export Site Files

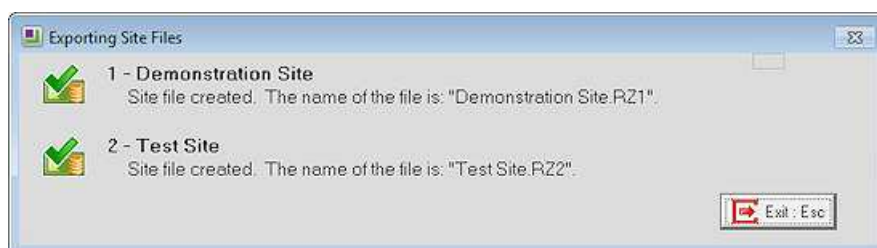
This function exports the site file to EXO Timesheet.

Click on Step Three of the EXO Remote Cycle. You are presented with a list of your current sites.



From here, select the site for which you want to export, then click **OK**.

A message similar to this one will appear:



**NOTE:** You should export the site files to EXO Timesheet whenever you make a change to a payroll masterfile. This includes adding/changing Allowances from the payroll Maintenance menu, adding/changing Pay Rate Types from the payroll Setup screen, and adding/terminating/reinstating employees from the payroll file.

## Import to Payroll

This option is for merging the pay from EXO Timesheet into the current pay. If you do not have EXO Timesheet up and running yet, see the topic on the Remote Setup Cycle (see page 2).

Import To Payroll

Pay Frequency  
Weekly

Select the files for this pay frequency that you want to import into the Payroll.

Site Code	Site Name	Pay Date	Selected
1	Demonstration Site	26/01/2012	<input type="checkbox"/>

Print import report to show what was imported

Import Exit: Esc

Click on a check box in the **Selected** column to mark a pay for Importing. The pay frequency represents the frequency of the current pay into which this file will be imported. You cannot select a pay frequency if there is no currently open pay for that frequency in the payroll.

**Pay Frequency** The valid pay frequencies are Weekly, Fortnightly, Bimonthly, 4-Weekly, Monthly.

**Print Import Report** Selecting this option will print out an import report when the file is posted and will show a breakdown of everything that was imported. This will help to pinpoint if something was not paid correctly.

**Import** Clicking this button will post all selected files into the current pay for the selected pay frequency. If there are any discrepancies found during the import you will be warned and a discrepancy report will be printed. If all is OK, a confirmation message will appear.

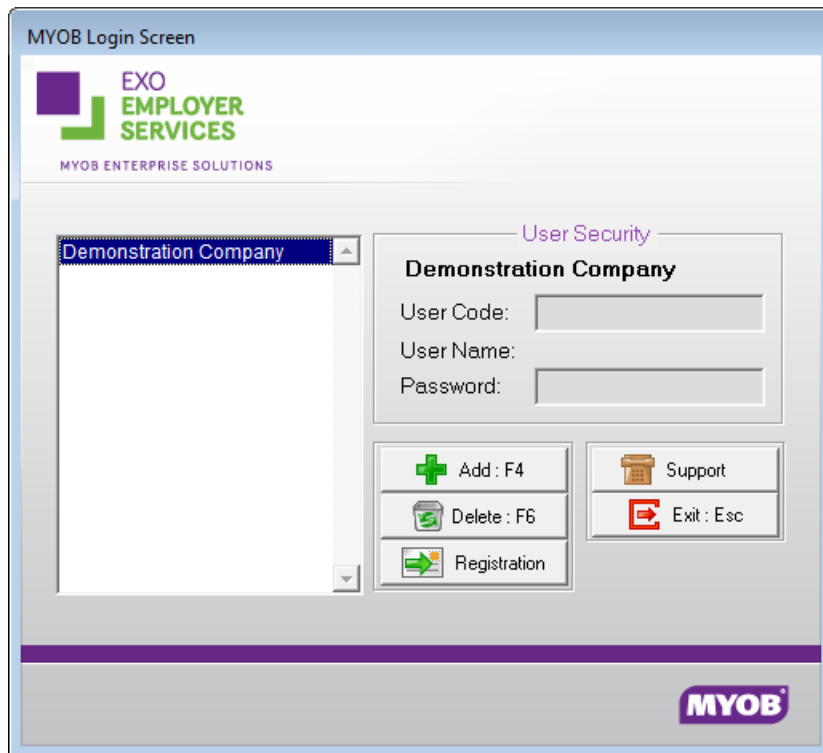
**Exit** Clicking this button or pressing the ESC key exits the import screen without importing any data.

# EXO Timesheet

## Login Screen

To start the TimeSheet Site, simply double click on the **TimeSheet** icon on the Windows desktop, or select it from your Windows programs menu.

This screen is encountered when entering the TimeSheet Site system, and allows access only to valid users who have been setup in the User Security section, at Head Office.



**User Code** This is a code assigned to the user at head office.

**Password** This is the password assigned to the user code above. Entry to the system will only be given if the password is correct. The password is hidden from view at this stage.

**Support** This area is for use by Support only and has a separate password entry.

**Exit** Pressing this button or using the ESC function key will exit the TimeSheet system.

To log in to a Company you can either press ENTER on the highlighted company or double-click on it with your mouse. You will go through the Password Security Screen without needing to do anything as no password has been set up at this stage.

## The Menus

The following menus are available in the main EXO Timesheet interface:

### File Menu

Menu Item	Description
<b>Employees</b>	This screen holds the names and contact details for your employees.
<b>Change Company</b>	Closes down the Remote TimeSheet and brings up the login screen.
<b>Exit</b>	Closes down the Remote Data Entry system.

### Edit Menu

Menu Item	Description
<b>Undo</b>	Cancel the last operation and revert back to the previous status.
<b>Redo</b>	Reapply the last operation at the current cursor position.
<b>Cut</b>	Move the currently selected text into the Windows clipboard.
<b>Copy</b>	Copy the currently selected text into the Windows clipboard.
<b>Paste</b>	Copy the contents of the Windows clipboard to the cursor position.
<b>Clear</b>	Delete the contents of the entire field, at the cursor position.
<b>Select All</b>	Select the contents of the entire field, at the cursor position.

### Timesheet Menu

Menu Item	Description
<b>Standard Timesheet</b>	Set up a template of the employee's expected times according to their current roster.
<b>Current Timesheet</b>	Adjust the times brought through from the standard timesheet where necessary, adding allowances, deductions and leave.
<b>Get Data from Head Office</b>	Import the Site File (employee masterfiles and company setup rules) from Head Office.
<b>Update Current TimeSheet</b>	Exports the pay file to either Head Office or Time and Attendance, and then closes the current batch, in preparation for a new batch to be created, at a later date, for the next pay period. If you are not directly connected to the Head Office through a network, you can attach the pay file to an e-mail and send it to the pay clerk via the Internet.

## MYOB EXO Timesheet

<b>Import from TxTime</b>	Employee hours can be imported into the current timesheet by way of a TxTime import file. TxTime gathers input from individual SMS text messages and provides an interface to comparable TimeSheet and Payroll applications.
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## Maintenance Menu

Menu Item	Description
<b>Allowances</b>	Allowances that can be paid to Payroll employees.
<b>Deductions</b>	Deductions that can be taken out of a Payroll employee's pay.
<b>Cost Centres</b>	Codes assigned to payment amounts in order to track expenditure.
<b>Pay Rate Types</b>	A multiplier, used to pay overtime etc.

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## Reports Menu

Menu Item	Description
<b>Print Reports</b>	Generate a report to screen or printer.

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## Utilities Menu










Menu Item	Description
<b>Backup</b>	Allows you to back up your data at any time to either a floppy disk or your hard drive.
<b>Restore</b>	Used when you need to restore a backup due to hardware failure or corruption.
<b>File Reindex</b>	This is a repair utility.
<b>Setup EXO Timesheet</b>	Specify where masterfile are imported from, and where pays are exported to, plus rules ordinary and overtime treatment .
<b>User Security</b>	This screen holds user names and passwords.
<b>Backup Options</b>	Setup options for performing data backups.

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## Help Menu

Menu Item	Description
<b>Help</b>	Activate the on-line version of this document.
<b>MYOB Education Centre</b>	Opens the MYOB Education Centre website in a web browser.
<b>Timesheet Setup Cycle</b>	Show the sequence for setting up EXO Timesheet.
<b>Timesheet Cycle</b>	Shows the sequence for paying employees via EXO Timesheet.
<b>About</b>	Shows the current version number and contact details.

## The Toolbar

Icon	Function	Description
	<b>Edit Employee</b>	Review and amend employee masterfiles.
	<b>Get Data from Head Office</b>	Import employee masterfiles and company setup rules from MYOB EXO Payroll.
	<b>Standard Times</b>	This is where you can maintain Standard Times for this site – templates that are the equivalent of a Standard Pay in MYOB EXO Payroll.
	<b>Current Timesheet</b>	Enter pay transactions into the Current Times – covers wages, allowance and leave.
	<b>Update Current Timesheet</b>	Export the pay file to Head Office. If you are not directly connected to the Head Office through a network, you can attach the pay file to an e-mail and send it to the pay clerk via the Internet. Exports the pay file to either Head Office or Time and Attendance, and then closes the current batch, in preparation for a new batch to be created, at a later date, for the next pay period.
	<b>Timesheet Setup</b>	Specify where masterfiles are imported from, and where pays are exported to, plus rules ordinary and overtime treatment .
	<b>TimeSheet Cycle</b>	Shows the sequence for paying employees in a remote site.
	<b>Print Reports</b>	Generate a report to screen or printer
	<b>Backup</b>	This is a facility to archive a copy of your data files, in the case of needing to Restore/Rollback to them at some point.

## MYOB EXO Timesheet



### Help

Opens the Online Help.

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### Diary

This is a form of daily planner, giving you a place to enter comments on any given day, for TimeSheet-related tasks, appointments and reminders.

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### Show Items

Opens a window showing all available toolbar icons, where you can choose which icons to display and which to hide.

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### Exit

Takes you out of EXO Timesheet and returns you to the Windows desktop.

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## Function Keys

Throughout the EXO Timesheet system there are standard function keys to handle most tasks, these keys will work on different records depending on where they are used but the same basic functionality is the same. The function keys are:

**F1** Provides detailed help about any object in the system

**F4** Adds a new record.

**F5** Edit a record.

**F6** Delete a record.

**F7** Move to the previous record.

**F8** Move to the next record.

**F9** Find a new record or Print.

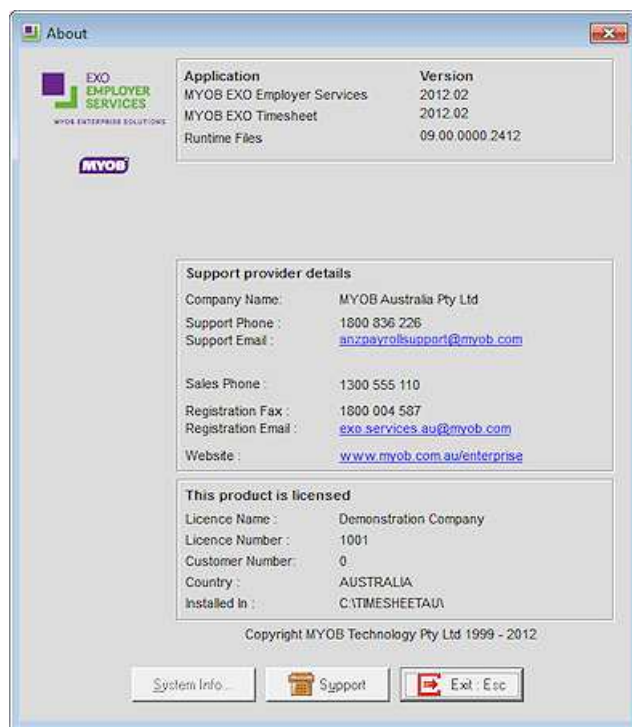
**F10** Save a record.

**ESC** Exit



## About Screen

The About screen displays information about the applications installed, MYOB contacts, and Licence information.



**NOTE:** The screenshot above is provided for illustrative purposes only - to verify that the version number you see on the About screen is the current version, see the most recent Release Notes document.

If a Support Person or other MYOB representative needs to know the current version number, then check it in this screen - the quickest way to access it is to press the F11 key on your keyboard (this works from almost anywhere in the MYOB software).

The **Support** button can be used if you have had an error and want to send a “Support Report” to MYOB. (This is can also be accessed from the Login Screen (see page 8)).

## The Timesheet Setup Cycle

### Adding a Company

Before you can enter any employee information and commence the preparation of your database it is necessary to setup the system to handle your company's unique requirements.

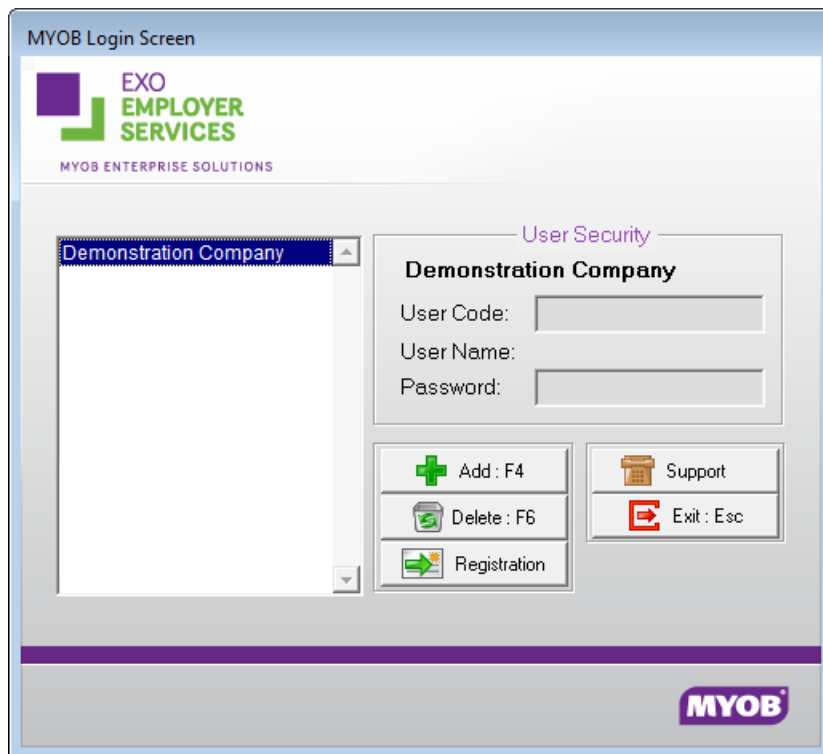
Although MYOB may handle some of this preparation in the course of their installation and training, it is necessary for you, the user, to have an overview so that you may be better equipped to successfully understand your system.

These procedures will be discussed in the order that they are usually performed.

MYOB EXO Timesheet can have unlimited "live" companies in the same program, in addition to the Demonstration Company.

After the program has loaded the first screen that appears is the Login Screen.

Click on a line in the left-hand window to select a company. You will then be able to enter the appropriate login name and password for that company, in the user security section at right.



## Add Company

This function creates a blank set of data, as a separate entity from the Demonstration Company. At this stage it is necessary to create your own Company with its unique information.

Press F4 to add, the following screen will appear:

**Company Name** The directory name will be automatically generated for you, based on the first few characters of your company name.

**Directory** The directory name will be automatically generated for you, based on the first few characters of your company name.

Once the procedure is complete press F10 and you will be taken into your new company.

Once in the new Company, you will be presented with the EXO Timesheet Setup Cycle (see page 15). This screen will step you through the process of setting the various Control screens.

**NOTE:** The steps covered in this cycle can also be performed by selecting the appropriate option from the main menu. You can return to the TimeSheet Setup Cycle at any time from the Help menu.

## The Timesheet Setup Cycle

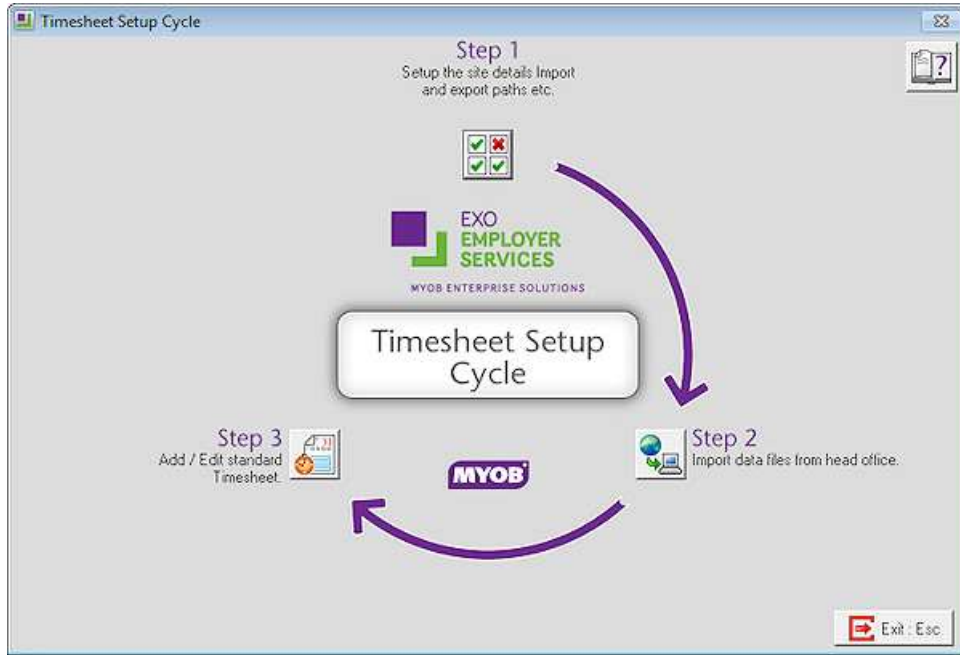
The purpose of EXO Timesheet is to act as a data exchange mechanism for employee data and payroll company rules between the Head Office and its subsidiary branches. The intent is to reduce the workload at Head Office.

- The responsibility of processing the payroll and ensuring its accuracy is taken away from the Head Office and placed on the clerk at the Timesheet. The pay can be checked and verified at the Timesheet without the Head Office clerk having to get involved with queries or disputes over the authenticity of the data.
- The data entry can be done by a clerk at the Timesheet, which has a natural benefit of the clerk being in close proximity to the workers and their supervisors.

All of the Timesheet information is collated and imported into the Current Pay in MYOB EXO Payroll – EXO Payroll's powerful reporting system is still retained and keeps track of all Timesheet activity.

## MYOB EXO Timesheet

From the Help menu select **Setup Cycle**. The following screen appears:



- Step One - Setup (see page 16)
- Step Two - Get Data from Head Office (see page 19)
- Step Three - Standard Timesheet (see page 19)

## Step One – Setup

This is where you define how your ordinary pay and overtime is to be split.

### **Timesheet Tab**

You can choose to enter the total times for the week, or you can enter times on a day by day basis, letting the Timesheet collate the hours and subtract the unpaid breaks automatically.

The screenshot shows the "TimeSheet Setup" window with the "Time Sheet" tab selected. The "Update Paths" tab is also visible. The settings are as follows:

- Week starts on: Monday
- Mode: One Page per Day
- Enter Start and Finish Times (selected) / Enter Hours Only
- Rates calculated using: Daily Limits

	Hours	Rate	Type	Hours	Rate	Type	Hours	Rate	Type
Weekly Rates:	40:00	1	1.00	08:00	2	1.50	99:99	3	2.00
Monday:	08:00	1	1.00	02:00	2	1.50	99:99	3	2.00
Tuesday:	08:00	1	1.00	02:00	2	1.50	99:99	3	2.00
Wednesday:	08:00	1	1.00	02:00	2	1.50	99:99	3	2.00
Thursday:	08:00	1	1.00	02:00	2	1.50	99:99	3	2.00
Friday:	08:00	1	1.00	02:00	2	1.50	99:99	3	2.00
Saturday:	:	1	1.00	04:00	2	1.50	99:99	3	2.00
Sunday:	:	1	1.00	:	2	1.50	99:99	3	2.00

Assign Breaks to Code: 9999

Buttons: Save: F10, Exit: Esc

**Week Starts On** This indicates what day the roster starts on. In EXO Timesheet, the roster does not necessarily have to start on a Monday, it may start on any day of the week or weekend.

**Mode** The data entry Mode defines the number and layout of fields on the data entry screen. Select from the following modes of data entry:

- **One Page per Day** - The Timesheet will create seven page tabs, one for each day, plus an eighth “weekly” tab which holds the sum of the hours on the daily page tabs.
- **One Page per Week** - All data is handled on the one screen, with a horizontal line for each day of the week.
- **Time and Attendance (per Day)** - This method is similar to the One Page per Day method, except that when entering Hours Only, you will need to know the start time and the number of hours worked for the day, before you begin data entry - the Timesheet will automatically calculate the finish time for you. The Timesheet will create seven page tabs, one for each day, plus an eighth “weekly” tab which holds the sum of the hours on the daily page tabs.

**Enter Start and Finish Times** Use the Start and Finish Times method when you want the Timesheet to calculate the hours to pay, taking into account the time in each day between the Start and Finish times less any breaks.

**Enter Hours Only** In general, use the Hours Only method when you are keying values from manual Timesheets where the hours to pay are already calculated.

**Rates calculated using** Select from the following choices:

- **Daily Limits** - A method of calculation whereby a maximum number of units is set per Pay Rate Type, per day. If the maximum number is exceeded, the system will attempt to pay the hours at the next highest Pay Rate Type (multiplier), until all hours have been paid.

e.g. Rate 1 08:00 Rate 2 02:00 Rate 3 14:00

means that:

the first 8 worked hours in a day will be paid at ordinary time

the 9th and 10th worked hours in a day will be paid at time and a half

the 11th and subsequent worked hours in a day will be paid at double time

- **Weekly Limits** - A method of calculation whereby a maximum number of units is set per Pay Rate Type, per week. If the maximum number is exceeded, the system will attempt to pay the hours at the next highest Pay Rate Type (multiplier), until all hours have been paid.

e.g. Rate 1 40:00 Rate 2 04:00 Rate 3 124:00

means that:

the first 40 worked hours in a week will be paid at ordinary time

the 41st to 44th worked hours in a week will be paid at time and a half

the 45th and subsequent worked hours in a week will be paid at double time

The advantage of this method is that the employee will not get overtime all at if they have not worked 40 hours.

Under a daily limit, the employee could in theory get 2 hours T1/2 for working one day, and still take the following day off.

### Assign Breaks to Code

This is an optional field which gives you the ability to exclude times that belong to meal breaks from being paid in the payroll as a wage line, by attaching a “break code” to these times. Normally times are attached to cost centre codes.

## MYOB EXO Timesheet

e.g. from 12:00 to 13:00 you enter the break code as (999) in the cost centre field of the data entry screen, as opposed to entering a cost centre code, this would mean that you want to redirect 1 hour to the break code rather than to paid wages.

Note that the break code you specify should not be that of an existing cost centre that is used for wages. This is to safeguard against any employee inadvertently clocking against this code at any time in the future and therefore not being paid for those times, as they are classed as unpaid meal breaks.

## Weekly Rates

Used in conjunction with the Weekly Limits method described above, enter the maximum possible number of wage hours you would pay a person in a week, for any given pay rate type. If there are no maximums set, i.e. 0:00, the system will assume that you do not want to pay on the rate type in question. Recommended settings are:

Rate 1 40:00 Rate 2 optional Rate 3 optional

## Daily Rates

Used in conjunction with the Daily Limits method described above, enter the maximum possible number of wage hours you would pay a person in a day, for any given pay rate type. If there are no maximums set, i.e. 0:00, the system will assume that you do not want to pay on the rate type in question. Recommended settings are:

Monday -> Friday

Rate 1 08:00 Rate 2 optional Rate 3 optional

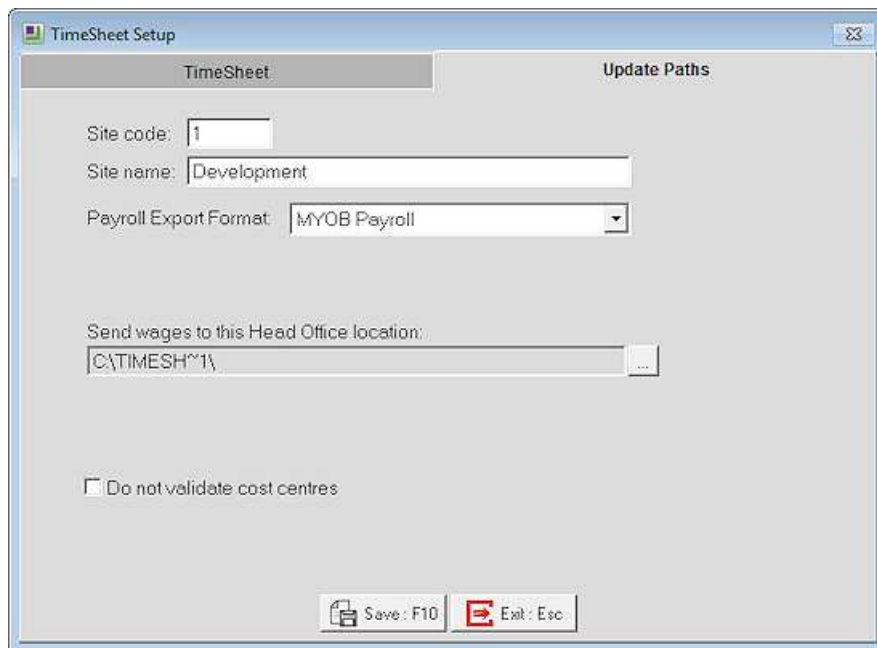
Saturday

Rate 1 optional Rate 2 optional Rate 3 optional

Sunday

Rate 1 0:00 Rate 2 0:00 Rate 3 0:00

## Update Paths Tab



The screenshot shows the 'TimeSheet Setup' dialog box with the 'Update Paths' tab selected. The fields are as follows:

- Site code: 1
- Site name: Development
- Payroll Export Format: MYOB Payroll
- Send wages to this Head Office location: C:\TIMESH~1\
- Do not validate cost centres

At the bottom, there are buttons for 'Save: F10' and 'Exit: Esc'.

**Site code** The unique code used to identify a site - this needs to be the same as the one set from Head Office.

**Payroll Export Format** There are variety of payroll applications which can interpret the time transaction data that is posted by Timesheet, and import the entries into a live pay run. Select from the following list:

- MYOB EXO Payroll - EXO Payroll originates from MYOB's Employer Services division (Auckland). This is the default choice and is appropriate for most customers. The Remote Head Office (see page 1) is an add-on application to PayrollEnterprise, and provides a way of selecting from all of the employees on payroll, those who will belong to this particular Timesheet. Support for all other formats will require the advice of the MYOB Support team.
- Ace Payroll - Made by Ace Payroll Plus Ltd
- IMS Payroll - Made by Information Management Services Ltd
- MYOB Payroll - Made by MYOB, this is recommended for users of the NZ Payroll application.

**Site name** Enter the name for your new Timesheet, typically the branch name.

**Location to get files sent from Head Office** This is the path that the site files (masterfiles) created at head office will be retrieved from. Click the Choose [...] button to select a folder.

**Send wages to this Head Office location** For EXO Payroll employees, Timesheet will post the sum of waged hours and the contents of the Other Payments screen to a wage transaction file, which is subsequently imported by Remote Head Office. This is the path that the wage file will be posted to. Click the Choose [...] button to select a folder.

**Send times to this Time and Attendance location** For EXO Time and Attendance employees, Timesheet will post the start and finish times into a TR2 times file, which is subsequently polled by EXO Time and Attendance. This is the path that the times file will be posted to. Click the Choose [...] button to select a folder.

**Do not validate cost centres** The default behaviour of the Timesheet is to display a picklist of cost centres if either no cost centre has been entered, or a non-existent cost centre has been entered. Enabling this option means that payments which have no assigned cost centre will automatically be costed to the employee's default cost centre, upon import into payroll. However, the downside to enabling this option is that any transactions which are attached to an inadvertently miskeyed (and invalid) cost centre will fail to be imported.

Enabling this option may be of special interest to EXO Time and Attendance users, who are using EXO Time and Attendance's special option to automatically create cost centres that do not already exist. In bypassing the cost centre validation, you may then enter any combination of cost centre analysis part codes, and in turn have Time and Attendance automatically create a new, full-length cost centre made up of this unique combination of part codes, when the times file is polled.

## Step Two - Import Data from Head Office

Select Step Two from the Setup Cycle. You will be prompted to select a file. This file will contain the data files for your site, as exported from Remote Head Office. The TimeSheet system will automatically look for the site file in the path specified in Step One.

The file's naming convention is based on the site code you are registered under - this means you will not be able to import the wrong files. Once this step is complete, you should see a confirmation message.

## Step Three - Standard Timesheet

This is where you set up a standard template of expected times for an employee. Copies of the templates are used on a week-to-week basis, with only minimal changes needing to be made, if there is a variance on the employee's normal times.

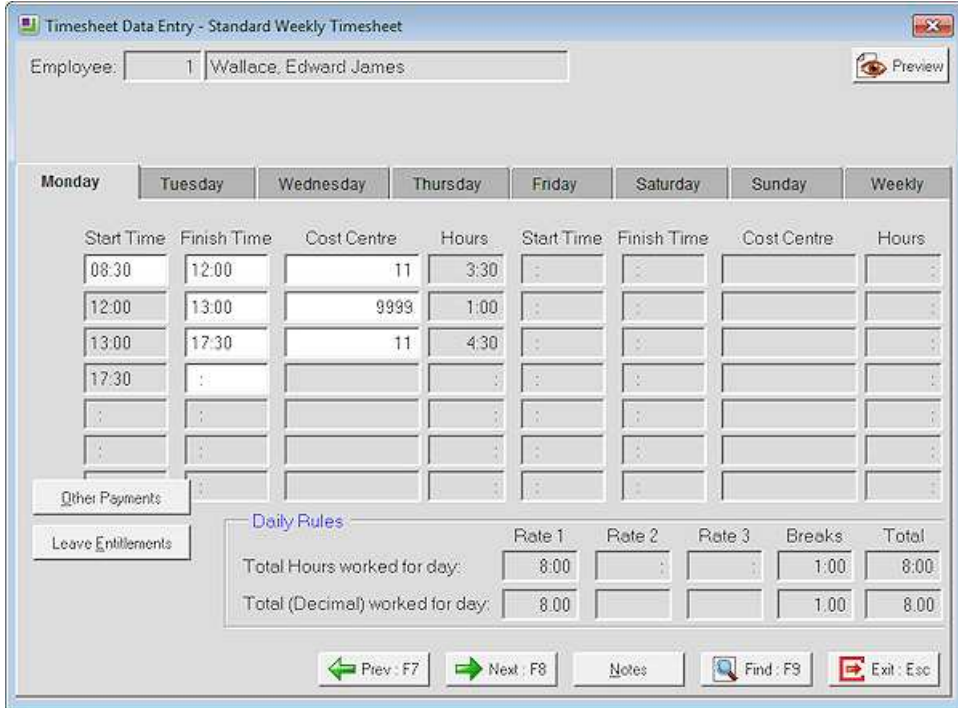
Select Step Three from the Setup Cycle. You will then see the Select Employee window. Select the employee you wish to set Standard Times for, then click on the **Select** button or press ENTER.

**MYOB EXO Timesheet**

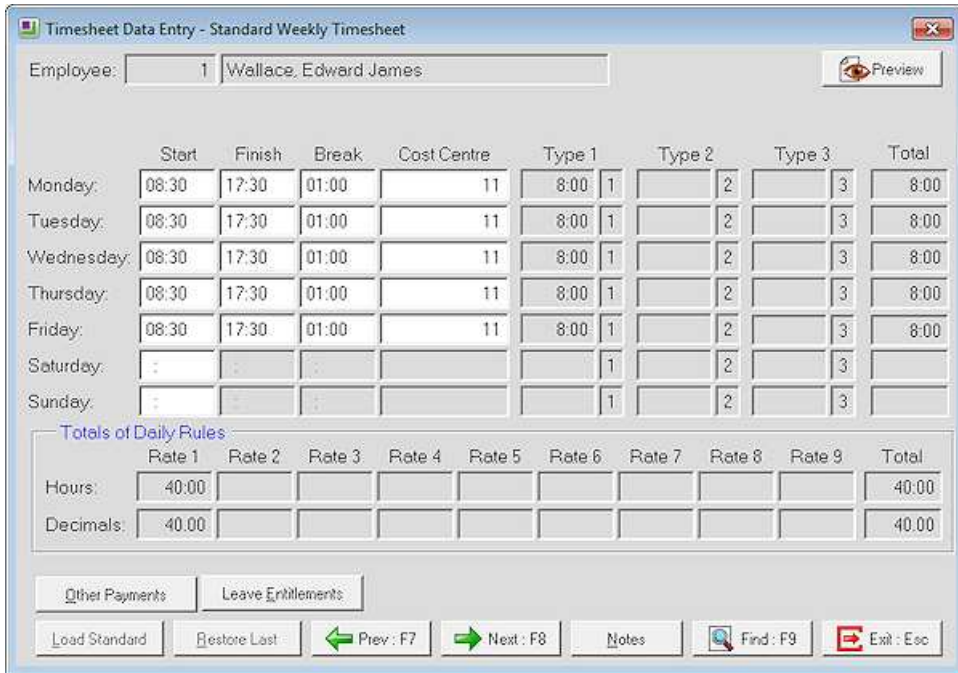
The Standard Timesheet appears. This is where you can maintain standard times for this employee – the equivalent of EXO Payroll’s Standard Pay.

The layout of this window depends on the options chosen on the Timesheet Setup window (see page 16).

If “One Page per Day” or “Time and Attendance (per Day)” is chosen for the **Mode** property, the window contains a separate tab for each day’s times, plus an eighth tab that sums the hours on the other seven:



If “One Page per Week” is chosen for the **Mode** property, the window contains a single tab, with a line for each day’s times:





**Transaction Entry**

**Start Time** Enter the time that the employee is expected to clock in on this day.

**Finish Time** Enter the time that the employee is expected to clock out on this day.

**Cost Centre** Enter the cost centre that the employee is expected to clock out on this day.

**Hours** Data entry differs depending on what you want to achieve.

**Notes** Here you can enter a standard note for this employee. The note will be incorporated into the Current Timesheet, and in turn, the Employee Notes screen in Payroll.

**Example 1**

When **Enter Start and Finish Times** is selected, clocking meal breaks:

Start Time	Finish Time	Cost Centre	Hours
09:00	12:00	11	3:00
12:00	12:30	9999	0:30
12:30	17:30	11	5:00
17:30	:		:

**Example 2**

When **Enter Hours Only** is selected:

Start Time	Finish Time	Cost Centre	Hours
:	:	11	08:30

If you're keying from source documents such as time cards you may already know the hours to pay. Note that the break line is not needed in this case because the hours to pay are a known quantity.

**Example 3**

No Costing:

Start Time	Finish Time	Cost Centre	Hours
09:00	12:00		3:00
12:00	12:30	9999	0:30
12:30	17:30		5:00
17:30	:		:

Note that in both of the above cases the cost centre field is optional – in other words, only for costing fragments of time to specific jobs. If no cost centre is entered, the payroll will assume the appropriate cost centres, when the wages reach Head Office. Note that the break code is still needed.

**Example 4**

Time and Attendance mode, entering hours only:

Start Time	Finish Time	Cost Centre	Hours
08:30	08:30		:

This method requires you to know the start time and the finish time for the day, in order to process times for a day. Key in the start time, and the job cost centre if applicable, then key in the hours worked...

Start Time	Finish Time	Cost Centre	Hours
08:30	16:30		08:00

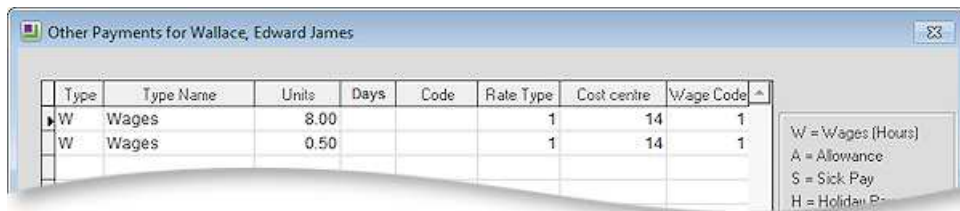
Note that the Finish Time will be automatically calculated by the system.

## MYOB EXO Timesheet

### Example 5

Entering decimal times:

In all of the above cases you are entering values for the day in terms of time (base 60). If you want to enter times in decimal form (base 10) use the **Other Payments** button (transaction type = W).



**NOTE:** The daily rules (in Timesheet Setup) do not apply to the Other Payments screen. Therefore overtime has to be clearly stated on a separate line.

### Daily Rules

A Daily Rules section appears on the Standard Timesheet window if “Daily Limits” was selected for the **Rates calculated using** property on the Timesheet Setup window.

The premise of a daily rule is that an employee must work at least X hours per day, before getting overtime. How much of that extra time is liable for time ½ or double time is also specified in the daily rule.

#### Total Hours Worked for Day

This will display the split of ordinary pay vs. overtime vs. breaks, as governed by the daily maximums in the Setup screen, in units of time (base 60).

#### Total (Decimal) Worked for Day

This will display the split of ordinary pay vs. overtime vs. breaks, as governed by the daily maximums in the Setup screen, in decimal units (base 10).

### Weekly Rules

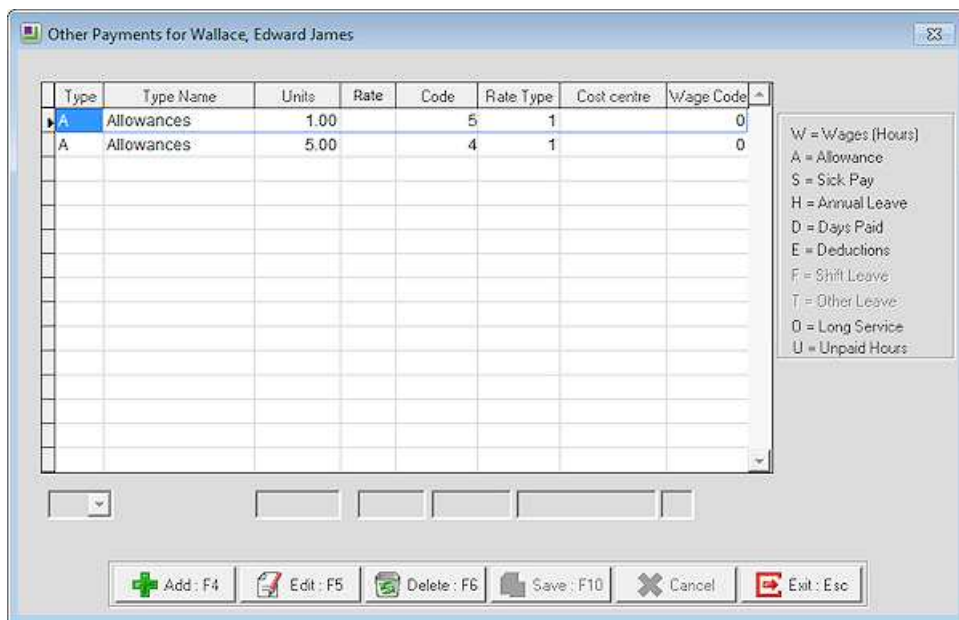
A Weekly Rules section appears on the Standard Timesheet window if “Weekly Limits” was selected for the **Rates calculated using** property on the Timesheet Setup window.

The premise of a weekly rule is that, regardless of how many hours an employee has worked on any given day(s), they must physically have worked at least X hours per week, before payment overtime is payable. How much of those hours are liable for time and a half or double time is also specified in the weekly rule.

### Other Payments

Click the **Other Payments** button to enter non-wage transactions that this employee would normally receive every pay period.

**NOTE:** The Other Payments screen is not available for Time and Attendance employees. This is because the Time and Attendance system only accepts data in the form of a times file, and times files only consist of start and finish times.



Click the **Add** button to add a transaction. In the transaction type field, click or press the spacebar on the list box to see your choices.

- W - Wages (Hours )
- A - Allowances
- S - Sick Pay
- H - Annual Leave
- D - Days Paid
- E - Deductions
- F - Shift Leave
- T - Other Leave
- O - Long Service Leave
- U - Unpaid Leave

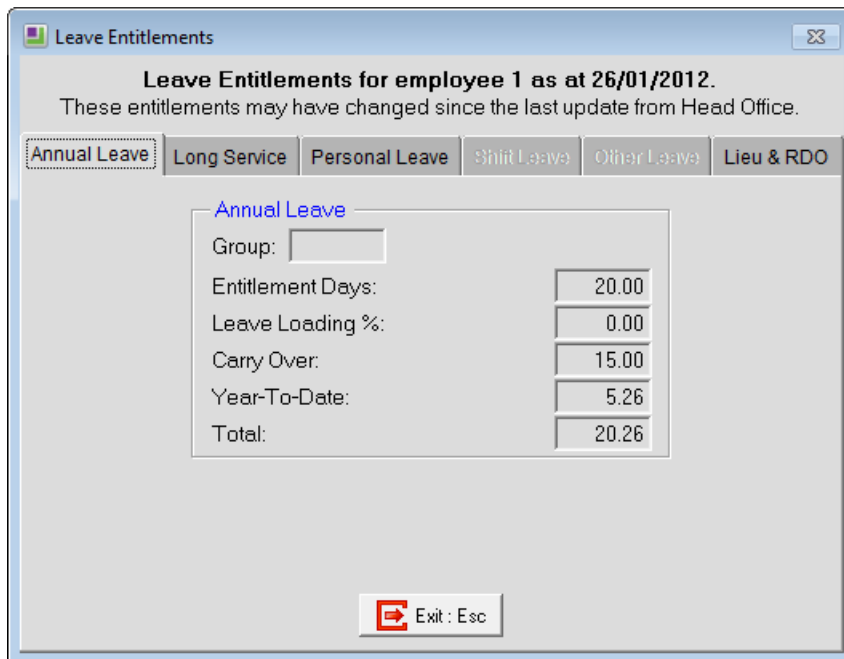
Click the **Edit** button to edit a saved transaction.

Click the **Delete** button to remove the selected record from the system.

## MYOB EXO Timesheet

### Leave Entitlements

Click the **Leave Entitlements** button to view the current balance for all leave types relating to the current employee. It is primarily used during the processing of the Current Times for checking that the employee has enough leave entitlement to cover their upcoming absence.



The screenshot shows a software window titled "Leave Entitlements" with a close button in the top right corner. The main heading is "Leave Entitlements for employee 1 as at 26/01/2012." Below this, a note states: "These entitlements may have changed since the last update from Head Office." A horizontal menu contains several tabs: "Annual Leave" (which is selected and highlighted with a dashed border), "Long Service", "Personal Leave", "Sick Leave", "Other Leave", and "Lieu & RDO".

Under the "Annual Leave" tab, there is a sub-section titled "Annual Leave" containing a table of values:

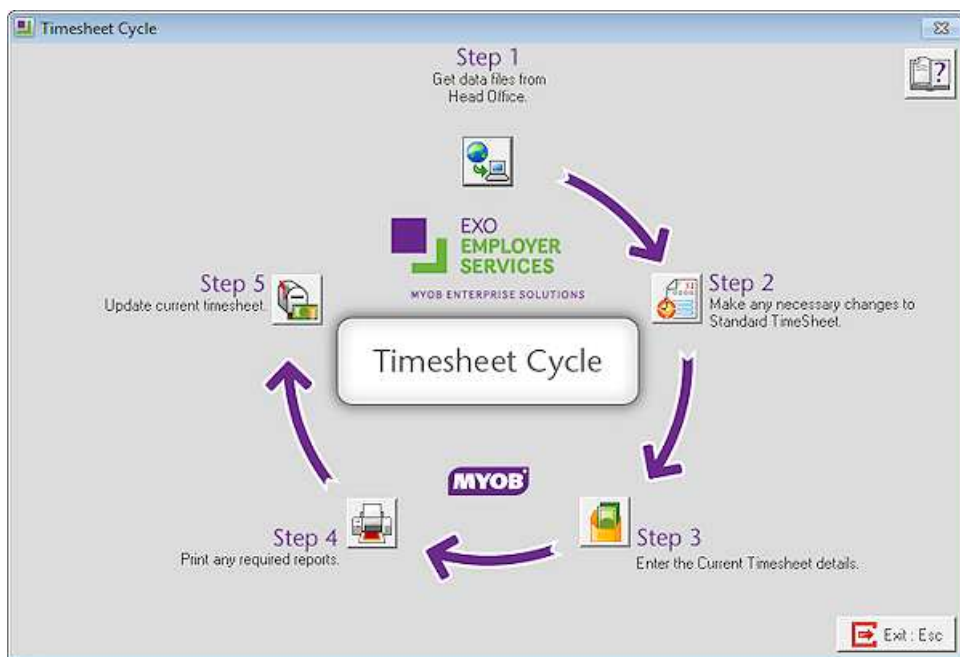
Group:	<input type="text"/>
Entitlement Days:	20.00
Leave Loading %:	0.00
Carry Over:	15.00
Year-To-Date:	5.26
Total:	20.26

At the bottom center of the window, there is a button with a red 'E' icon and the text "Exit : Esc".

## The Timesheet Cycle

There are several simple ways to create a timesheet. For new users we recommend you use the easiest method - our unique EXO Timesheet Cycle, which steps you through the pay process.

Click on the TimeSheet Cycle button on the Toolbar. This will launch the TimeSheet Cycle screen as shown below.



- Step One - Get Data from Head Office (see page 25)
- Step Two - Standard TimeSheet (see page 25)
- Step Three - Current TimeSheet (see page 26)
- Step Four - Print Reports (see page 32)
- Step Five - Update Current TimeSheet (see page 34)

### Step One - Get Data from Head Office

Before beginning your pay run, you must ensure that you have received the Site File from the Remote Head Office. The updated file will contain any new employees that have started with the company since the last pay.

Click on Step One. You will be prompted to select a site file. The Remote system will automatically look for the site file in the path specified in the Setup Cycle Step One.

The file's naming convention is based on the site code you are registered under, this means you will not be able to import the wrong files. Once this step is complete you should see a confirmation message.

### Step Two - Standard TimeSheet

From the TimeSheet Cycle, select Step Two. If you are aware of a change in an employee's standard working hours or standard allowances, make the change here before applying the template to a live pay period.

See the topic on the Setup Cycle Step 3 (see page 19) for a breakdown of the Standard Times screen and its functions.

## MYOB EXO Timesheet

### Step Three - Current Timesheet

This is where you edit In and Out times for an employee, wherever the actual times vary from the defaults set in the Standard Times screen.

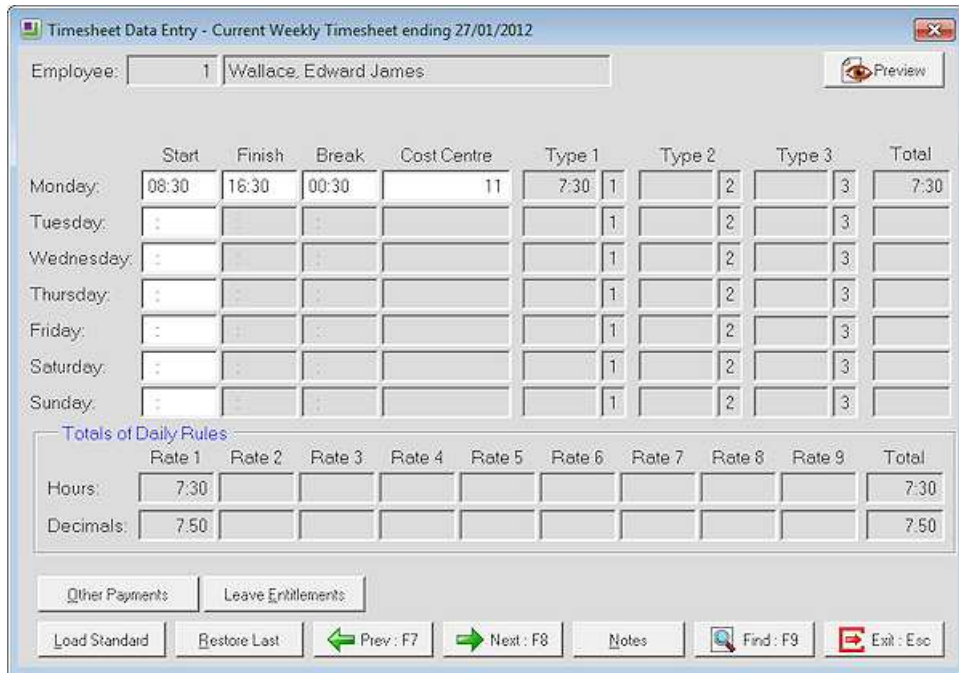
The intent being that a copy of the Standard Times templates is used on a week-to-week basis, with only minimal changes needing to be made if there is a variance on the employee's normal times.

Select Step Three from the Setup Cycle - the Create Current Timesheet window appears.

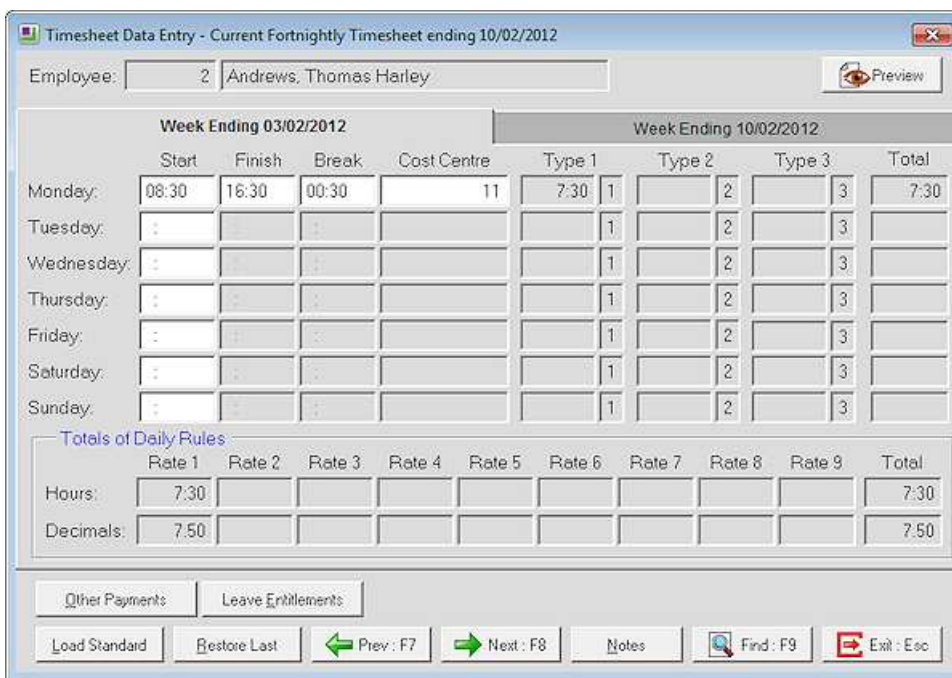


**Pay Frequency** This indicates the span of dates within the pay period, for accounting and taxation purposes. Select from:

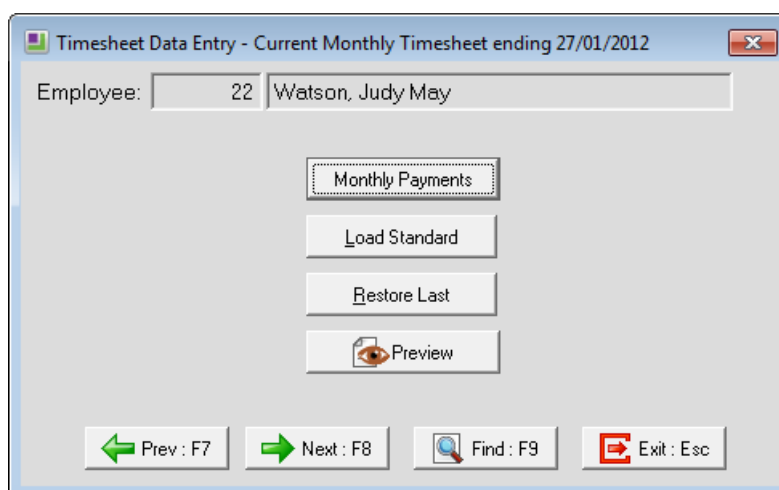
- **Weekly** - A weekly Timesheet has a single Sheet to enter times against:



- **Fortnightly** - A fortnightly Timesheet has two sheets to enter times against – times are still grouped into weeks for applying Weekly Rules:



- **Monthly** - For a monthly Timesheet, there is not enough room to break down time into four and sometimes five weeks in the monthly pay period. Therefore when activating the Monthly Payments option, the Other Payments screen is used to load data into the Timesheet:



**Create New**

If a Current Timesheet for the selected Pay Frequency does not currently exist, a **Create New** button is available. Click this button to commence a new pay period. The Timesheet will automatically bring the preset data from the Standard Times into this pay period.

**Edit**

If a Current Timesheet for the selected Pay Frequency already exists, an **Edit** button is available. Click this button to proceed, you will then see the Select Employee screen. Highlight the employee you want to enter times for, then click the **Select** button or press ENTER.

The Current Timesheet screen then appears. This is where you can maintain pay period times for this employee – the equivalent of EXO Payroll’s Current Pay.

## MYOB EXO Timesheet

### Load Standard

This will completely clear the Current Timesheet and reset the times for this employee to exactly match those stored in the Standard Times screen.

### Restore Last

This will completely clear the Current Timesheet and reset the times for this employee to exactly match those stored in Current Times screen, as of the last posting.

### Notes

Here you can modify the employee's Standard Note (if there is one) or enter a new note, for this employee. The end result being that the note will be posted to the Employee Notes screen in Payroll.

### Transaction Entry

**Start Time** Enter the time that the employee is expected to clock in on this day.

**Finish Time** Enter the time that the employee is expected to clock out on this day.

**Cost Centre** Enter the cost centre that the employee's time is charged to on this day.

**Hours** Data entry differs depending on what you want to achieve.

#### Example 1

Clocking start and finish times, clocking meal breaks:

Start Time	Finish Time	Cost Centre	Hours
09:00	12:00	11	3:00
12:00	12:30	9999	0:30
12:30	17:30	11	5:00
17:30	:		:

#### Example 2

Entering hours only

Start Time	Finish Time	Cost Centre	Hours
:	:	11	08:30

If you are keying from source documents such as time cards you may already know the hours to pay. Note that the break line is not needed in this case because the hours to pay are a known quantity.

#### Example 3

No Costing:

Start Time	Finish Time	Cost Centre	Hours
09:00	12:00		3:00
12:00	12:30	9999	0:30
12:30	17:30		5:00
17:30	:		:

Note that in both of the above cases the cost centre field is optional – in other words, only for costing fragments of time to specific jobs. If no cost centre is entered, the payroll will assume the appropriate cost centres, when the wages reach Head Office. Note that the break code is still needed.



**Example 4**

Time and Attendance Mode

Start Time	Finish Time	Cost Centre	Hours
08:30	08:30		:

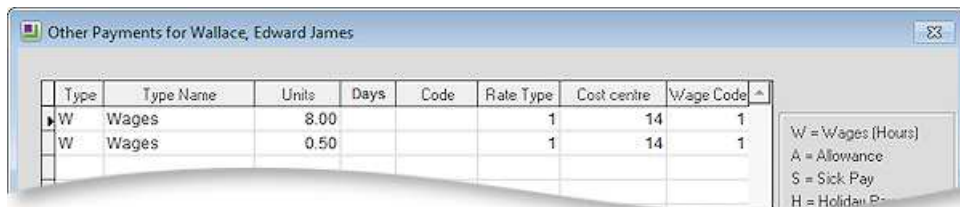
This method requires you to know the start time and the number of hours worked for the day, in order to process times for a day. Key in the start time, and the job cost centre if applicable, then key in the hours worked...

Start Time	Finish Time	Cost Centre	Hours
08:30	16:30		08:00

Note that the Finish Time will be automatically calculated by the system.

**Example 5:**

Note that in all of the above cases you are entering values for the day in terms of time (base 60). If you want to enter times in decimal form (base 10) use Other Payments button (transaction type = W).



Note that the daily rules (in Timesheet Setup) do not apply to the Other Payments screen. Therefore overtime has to be clearly stated on a separate line.

**Daily Rules**

A Daily Rules section appears on the Current Timesheet window if “Daily Limits” was selected for the **Rates calculated using** property on the Timesheet Setup window (see page 16).

The premise of a daily rule is that an employee must work at least X hours per day, before getting overtime. How much of that extra time is liable for time ½ or double time is also specified in the daily rule.

Daily Rules					
	Rate 1	Rate 2	Rate 3	Breaks	Total
Total Hours worked for day:	8:00	1:00	:	:	9:00
Total (Decimal) worked for day:	8.00	1.00			9.00

**Total Hours Worked for Day** This will display the split of ordinary pay vs overtime vs breaks, as a governed by the daily maximums in the Setup screen, in units of time (base 60).

**Total (Decimal) Worked for Day** This will display the split of ordinary pay vs overtime vs breaks, as a governed by the daily maximums in the Setup screen, in decimal units (base 10).

**Preview**

This will display the breakdown of units to pay in a report form.

**Weekly Rules**

A Weekly Rules section appears on the Current Timesheet window if “Weekly Limits” was selected for the **Rates calculated using** property on the Timesheet Setup window.

The premise of a weekly rule is that, regardless of how many hours an employee has worked on any given day(s), they must physically have worked at least X hours per week, before payment overtime is payable.

How much of those hours are liable for time ½ or double time is also specified in the weekly rule.

## MYOB EXO Timesheet

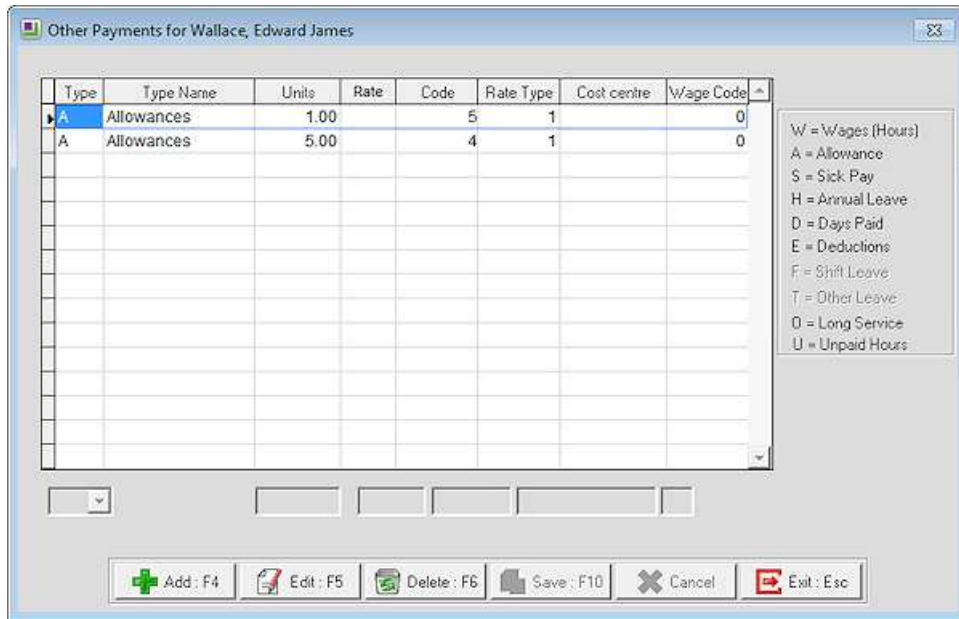
The right-most page tab on the Data Entry screen holds the weekly breakdown of pay, if you are using Weekly Rules rather than daily rules.

From the Current Times screen click on the Exit button, this will return you to the Timesheet Cycle.

### Other Payments

From the Timesheet Entry screen, click on the Other Payments button to enter non-wage transactions that this employee would normally receive every pay period.

**NOTE:** The Other Payments screen is not available for Time and Attendance employees. This is because the Time and Attendance system only accepts data in the form of a times file, and times files only consist of start and finish times.



Type	Type Name	Units	Rate	Code	Rate Type	Cost centre	Wage Code
A	Allowances	1.00	5	1	1		0
A	Allowances	5.00	4	1	1		0

- W = Wages (Hours)
- A = Allowance
- S = Sick Pay
- H = Annual Leave
- D = Days Paid
- E = Deductions
- F = Shift Leave
- T = Other Leave
- O = Long Service
- U = Unpaid Hours

Buttons: Add : F4, Edit : F5, Delete : F6, Save : F10, Cancel, Exit : Esc

Click the **Add** button to add a transaction. In the transaction type field, click or press the spacebar on the list box to see your choices.

- W - Wages (Hours )
- A - Allowances
- S - Sick Pay
- H - Annual Leave
- D - Days Paid
- E - Deductions
- F - Shift Leave
- T - Other Leave
- O - Long Service Leave
- U - Unpaid Leave

Click the **Edit** button to edit a saved transaction.

Click the **Delete** button to remove the selected record from the system.

### Hours

Hours transactions require the Hours to Pay, Rate Type (e.g. Ord, T1/2). Normally you would not need to enter this into the Allowance and Other Payments screen, they are usually entered in the standard times screen.

## Allowances

Allowance transactions require the Allowance Code and number of units to pay.

## Sick

Where sick leave is being measured in hours, Sick pay transactions require the number of hours to pay (to be valued at the employee's relevant hourly rate) and the number of Hours of Sick Leave Entitlement to Reduce for those hours.

Where sick leave is being measured in days, Sick pay transactions require the number of hours to pay (to be valued at the employee's relevant hourly rate) and the number of Days of Sick Leave Entitlement to Reduce for those hours.

## Annual Leave

Where annual leave is being measured in hours, Annual Leave transactions require the number of hours to pay.

Where annual leave is being measured in days, Annual Leave transactions require the number of days to pay.

## Days Paid

Days Paid is necessary for users who do not have Pay Period Valuation turned on in their company holiday pay setup. This field requires the number of days paid for holiday pay purposes. It is used in conjunction with the Normal/Days and Permanent Part-time holiday pay methods.

## Deductions

Deduction transactions require the Deduction Code and depending on the deduction setup, may require the Amount or the Rate.

## Shift Leave

Where holiday pay is being measured in hours, Shift leave transactions require the number of hours to pay.

Where holiday pay is being measured in days, Shift leave transactions require the number of days to pay.

## Other Leave

Where holiday pay is being measured in hours, Other leave transactions require the number of hours to pay.

Where holiday pay is being measured in days, Other leave transactions require the number of days to pay.

## Long Service Leave

Long Service Leave requires the Units to pay and a cost centre.

Long service leave may be paid in days or hours.

## Edit

Click the **Edit** button to edit a saved transaction

## Delete

Click the **Delete** button to remove the selected record from the system.

## MYOB EXO Timesheet

### Leave Entitlements

This screen holds the current balance for all leave types relating to the current employee. It is primarily used during the processing of the Current Times for checking that the employee has enough leave entitlement to cover their upcoming absence.

**Leave Entitlements for employee 1 as at 26/01/2012.**  
These entitlements may have changed since the last update from Head Office.

Annual Leave | Long Service | Personal Leave | Shift Leave | Other Leave | Lieu & RDO

Annual Leave

Group:

Entitlement Days:	20.00
Leave Loading %:	0.00
Carry Over:	15.00
Year-To-Date:	5.26
Total:	20.26

Exit: Esc

### Step Four - Print Reports

Click on Step Four of the TimeSheet Cycle. You will now be presented with the Report Selection screen. From here you can access reports on all aspects of the TimeSheet operation.

Select Report

Employees | Maintenance | Transactions

Allowances  
Cost Centres  
Deductions  
Pay Rate Types  
Timesheet Template  
Users

Allowances  
Allowance Codes: 1, 2, 3, 4, 5, 8, 9, 10, 999

Code	Name	Taxable	Ca
1	Clothing Allowance	No	To
2	Meal Money	No	Rt
3	Bonus	Yes	%
4	Milage Allowance	No	Ra
5	Study Grant	Yes	Pa
8	Withholding Tax	Yes	Pa
9	Extra Emolument	Yes	Pa

This report prints the list of allowances.

Select | Exit: Esc

**Select** This button will open the Print Report screen (see page 34).

**Exit** Selecting this button or pressing ESC will exit the screen without printing a report.

## Report Selection

Following is a list and description of all reports available in the system.

### Employees

Report	Description
<b>Employees</b>	Prints a list of all employees with basic contact and setup details.

### Maintenance

Report	Description
<b>Allowances</b>	Prints out a list of all allowances and their attributes.
<b>Cost Centres</b>	Prints a list of all cost centres and their respective GL codes and other attributes.
<b>Deductions</b>	Prints out a list of all deductions and their attributes.
<b>Pay Rate Types</b>	Prints a list of the default pay rate types and descriptions.
<b>Timesheet Template</b>	This is a pre-printed form onto which employees can hand-write their times and pass on the clerk for data entry.
<b>Users</b>	This report prints a list of all users currently set to use the system.

### Transactions

Report	Description
<b>Log File</b>	Prints a list of all system events that have occurred with dates, times and users.
<b>Posting</b>	This report prints a list of transactions for a specific batch. For this report only a separate option is available to select a batch to print the report for, from the report options screen.
<b>Timesheet</b>	This is a form of daily attendance report, showing the start times, finish times, and breaks for each day.

## Report Options

Many options are common throughout all of the reports, for example “Detailed Report” means to display a line for each record meeting your criteria.

### Timesheet Template

- *Print each employee on a new page* - Start printing at the top of a new page each time an employee record is encountered.
- *Start Day* - This report displays a line for each day of the week. Select from the following list, in order to define which line will be the start line, i.e. the day on which the pay week commences:

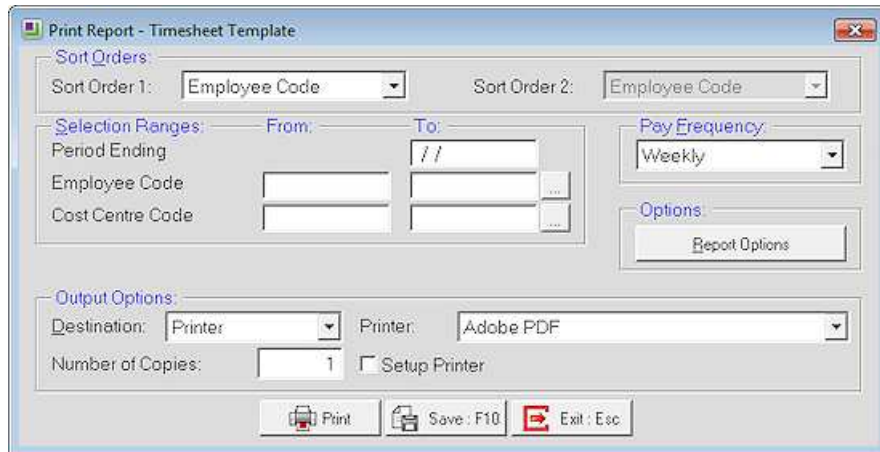
## MYOB EXO Timesheet

### Timesheet

- *Print each employee on a new page* - Start printing at the top of a new page each time an employee record is encountered.
- *Cost Centre name instead of code* - For transactions that have been costed to a specific job, show the more-informative cost centre name, as opposed to the numeric cost centre code.

### Printing Reports

From the Report Selection screen, double-click on the Posting Report.



The Print Report Options screen is where the report is generated from. In some reports, extra options can change the sorting and grouping of the report.

**Sort Order** This allows you to choose the desired sort order for the selected report.

**Destination** You can choose to print the report to the selected printer or preview the report to screen.

**Printer** Lets you select the default printer to print the report to.

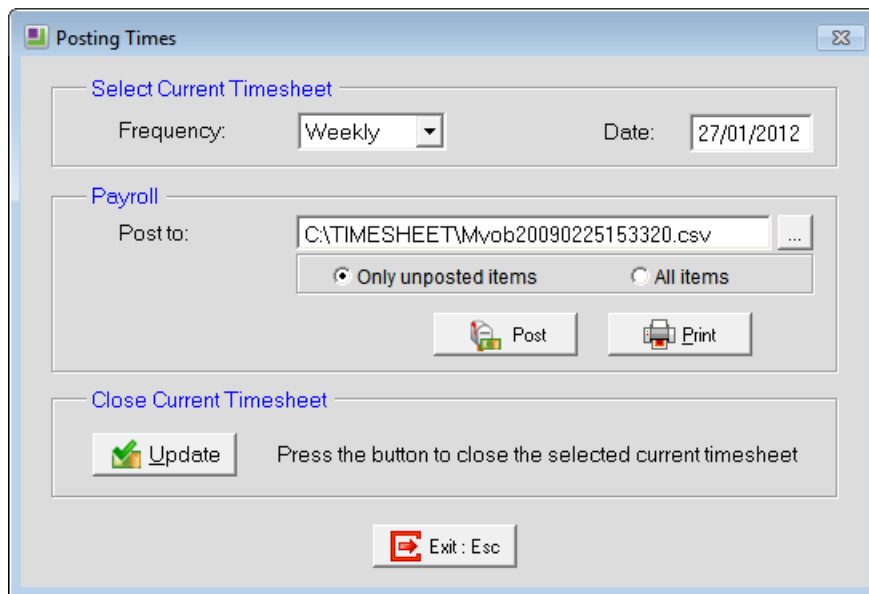
**Number of Copies** Lets you set the number of copies of the report to print out.

**Print** Pressing this button or using the F9 function will print the report.

**Exit** Pressing this button or the ESC function key will exit the reports screen.

## Step Five - Update Current Timesheet

Click on Step Five of the Timesheet Cycle and the following screen appears:



**Frequency** Click on the Pay Frequency list to select a batch to post.

**Date** The pay period end date for this posting should be the same as the current pay, for the given pay frequency, at Head Office.

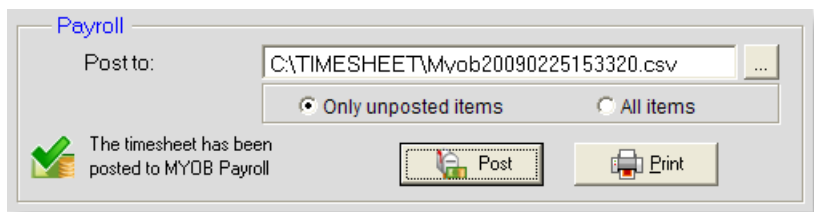
**Post to** EXO Timesheet will post the sum of waged hours and the contents of the Other Payments screen to a wage transaction file, which is subsequently imported by EXO Remote. This is the path and file name that the pay file will be posted to. Click the Choose [...] button to select a folder.

**Only unposted items** The Timesheet will not post the same transaction to the pay file twice. This is achieved by flagging each transaction as posted when the pay file is created or appended to. This is the default behaviour of the Timesheet and is sufficient most of the time.

**All items** You may wish to start from scratch and reconstruct the entire Timesheet for this pay period again. What was posted will be disregarded, old transactions that you have since altered will be posted again, and new transactions will also be posted.

**Post** Click this button to post the EXO Timesheet transactions. The user at the EXO Remote end will import the pay file into the payroll's Current Pay.

If the timesheet is posted successfully, a confirmation message appears and the timesheet is marked as posted on the Posting Times window:



**Print** This will print a report, based on the selections that you have made earlier.

## MYOB EXO Timesheet

### Close Current Timesheet

After posting the Current Timesheet, you will need to update the batch, i.e. close off the pay period, in preparation for a new set of dates. Dates belonging to Updated Timesheets will not be editable. Always ensure that when entering times into the Current Timesheet, you are working with the dates that span the current working calendar week(s). This is so that times for old dates can be reported historically in the Timesheet report.

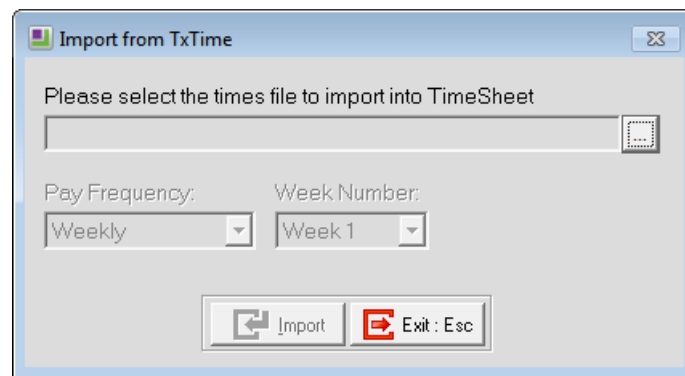
Once the times have been posted and the Posting report has been printed, click the **Update** button to continue. A message requesting confirmation appears. Click **Yes** to proceed.

Your file will now be ready for importing at EXO Remote / EXO Time and Attendance.

### Import from TxTime

The hours that employees work can optionally be imported into the current Timesheet by way of a TxTime import file. This import is reliant on a specific configuration of Timesheet, as specified in the Timesheet Setup screen - the Timesheet Entry mode must be set to "One Page per Day" and entering "Hours Only".

TxTime gathers input from individual SMS text messages and provides an interface to comparable Timesheet and Payroll applications. From the Timesheet menu, select **Import from TxTime**. The following window appears:



**Please select the times file to import into Timesheet** Click on the lookup [...] button, in order to select a time transaction (TIMETRAN.DBF) file. If you are not sure how to create the time transaction from TxTime in the first instance, please consult your TxTime product manual.

**Pay Frequency** Only Timesheets which are currently open, and that are of the correct pay frequency should be selected here. Take care to ensure that before an import, there are no hours belonging to previous pay periods - which could result in unwanted duplication of data.

Once you have made your selections, click the **Import** button to proceed. A confirmation message indicates a successful import operation.



## Maintenance

### Employees

From the File menu, select **Employees**. Choose an employee on the Select Employee window and click **Select**.

The screenshot shows a software window titled "Employee Maintenance". It contains several input fields and a control bar at the bottom. The fields are organized into two columns. The left column includes: Code (1), Surname (Wallace), First Names (Edward John), Alpha Code (WALLACE), Address (134 March Road), Suburb (Richmond), City (VIC), Phone (9223 9978), and Occupation (Salesman). The right column includes: TFN Number (211212201), Pay Frequency (Weekly), Sex (Male selected), and Start Date (01/03/2002). The control bar at the bottom has buttons for: Prev: F7, Next: F8, Find: F9, Add: F4, Delete: F6, and Exit: Esc.

**Code** This is a unique numeric code, assigned to the current employee only. As each employee is added, this code increments.

**Surname** The Employee's family name.

**First Names** The Employee's first name(s).

**Alpha Code** This is a unique alphanumeric code – usually derived from the surname and assigned to the current employee only.

**Address** The Employee's address line 1 will be displayed here.

**Suburb** The Employee's address line 2 will be displayed here.

**City** The Employee's city of address will be displayed here.

**Phone** Employees phone number.

**Occupation** The employee's role within the company.

**TFN Number** The Employee's unique Tax File Number.

**Pay Frequency** The Employee's pay frequency.

**Sex** The employee's gender.

**Start Date** The date on which the employee commenced work with your company.

**Time and Attendance Employee** Times that are entered against EXO Time and Attendance employees will not be captured directly into payroll. They will instead be captured into the EXO Time and Attendance system, which has the ability to apply many advanced operations, such as the rounding and anchoring of start and finish times, and comparison with rostered times. The fully processed times will in turn be posted from EXO Time and Attendance to EXO Payroll.

## Allowances

From the Maintenance menu, select **Allowances**, then select an allowance from the list that appears.

The screenshot shows the 'Allowance Maintenance' window with the following details:

- Code:** 1
- Name:** Clothing Allowance
- Taxable/Non-Taxable:** Non-Taxable (selected)
- Calculation Method:** Total Hours
- Rate:** 0.0500
- Pay Rate Type:** All
- Wage Rate Code:** (empty)
- Type:** Normal
- Cost Centre:** Employee's Default
- Override Tax Rate:** (empty)
- Options:**
  - Add to Gross for Holiday Pay
  - Add to Gross for Super
  - Add Earning Levy
  - Not Liable for ACC
  - Can Modify Name

**Code** This is the unique code assigned to this allowance.

**Name** This is the name of the currently selected allowance.

**Taxable vs Non Taxable** Taxable allowances are allowances that are liable for income tax (PAYE). Non taxable allowances are full exempt from income tax.

**Calculation Method** This is how the allowance is calculated and can be one of:

- Fixed Dollar Amount
- Percentage of Wage and Salary
- Total Hours
- Equivalent Hours
- Specific Hours
- Rated Units
- Hourly Rate
- Percentage of Total Gross

**Rate** This is the dollar amount per unit of the allowance to pay.

**Pay Rate Type** This is the pay rate assigned to this allowance.

**Maximum Number** This controls the maximum number of units of an allowance that can be paid to an employee in the current batch.

**Wage Rate Code** This is the employees' multiple hourly wage rate code that is assigned to this allowance.

**Type** This setting dictates the type of allowance this is. The type can be one of: Normal, Reimbursement, Withholding Payment and Extra Emolument.

**Cost Centre** This is the Cost Centre the allowance will be costed to.

**Override Tax Rate** This lets a user tax an allowance at a different rate to the employees normal tax rate.

**Add to Gross for Holiday Pay** Sets whether this allowance contributes to the employee's gross pay that is liable for holiday pay calculations.

**Add to Gross for Super** Sets whether this allowance contributes to an employee’s gross pay that is liable for Superannuation contributions.

**Add Earner Levy** Sets whether this allowance contributes to the employee’s gross pay that is liable for earner levy.

**Not liable for ACC** Marks whether this allowance is liable for the ACC employer premium or not.

**Can Modify Name** Allows a user to modify the name of the allowance when paying it to an employee.

## Deductions

From the Maintenance menu, select **Deductions**, then select a deduction from the list that appears.

The screenshot shows a 'Deduction Maintenance' window with the following fields and values:

- Code: 1
- Name: Social Club
- Post-Tax Deduction:
- Type: Normal
- Calculation Method: Fixed Dollar Amount
- Amount: 3.0000
- General Ledger Code: 302
- Protected Pay %:
- Make a part deduction:
- Pay deduction by consolidated direct credit:

At the bottom, there is a table with columns: Bank Branch, Account, Suffix, Reference, Code, Particulars. The table is currently empty.

Navigation buttons at the bottom: Prev: F7, Next: F8, Find: F9, Exit: Esc.

**Code** This is the unique code assigned to this deduction.

**Name** The name of the deduction.

**Post Tax Deduction** Most deductions have this option enabled and are post-tax, i.e. the deduction is taken out after tax.

**Calculation method** This is how the deduction is calculated and can be one of:

- Fixed Dollar Amount
- Percentage of Gross Pay
- Reducing Balance
- IRD

**Amount** The amount the deduction is set at (if there is one). If this is zero, it means it can be set when put into a pay (from the Data Entry screen or through Payroll). For such calculation methods as % of Gross Pay, this is displayed as the Rate field.

**General Ledger Code** This is the General ledger code that the deduction will be costed to in Payroll.

**Type** The deduction type - will be one of:

- Normal
- Employer Super
- Employee Super
- Child Support

## MYOB EXO Timesheet

**Protected Pay %** This specifies if there is a minimum percentage of the pay that must still go to the employee after this deduction is paid. If the deduction goes over that percentage, then it will either not be paid or only part of it be paid (depending on the setting of Make Part Deduction)

**Make a Part deduction** If all of the deduction can't be paid (there is not enough pay to cover it), then this will still allow as much of the deduction to be paid as can be. Otherwise if there is not enough to pay the whole deduction, none of it is paid.

**Pay Deduction by consolidated direct credit** Meaning that whenever this deduction made, the funds will be directed to a universal bank account of your choosing.

**Bank / Branch / Account / Suffix** The bank account for the deduction to go to.

**NOTE:** The bank details will only appear if it has been set up in EXO Payroll to pay the deduction by Consolidated Direct Credit. Remote cannot pass bank account numbers to EXO Payroll, this is only to be handled by the pay clerk.

**Bank Reference / Bank Code / Particulars** Details to appear on bank statements. These will also only appear when it is setup to pay by Consolidated Direct Credit.

## Cost Centres

From the Maintenance menu, select **Cost Centres**, then select a Cost Centre from the list that appears.

The screenshot shows a 'Cost Centre Maintenance' dialog box. It has the following fields and values:

- Code: 11
- Name: Akl/OOffice
- GL Code: 601
- Cost Centre Analysis:
  - Centre: 1
  - Work Area: 1

At the bottom of the dialog, there are four buttons: 'Prev: F7', 'Next: F8', 'Find: F9', and 'Exit: Esc'.

**Code** This is the unique code for this Cost Centre.

**Name** This is the name of the Cost Centre.

**Analysis 1** This is the breakdown showing which part of the code belongs to the first tier of the cost centre structure, based on the structural rules set at the Head office.

**Analysis 2** This is the breakdown showing which part of the code belongs to the second tier of the cost centre structure, based on the structural rules set at the Head office.

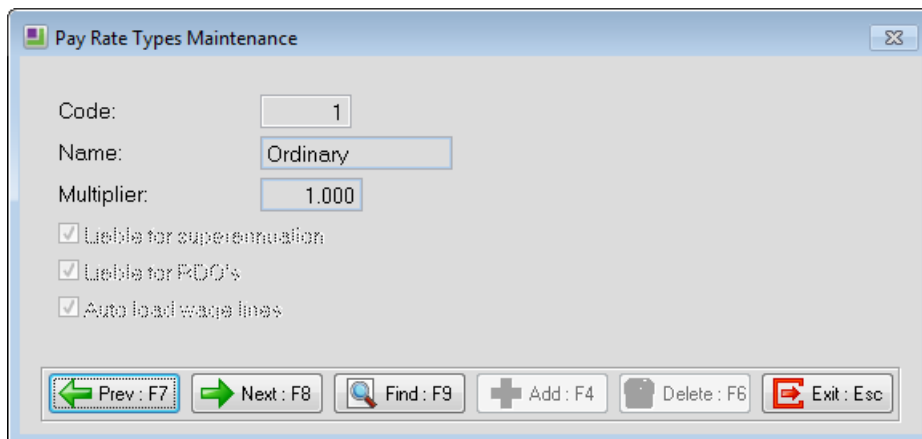
**Analysis 3** This is the breakdown showing which part of the code belongs to the third tier of the cost centre structure, based on the structural rules set at the Head office.

**Analysis 4** This is the breakdown showing which part of the code belongs to the fourth tier of the cost centre structure, based on the structural rules set at the Head office.

**GL Ledger Code** This is the general ledger code assigned to this Cost Centre.

## Pay Rate Types

This is the maintenance screen for pay rate types. These are the default pay rates that are set up in MYOB EXO Payroll.



**Code** The code relating to the rate type.

**Name** A descriptive name relating to the pay rate type.

**Multiplier** The multiplier relating to the rate type, e.g. 1.5 for time and a half.

**Liable for superannuation** Indicates whether or not this pay rate type is liable for Superannuation.

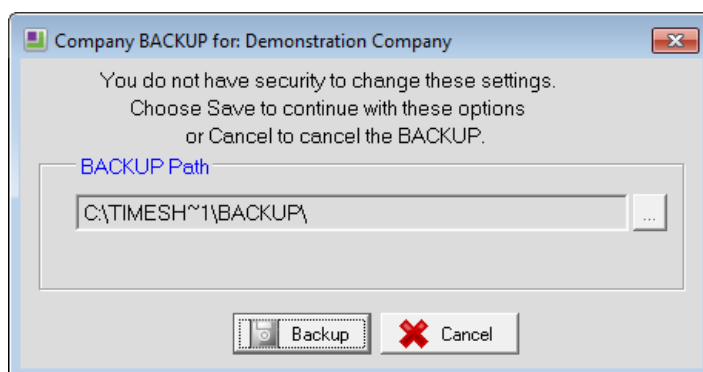
**Liable for RDOs** Indicates whether or not this pay rate type is liable for Rostered Days Off.


**Auto load wage lines** If this option is enabled, the appropriate wage line will be automatically placed in the Wages window of employees' Standard Pay.

## Utilities

### Backups

While your MYOB system has several forced Backup options, you can perform a Backup at any time by choosing the **Backup** option from the Utilities menu or clicking the **Backup** toolbar button. This opens the following window:



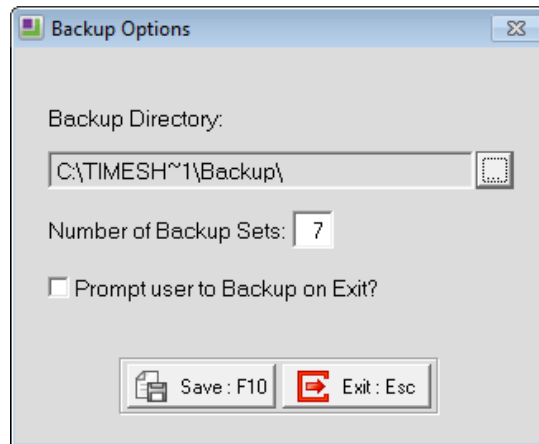
If you are backing up to Hard Disk, you can select a different backup path by clicking the  button.

Click **Backup**, and the system will run the backup. The progress of the backup is displayed as it runs. A confirmation message is displayed once the backup is complete.


## MYOB EXO Timesheet

### **Backup Options**

Select **Backup Options** from the Utilities menu to configure backup settings.



**Number of Backup Sets** Select the number of backups you use. It is recommended that you maintain a rotation of at least seven backups.

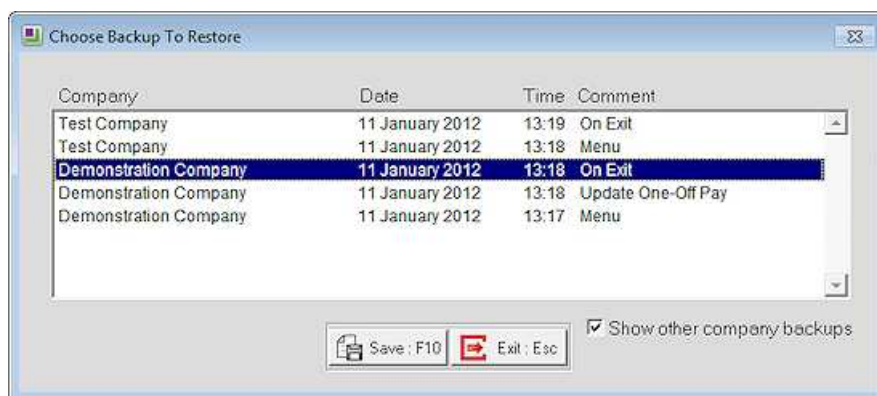
**Backup Directory** Enter the directory to write backup files to. By default, the system backs up to the program directory. To choose another location, click the  button.

**Prompt user to Backup on Exit?** If this option is ticked, a backup will be done every time you quit or change payrolls. This is recommended, at least in the early stages of using the EXO Remote system.

### **Restoring from a Backup**

From time to time you may need to go back to an earlier Pay Period due to a problem with a pay or a hardware fault. You can perform a Restore at any time by choosing the **Restore** option from the Utilities Menu.

If you have been backing up to your hard drive you will see a screen containing a list of Backups, their dates and when they were performed. Highlight the backup to restore and then click on the **Restore** button.



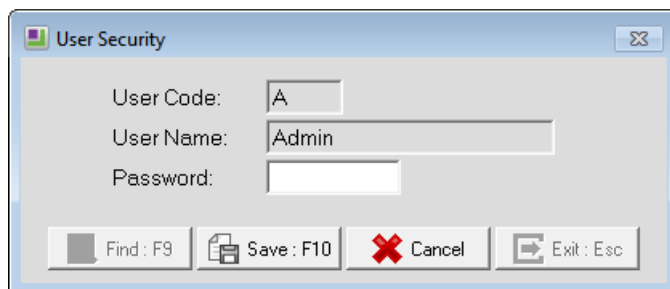
**NOTE:** This option should be chosen with care and probably only after you have consulted with Support.

### **File Reindex**

This is a repair utility, useful for checking the integrity of your data files in the event of a forced shutdown of the program, e.g. power outage. If the program successfully performs re-index of files this can be a good indication that your data files are intact.

## User Security

This is where the current user can modify their password. At this stage only the administration users are permitted to view all details. Normal users are only permitted to change their own password. All users are assigned at head office.



The screenshot shows a dialog box titled "User Security" with a close button in the top right corner. It contains three input fields: "User Code:" with the value "A", "User Name:" with the value "Admin", and "Password:" which is empty. At the bottom, there are four buttons: "Find : F9" (with a magnifying glass icon), "Save : F10" (with a floppy disk icon), "Cancel" (with a red X icon), and "Exit : Esc" (with a window icon).

**User** Displays the user code of the current user.

**Name** Displays the name of the current user.

**Password** Displays the password of the current user. This is the only field you are permitted to change.

## Contact Us

In addition to our offices in New Zealand and Australia, MYOB has software distributors all over the South Pacific, who can assist you with all kinds of MYOB-related products and services. For a distributor list, please contact us as detailed below.

### Australia

**Sales Phone** 1300 555 110

**Support Phone** 1800 836 226

**Support Email** [anzpayrollsupport@myob.com](mailto:anzpayrollsupport@myob.com)

**Registration Fax** 1800 004 587

**Registration Email** [exo.services.au@myob.com](mailto:exo.services.au@myob.com)

**Web Site** [www.myob.com.au/enterprise](http://www.myob.com.au/enterprise)

### New Zealand

**Sales Phone** 0800 MYOB EXO

**Support Phone** 0800 MYOB EXO

**Support Email** [anzpayrollsupport@myob.com](mailto:anzpayrollsupport@myob.com)

**Registration Fax** 0508 329 729

**Registration Email** [exoservices@myob.com](mailto:exoservices@myob.com)

**Web Site** [www.myob.co.nz/enterprise](http://www.myob.co.nz/enterprise)



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