



Scheduling

Overview

MYOB PayGlobal Scheduling provides functionality to help you produce optimal rosters, including matching employees to your requirements. Skill matching is performed according to the competencies that are required in any position. Simply define the competencies and qualifications needed for the job and apply award, availability and other placement criteria for filtering suitable employees.

Full integration with all other MYOB PayGlobal modules allows the sharing of common data. For example, skill matching and placement criteria are based on competencies, qualifications and award conditions managed in MYOB PayGlobal HR. Scheduling also works closely with MYOB PayGlobal Payroll and Time Management to provide complete labour costs in advance and can be used to compare a budget with the actual cost incurred.

Benefits of MYOB PayGlobal Scheduling

Automation

The comprehensive MYOB PayGlobal Award Interpreter calculates employee payments based on the roster, enabling you to compile an actual cost of wages before finalising future rosters. Finalised rosters can then be automatically updated to Time Management so that only employee attendance outside rostered times needs to be edited before updating the payroll. MYOB PayGlobal includes standard reports covering exception reports, warning and missing employee reports, and daily in/out and period pay reports. Detailed costing reports can be generated using an employee's hourly rate, overhead rate, or overhead factor. The flexibility of MYOB PayGlobal means you can set any time span as a roster period – including bands, shifts, and breaks for any planning period. This gives you the tools to allocate employees to ensure your company is staffed any time you need them, or handle

variable length shifts and variable starting times, depending on your employees' needs and your customers' demands. Competencies are attached to an employee within MYOB PayGlobal in order to define all the skills and abilities that an employee has that can be utilised. Competencies are also attached to tasks and positions so that when rostering allocations are made to requirements, only employees with competencies matching those of the associated task or position are eligible.

Staff management

With Scheduling you can easily compare automatically generated rosters with actual attendance. Rostered days off captured in MYOB PayGlobal ensure that the correct allocation of rosters and available times are easily maintained so that any shortages can be automatically handled. What's more, you can ensure that employees are not rostered for more than a specified number of consecutive shifts, hours or weekends, or without sufficiently long breaks. MYOB PayGlobal Employee Self-Service provides an alternative way for employees to view rosters themselves via personal computers or dedicated terminals.

Rostering in advance

By using Scheduling in combination with Time Management, organisations can manage scenarios by attaching employees to rotating schedules for as many future weeks as required. Rosters can be easily edited and you can quickly identify available employees with the correct qualifications to fill shifts at short notice – for example, to cover an employee on sick leave. Planned absences can be entered in advance and employees can be rostered to alternate pay rates based on where they work, according to your organisational structure.

Maximise your resources

Scheduling includes auto-placement functionality to help ensure you always have the right staff with the right skills in the right place at the right time.

MYOB PayGlobal Fact Sheet

Planning future rosters

- + Attach employees to rotating roster schedules many weeks in advance.
- + The ability to assign to multiple positions for which employees are qualified to work. An employee can be attached to an alternative rate of pay for each position. If interfaced to Time Management, the rate of pay appropriate for the position that the employee is rostered onto can be passed directly through to your payroll system.
- + The ability to allocate employees to rosters in a user-defined order of either performance ranking, hourly cost, or distance from the place of work.
- + Planning for absences of each employee together with a reason for the absence. Absent employees are automatically precluded from the generation of future rosters.
- + Calendars of employee rostered days off ensure the correct allocation of rosters.
- + The internal, user-defined Award Interpreter provides for automatic calculation of payments to employees based on the roster. This enables an actual cost of wages before finalising the roster.

Maintaining rosters

- + Location profiles allow users to specify the base roster requirements for each position for each day of the week.
- + Maintaining skill codes within the system is possible for each position, thus ensuring a minimum level of skill is rostered to each location.
- + Maintaining available times for each employee ensures that shortages in staff allocations can be covered from the available casual pool.
- + Ad hoc query generation enables users to quickly identify available employees with the correct qualification to fill shifts at short notice, due to unforeseen events such as employee sickness.
- + The ability to enter rosters 'on the fly' where expected requirements need updating due to unforeseen circumstances.