Fact Sheet

MYOB PayGlobal

Self Service

Overview

MYOB PayGlobal Self-Service is an easy to use and intuitive web application that integrates seamlessly with all MYOB PayGlobal modules. Your employees can take ownership of their information and perform common payroll and HR tasks – online, anytime, anywhere.

Self-Service uses workflows to automate your processes and forms, allowing the solution to be configured to meet the unique requirements of your organisation.

Key benefits

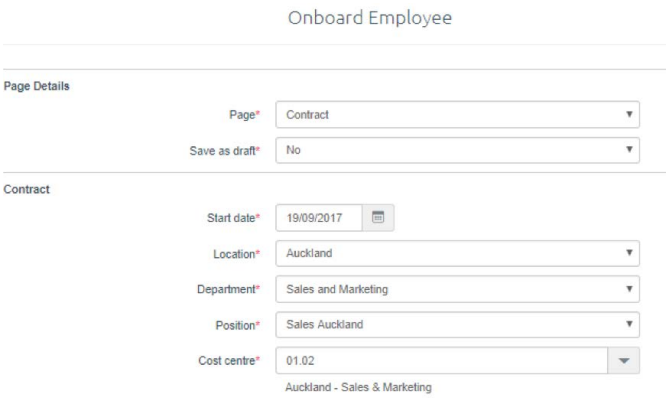
+ **Reduce costs**
  Provide payroll & HR information online for your employees, reducing the number of payroll queries.
+ **Remove paper**
  Eliminate manual forms, save time and accelerate processes.
+ **Automate**
  Improve accuracy and embed repeatable processes.
+ **Increase visibility**
  Track progress of requests, such as leave requests and performance reviews.
+ **Empower employees**
  Provide access to employee information, enabling them to do as much as their security allows.
+ **Decentralise**
  Push common HR & payroll tasks to employees, while maintaining centralised oversight.

Employee Journey

This is a journey of an employee using MYOB PayGlobal Self-Service. Because of the power of workflow, the journey can be customised to meet an organisation's specific requirements.

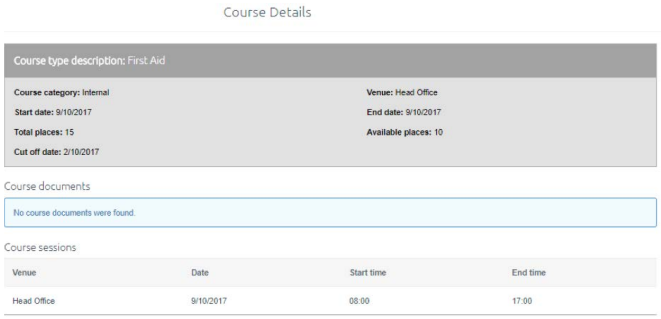
1 Onboarding

Ralph is a new employee. Before a new employee starts, their manager enters their personal and position details, and then submits the new employee request. HR reviews, updates, and approves the request. On the new employee's first day, in this instance Ralph, his manager can record what assets are issued to him, as an example – a laptop, mobile phone and swipe card.



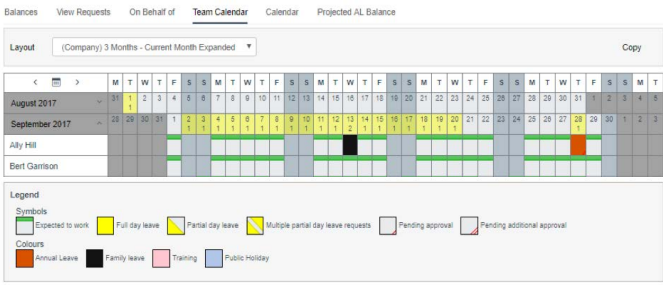
2 Learning + development

Ralph needs to go on an Occupational Health and Safety course, so he books himself on the next available course. After Ralph has attended the course, the Learning Administrator updates his record to indicate that Ralph passed the course. Ralph's manager can view and update Ralph's progress against his training plan and required competencies.



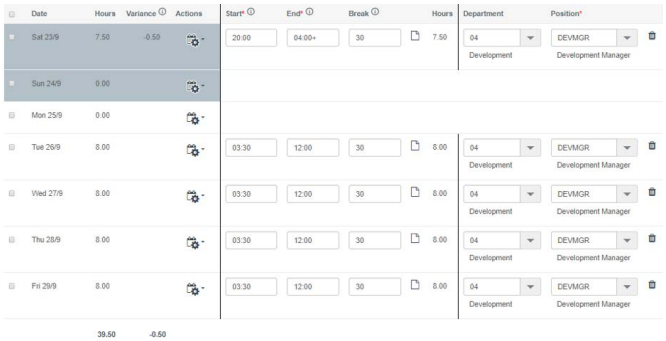
3 Leave

Ralph is planning to take a holiday, so he projects what his leave balance will be in three months, then completes his leave request. Ralph's manager can see the leave on the calendar and can approve or decline the request. Ralph's manager has 15 direct reports, so the Team Calendar allows her to easily see and plan for when her employees take leave.



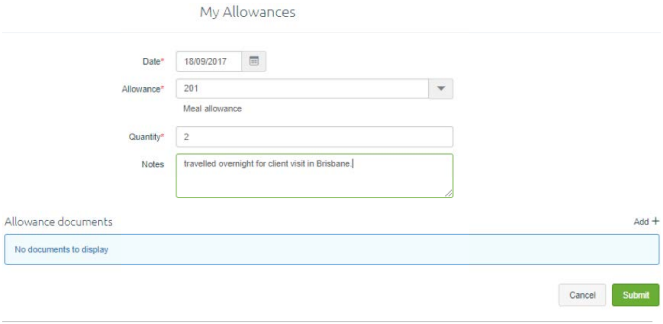
4 Timesheets

After Ralph completes his first week, he fills out his timesheet which is then submitted to his manager for approval.
The approved timesheet is sent to the MYOB PayGlobal Time & Attendance module so the Award Interpreter can calculate the appropriate entitlements.



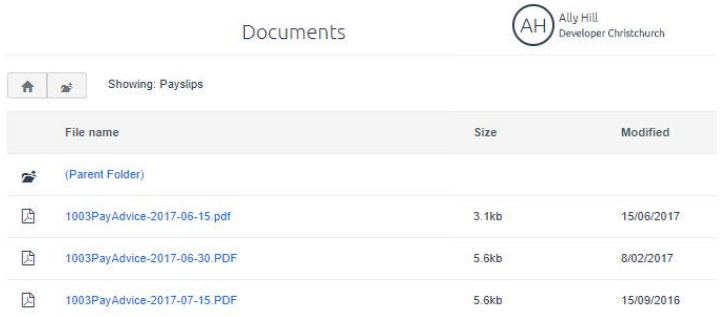
5 Allowance

Ralph travelled to a client's site, so he completes a request for a petrol allowance and then submits it to his manager for approval. The approved allowance is sent to the MYOB PayGlobal Payroll module for the payroll department to include in Ralph's next pay.



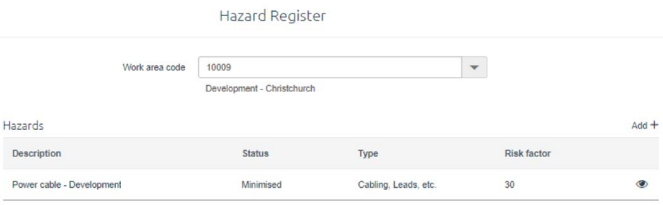
6 Payslips

After the payroll team has processed the pay, Ralph can view his payslip in Self-Service. Ralph can also view other personal documents, such as employment contracts and payment summaries. Company documents and policies are also available, which everyone in the company can access.



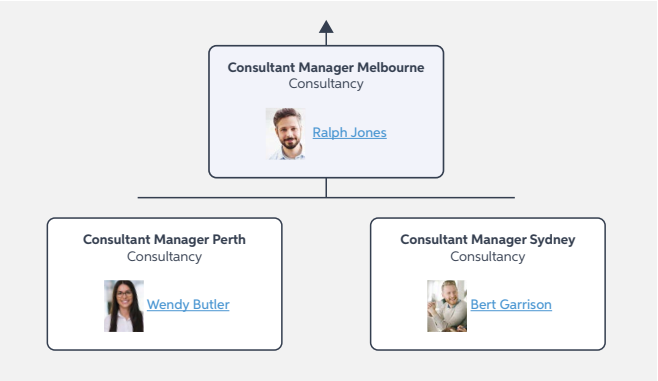
7 Health + safety

Ralph can view a register of known hazards in his work area, and he can record any new hazards. One of his colleagues is involved in a work accident, so Ralph completes an incident report online, and uploads supporting incident photos.



8 Employee transfer and cessation

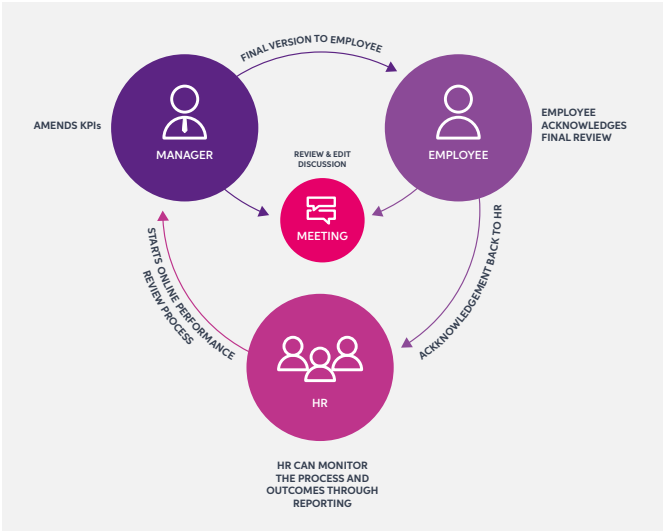
After showing leadership potential, Ralph is promoted to a managerial position. His new manager submits a transfer request, which is approved. The organisation chart updates so Ralph can see where his new role fits within the company. An employee who reports to Ralph resigns, so Ralph records the cessation. The employee then completes an exit questionnaire. Ralph checks the issued items assigned to the employee and records when these items are returned.



9 Performance

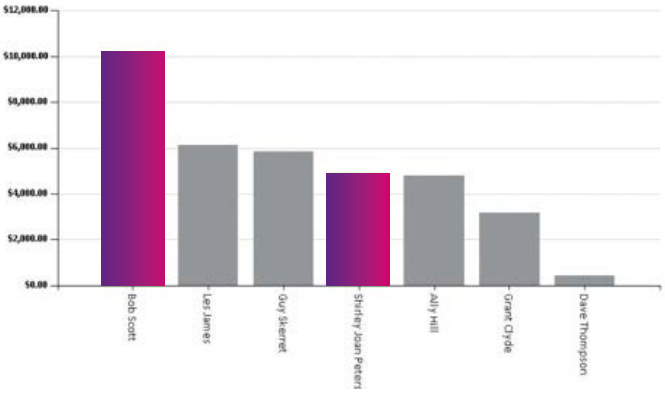
At performance review time, Ralph receives a reminder from his manager to go in and complete his review, which includes: key performance indicators (KPIs), behaviours, his development plan, and comments to support his ratings.

Ralph then completes the manager sections of his employees' reviews. He then has a discussion with each of his employees. After the discussion, Ralph updates the reviews and sends to the employees for them to acknowledge.



10 Reporting

In his new position, Ralph can see information about the employees who report to him. He can also run SQL Server Reporting Services (SSRS) reports from Self-Service, such as leave liability and demographics, which provide him with current and accurate information to assist with his workforce planning.
The HR team can also report out of Self-Service for company wide information, such as leave liability, sick leave trends, performance reviews, and more.



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