



Time Management

Overview

Time management is critical to every business, and accurately inputting employee hours and allowances is of course central to effective payroll.

MYOB PayGlobal Time Management can dramatically reduce the total cost of payroll processing by automating all time management processes. This can be achieved by integrating it with MYOB PayGlobal Payroll, or using it as a standalone application with your existing payroll system, to eliminate the need to manually input hours and allowances.

In addition, Time Management generates precise records of attendance and costs for each cost centre worked, resulting in accurate payroll and comprehensive cost centre and job costing data. It can be directly linked to standard, modern time capture devices such as electronic magnetic-card time clock or biometric scanners and web-based timesheets in MYOB PayGlobal Employee Self-Service. This provides easy tracking of staff movements and up-to-date costs by appropriate labour cost centres.

Benefits of MYOB PayGlobal Time Management

Attendance monitoring

Time Management incorporates key planning and recording facilities to help organise and track employees automatically and efficiently.

With our Award Interpreter, you will be able to:

- + Create payment rules automatically
- + Calculate virtually any time-based payment for any employee including penalty rates, ordinary time, overtime, and meal allowances
- + Have employees working under as many award conditions as you want

- + Track employee absence and rostered days off, ensuring accurate communication with Payroll

Award interpreter

The MYOB PayGlobal Award Interpreter is an extremely powerful tool and allows for the automatic calculation of allowances under virtually any circumstances, including the ability to link a rate to an entity worked.

- + The Award Interpreter uses a 'natural language' that calculates terms and conditions of an employment agreement to work out an employee's correct salary given the number of hours worked.
- + Configure award rules to compare actual times against rostered timebands to ensure overtime and allowances are paid accurately. Employee filters exist on the award rules to ensure different payment conditions are triggered depending on the employee's status.

Electronic time capture

Time Management can automate timesheet entry through a range of electronic time capture devices. Simply choose the device that fits your budget and functional requirements. Traditional self-contained time clocks as well as magnetic strip and biometric scanners are available. Alternatively, various telephone systems allow employees to record their attendance using a touch-tone phone.

As another alternative, overnight processing can allow users to preset times for the computer to communicate with the time capture devices to retrieve and process clocking data and print selected reports.

Reporting and job costing

Standard Time Management reports include clocked data, ordinary and overtime hours and allowances earned. Time Management also includes exception reports for missing clocking in or out details, missing employees, additional hours worked and employee warnings. Using the job costing feature, employees can electronically register the amount of time spent in specific departments or job centres so that real costs can be transferred to your payroll or job costing system. Detailed costing reports can be generated using the employee's hourly rate, overhead rate, or overhead factor. The result is simplified, daily management of wage costs by department.