



-  PAYROLL
-  TIME & ATTENDANCE
-  ROSTERING
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## OVERVIEW

The MYOB PayGlobal Human Resources (HR) module provides you with the analytical, planning and operational tools that you need to monitor the activities and performance of your most vital resource — your people. Collect and store data in a logical way so you will always have accurate, up-to-date HR information at your fingertips to help you make informed business decisions.

Couple HR with the MYOB PayGlobal Self-Service module so your employees can initiate tasks that were traditionally performed by your HR department. For example, employees can report hazards and incidents online so the relevant people are notified and can respond quickly. Online requests eliminate the need for manual forms and process, saving time, reducing errors, and formalising processes. HR in Self-Service uses workflows, which can be tailored to your needs so your HR processes are flexible and streamlined.

# MYOB PayGlobal Human Resources

## THE HR MODULE ADDRESSES ALL OF YOUR HR NEEDS

### REMUNERATION PACKAGING

Create default remuneration packages using MYOB PayGlobal HR's quick and easy templates. Remuneration packages can combine salary and non-cash benefits.

### LEARNING AND DEVELOPMENT

Develop a training framework using course management and training plans to manage employee development, monitor capability levels, control training budgets, specify learning outcomes, and then report on the results.

### OCCUPATIONAL HEALTH AND SAFETY

Manage all your employees' health and safety needs. Keep a register of the hazards in each area of your company, and allocate resources to manage them. Full details of all workplace incidents can also be recorded. Incident records may include injured people, their injuries, witnesses, associated costs, rehabilitation, and photos or documentation.

### INDUCTION AND PROBATION

Create programmes to teach new employees about the performance standards and behaviour that your organisation expects. Employee probation records allow you to keep track of an employee's probation or trial period, and review dates.

### EMPLOYMENT CONTRACTS MANAGEMENT

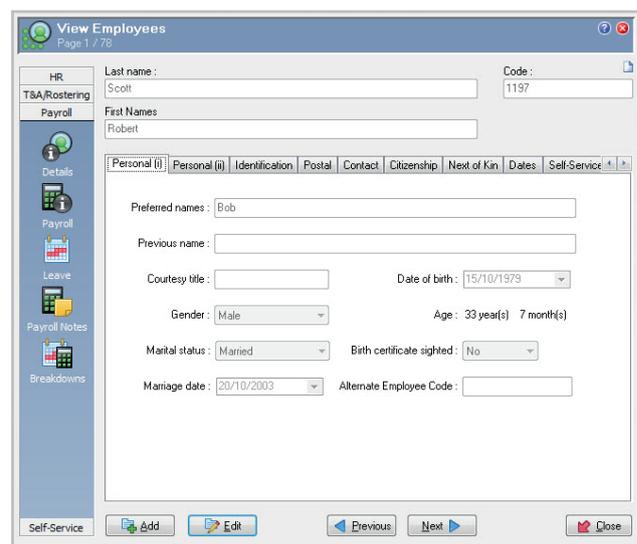
Set up employment agreements for individual or collective agreements. Use contracts to define the specific details of an agreement, such as hours of work, leave and award entitlements, benefits, and bargaining agents.

### POSITION MANAGEMENT

Define the roles or positions of the employees in your organisation. Position management is a key element of HR functions throughout MYOB PayGlobal. Effective job analysis allows you to plan and develop a performance management system, remuneration policy, and conduct effective staff training and development.

### TERMINATION

Record an employee's termination details, date, and reason for leaving, then attach the employee's exit questionnaire. MYOB PayGlobal HR can automatically create a recruitment centre for the resulting vacancy.



The screenshot displays the 'View Employees' window in MYOB PayGlobal. The window title is 'View Employees' and it shows 'Page 1 / 78'. The interface is divided into a left-hand navigation pane and a main content area. The navigation pane includes buttons for 'HR', 'T&A/Rostering', 'Payroll', 'Details', 'Payroll', 'Leave', 'Payroll Notes', and 'Breakdowns'. The main content area shows the following fields:

- Last name: Scott
- Code: 1197
- First Names: Robert
- Personal (0) | Personal (1) | Identification | Postal | Contact | Citizenship | Next of Kin | Dates | Self-Service
- Preferred names: Bob
- Previous name: (empty)
- Courtesy title: (empty)
- Date of birth: 15/10/1979
- Gender: Male
- Age: 33 year(s) 7 month(s)
- Marital status: Married
- Birth certificate sighted: No
- Marriage date: 20/10/2003
- Alternate Employee Code: (empty)

At the bottom of the window, there are buttons for 'Self-Service', 'Add', 'Edit', 'Previous', 'Next', and 'Close'.