

# MYOB Exo



## MYOB Exo Employer Service MyStaffInfo

Reduce time spent answering staff queries and empower them with an online employee self-service system.

Fully integrated with MYOB Exo Employer Services Payroll, MYOB Employer Services MyStaffInfo allows employees online access to update personal information, receive payslips, manage leave, and enter timesheet data; tasks that would otherwise be managed by an administrative staff member.

MYOB MyStaffInfo empowers your employees to undertake common tasks that have traditionally placed increased workloads onto the administration team. A web-based solution, MYOB MyStaffInfo simplifies basic tasks that employees can manage themselves, without needing a specialist to intervene.

### Employees can manage their own data

Secured by passwords, every employee can login to access electronic payslips, view leave balances, apply for leave, read memos, post their locations and even update personal information. All of this information is synchronised to MYOB Exo Payroll.

As this solution empowers the employee to do their own administration, it reduces the need for payroll administrators to undertake these timely tasks and have them focus on more important things.

### Security

MYOB MyStaffInfo provides extensive controls over what the employee is permitted and is not permitted to see. An administrator can choose to check or uncheck boxes to grant or prevent viewing of restricted information.

### Secure electronic communication

Personal information that is both submitted and sent from MyStaffInfo is protected by encryption methods in line with the HTTPS protocol, so all data is secure.

### Technology

MyStaffInfo Management Console runs inside the payroll system and communicates directly with the MyStaffInfo server application that provides Web-based application access for employees.

### Key features and benefits

- + Employees can remotely access and update their own personal information, telephone numbers, contact details and bank account information
- + Employees can view their current leave balances for all leave types, and apply for leave immediately
- + Employees can enter their own timesheets remotely over the internet
- + Load electronic payslips from Exo Payroll to MyStaffInfo allowing employees to view them online (current and historical)
- + Management approval of requests and timesheet entry is made easy and additional functionality that enables administration staff to key in timesheets if necessary
- + Approved timesheets and leave are imported directly into Exo Payroll which improves accuracy and reduces double entry
- + Locator board lets you track where your employees are so you can contact them if necessary
- + Contact list provides quick reference for identifying and contacting staff.

### Disaster recovery, management and administration

MYOB MyStaffInfo web servers are hosted within a high quality, state-of-the-art data centre. Backups are completed regularly to provide protection against data loss and to meet regulatory requirements.

MYOB IT Services has access to view recent backups and restoration of data can be undertaken if required. Tapes are also sent to off-site storage as part of the MYOB Disaster Recovery Plan.

## MYOB Exo Fact Sheet

MyStaffInfo system is constantly monitored and alerts are investigated by experienced IT teams, with an escalation process in place to minimise downtime, and deliver optimum performance and uptime.

### Extensive, established partner network

The Exo Suite of products are implemented and supported by our expert MYOB Partner Network across Australia and New Zealand. We provide educated advice regarding the entire range of MYOB Exo Business and Employer Services Solutions and work with you to design a solution that meets the unique needs of your business.

An integrated business solution from MYOB A range of additional modules are available and can be adopted and tailored to your business. With the assistance of an MYOB Exo Partner, we can build a comprehensive business management system tailored specifically for your business requirements.

### For more information

If you want to discover how an integrated business management system can improve your business visit [myob.com/enterprise](https://myob.com/enterprise)

**Australia**  
1300 555 110  
[Exo@myob.com.au](mailto:Exo@myob.com.au)  
[myob.com/enterprise](https://myob.com/enterprise)

**New Zealand**  
0800 69 62 39  
[Exo@myob.co.nz](mailto:Exo@myob.co.nz)  
[myob.com/enterprise](https://myob.com/enterprise)