

MYOB Advanced People

A cloud payroll and workforce management solution for bigger business

MYOB Advanced People is a scalable and secure cloud payroll solution designed to help Australian and New Zealand business fulfill their growth potential. Advanced People is available as a standalone payroll solution with workforce management launching in early 2021.

MYOB Advanced People Payroll benefits:

- + Modern fully featured cloud payroll, secure and can be accessed from anywhere via a browser.
- + Empower employees to access and update their details, request leave, review payslips via browser OR mobile application (iOS and Android).
- + MYOB updates your system to the latest tax rates and thresholds, so you don't have to.
- + Pay and entitlement history recorded and easily accessible.
- + Enhanced reporting, GL journals, transaction history, audit tracking and more.
- + Powerful configuration options catering to many employee payment scenarios.
- + Fully integrated with MYOB Advanced Business (Cloud ERP) or can operate as a standalone payroll solution.
- + Australian employers can automatically send their Single Touch Payroll submissions to the ATO.

- + New Zealand employers can send PayDay filing submissions to IR.
- + API enabled platform with ISV partners.

Powerful payroll management

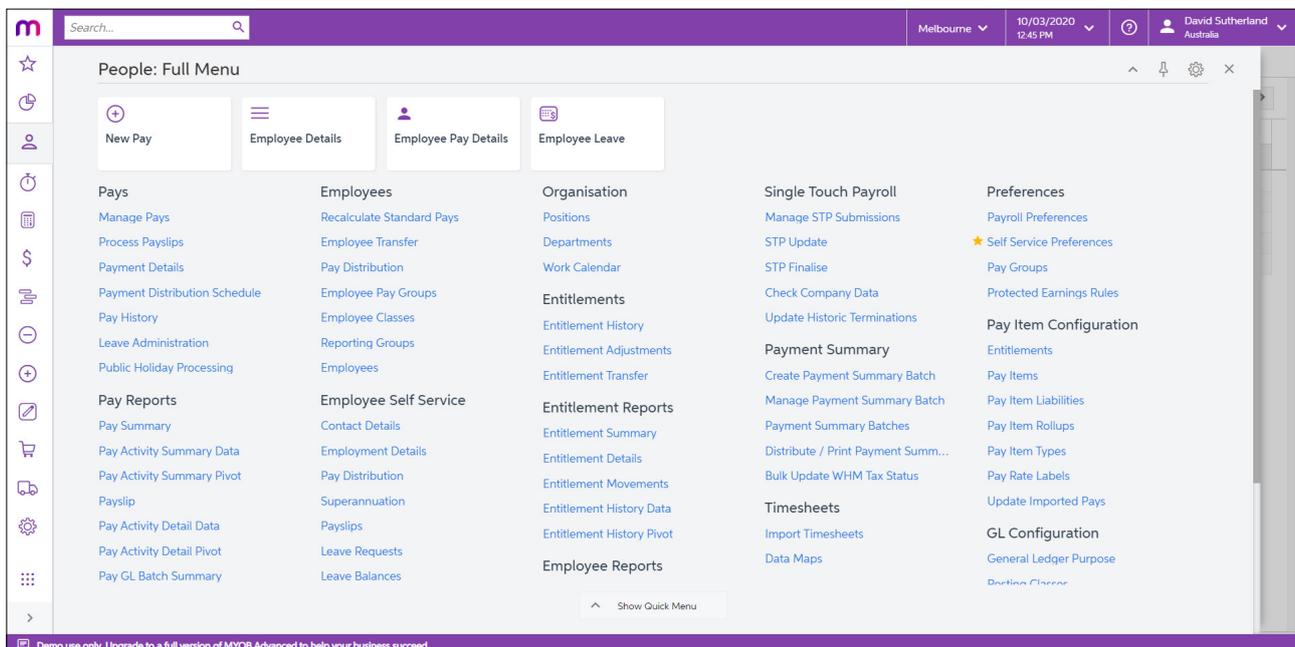
MYOB Advanced People lets you configure employees with a wide variety of pay items, including multiple income types and hourly rates. MYOB Advanced People processes a wide variety of employee pay frequencies including weekly, fortnightly and monthly pays. It also allows for the simultaneous processing of multiple pay groups at once.

Employers can track and calculate regulated leave entitlements across Australia and New Zealand including annual, sick & alternative, shift leave, parental leave, personal leave and long service, as well as the ability to create and track custom leave entitlements.

Payroll administrators can leverage automated workflows, generating GL journals and payment batch files. This saves your payroll team valuable time when workflows are automated.

Pay workflow runs through, time entry, variable entry, to GL posting, payment creation, tax agency submission and payslip distribution.

Distribution of employee payslips has never been easier. With MYOB Advanced People, you can print, email or host employee payslips via employee self-service.



Payroll compliance made easy

MYOB Advanced People manages tax rate updates with minimum fuss, so you no longer need to as you are always using the latest tax rates. MYOB Advanced People provides information to users in interactive forms reducing the need to print information out to paper.

Australia

- + Single Touch Payroll (STP) pay submission including update & employee finalisation processes.
- + Automatic tax updates that adhere to ATO specifications.
- + Manage regulatory superannuation guarantee payments including the ability to set minimum or maximum thresholds.
- + Configure and calculate salary sacrifice contributions.
- + Online SuperStream reporting solution (only available for single entity companies) or upload compliant SuperStream files which generates an upload file for each entity and can then be uploaded to the employer's superannuation clearing house.
- + Termination feature that aids in determining final pay calculations including notice period payments or deductions as based on the Fair Work National Employment Standards (NES).
- + The ability for employers to track liable WorkCover liabilities as well as Payroll Tax liabilities, and then use this report to enter details into the State Revenue Office (SRO) portal/website.
- + Banking file formats for all the main banks as well as the ability to create customisable bank files.

New Zealand

- + IR Payday filing upload.
- + KiwiSaver and non-KiwiSaver superannuation payments.
- + Automatic tax updates that adhere to IR specifications.
- + Manage student loan payments including SLCIR and SLBOR payments.
- + Employee tax calculations incorporating ACC levy as well the ability for employers to track liable earnings to aide in calculating workplace yearly ACC cover levy.
- + Banking file formats for all the main banks as well as the ability to customisable bank files.
- + Holidays Act management based on the latest guidance from MBIE including:
 - Manage the Holidays Act with accurate entitlement and rate calculations including balances represented in weeks.
 - Suitable for employees with both fixed and variable work patterns.

- Date Effective management of employees Agreed working week and "Otherwise working" day.
- Transparent leave calculations, providing full insight and control over leave rate processing.
- Family Violence, Sick Leave, Bereavement leave, Public Holidays and Alternative Holidays all handled accurately.
- Public Holiday calendar allows automatic identification of public holidays to be paid based on an employees work pattern.
- Automated accrual of alternative holidays for public holidays worked.
- Automatic termination payments including calculation of public holidays to be paid in termination period.

Empower your workforce with employee self-service

MYOB Advanced People includes Employee Self-Service, giving your staff the ability to log in anywhere to view and update their details, apply for leave or view their payslips. Self-service is accessible via browser or mobile application (iOS and Android).

A leave request workflow can be designed to meet several business scenarios that can escalate a request and, if needed, send a leave request to another approver if a manager hasn't responded in time.

Notifications can also be configured to notify the manager that a leave request is ready for them to review, and then a notification for an employee when their request has been either approved or declined.

Employees can:

- + Update personal details.
- + View YTD payment balances.
- + View and download payslips.
- + Understand how much leave they have, including project leave balance, as well as apply for leave.

Managers can:

- + Quickly review leave requests with all other business approvals within the same form.
- + Bulk approve and/or decline leave requests.
- + See details on an employee's available balance, allowing them to make an immediate decision.
- + See team availability via a team calendar, assisting in leave planning and approvals.

Simplified workflows

MYOB Advanced People provides simplified workflows for intense processes like timesheet importing and public holiday processing. These are managed more simply through specialised forms that allow for large volumes of transactions to be imported into relevant pay periods, saving valuable time and effort for payroll administrators.

The timesheet import feature allows for data to be sourced from either internal timecards or external sources. Employee times can be reviewed and once ready, are processed into a pay for employee payments. Additionally, allocation of income can be based on sub-accounts, as well as the automation of applying employer superannuation costs as per the liable income allocation split.

Public holiday payments are made easy through a process of identifying where employees have a public holiday and then importing into the pay for payment. Employees' income lines are auto reduced, ensuring accuracy to not overpay employees. This ensures transparency on the employee's payslip as public holiday payments are shown to the employee.

Reporting

MYOB Advanced People features key reports and provides in-form views, removing the need to print reports. Information can be further analysed through one-touch exporting of data to Microsoft Excel.

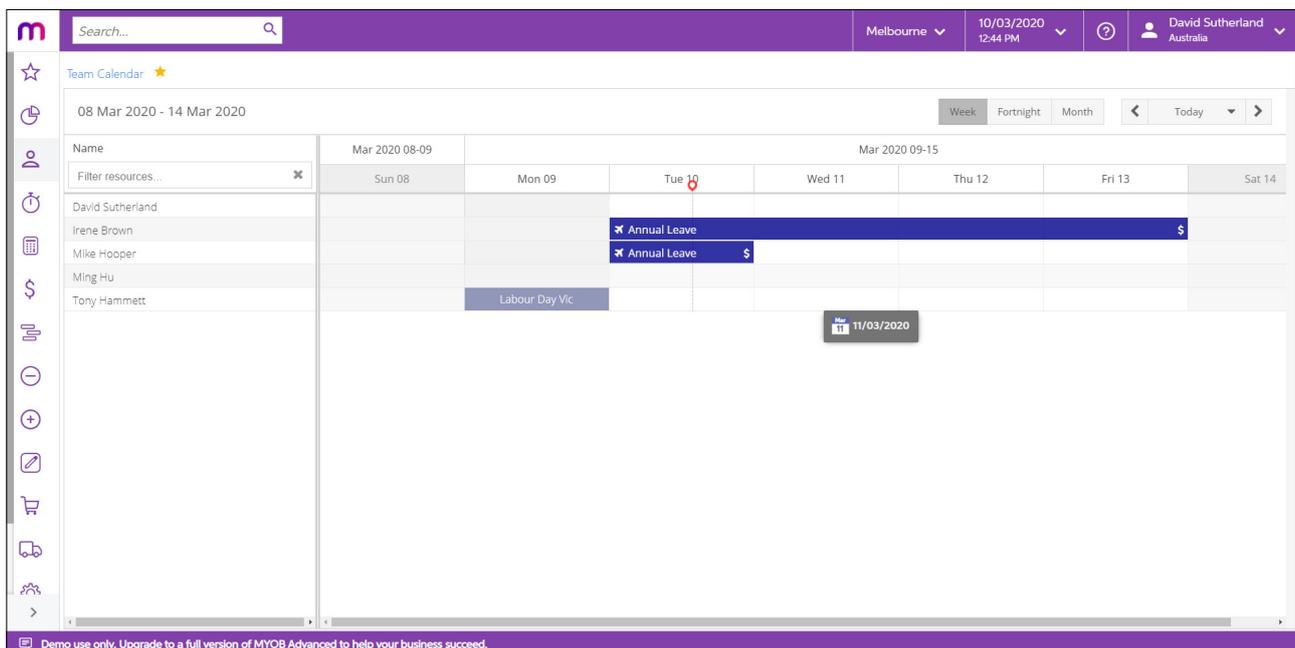
A set of standard reports that are provided include pay run summary/detail, pay activity, GL Batch summary/detail, leave entitlement movements summary/detail and much more.

Using custom queries and real-time Data feeds, data can be exposed to applications like Microsoft Excel, allowing data to be directly accessed and refreshed. This provides you with smarter and better ways of using your data.

Introducing Workforce Management

MYOB Advanced People will soon launch workforce management in addition to the payroll solution. Workforce management gives businesses the ability to plan, roster, track time worked and pay their employees. Our new features will enable your organisation to:

- + Manage your staff from anywhere, from any device.
- + Quickly create rosters and automate them based on employee skills.
- + Onboard new starters quickly and easy through their mobile device.
- + Ensure all shifts are accurately costed based on budget, before it reaches payroll through real-time award compliance.
- + Approve timesheets through automation and set up approvers for exceptions to streamline approvals.
- + Manage workforces with teams across multiple locations.
- + Empower employees with a dedicated mobile app which includes rosters, payslips, leave and time capture.
- + Keep your team up to date with push notifications to alert them to their upcoming shifts or changes.



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John Accrual

Employee ID: APNZL00078 **Employer:** Main
Position: Accountant **IRD:** 82 598 901
Department: Finance **Pay Period:** 1/12/2020 - 31/12/2020
Employment Period: 01/11/2019 - 31/12/2020 **Pay Date:** 14/12/2020

Gross Income	Dates	Units	Type	Rate	Amount
Ordinary Wages		24.0000	Hours	50.0000	1,200.00
Allowance					100.00
Leave Taken					
Annual Leave Week Pay	21/12/2020 - 24/12/2020	0.8000	Weeks	2030.7700	1,624.62
Public Holiday Not Worked	25/12/2020 - 25/12/2020	1.0000	Days	400.0000	600.00
Public Holiday Not Worked	28/12/2020 - 28/12/2020	1.0000	Days	400.0000	600.00
Sick Leave Taken	07/12/2020 - 07/12/2020	1.0000	Days	400.0000	400.00
Leave on Termination					
Unused Annual Leave Earned		3.2000	Weeks	2030.7688	6,498.46
Public Holiday Termination					800.00
Unused Annual Leave Accrued (8% of HP gross 20,623.08, minus leave in advance 0.00)					1,649.85
After-tax Deductions					
Kiwi Saver Employee Contributions ()				3.000%	404.18
Deduction					50.00
Total Employer Contributions					
				Units	Amount
KiwiSaver Employer Contributions ()				3.000%	222.36
Pay Summary					
				This Pay Amount	YTD Amount
Total Gross Income				13,472.93	83,872.93
Total Pre Tax Deductions				0.00	0.00
Total Gross Taxable				13,877.11	84,277.11
Total PAYE (ND)				2,286.09	34,944.65
Total After Tax Deductions				454.18	454.18
Total After Tax Income				0.00	0.00
Total Net Pay				10,914.48	48,655.92
Total Employer Contributions				222.36	222.36

MYOB Advanced People with workforce management will be available in early 2021.