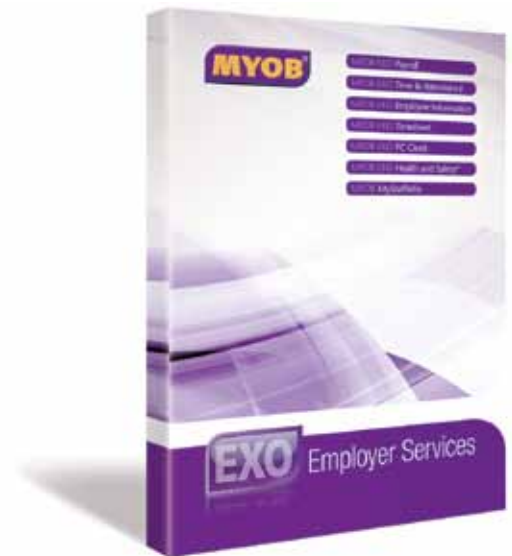




# MYOB MyStaffInfo

## Online employee self-service

MYOB MyStaffInfo is a web-based tool that will save you time and money. It allows employees to update personal information, receive their payslips, manage their leave as well as enter timesheet data – tasks that would otherwise have fallen to management or administrative staff.



With MYOB MyStaffInfo, you can capture and share information, communicate policy and let your employees manage their own data. Talk to your staff via the internet, without security concerns and infrastructure or resource issues.

### Empower your employees to manage their own data

Using passwords, every employee can log in 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 automatically updated in MYOB EXO Payroll.

### Synchronise your payroll information with MYOB MyStaffInfo

With one click of the mouse, you can download changes made on the website and upload any changes you have made at the Head Office.

### Supports full timesheet functionality

MyStaffInfo supports full timesheet functionality, and allows any employee with a login to key in their own timesheets over the internet. Managers can also key in timesheets for their subordinates when required.

### Security

MyStaffInfo gives you control over what employees are allowed and not allowed to see. Security can be assigned to whoever you wish within the company.

### Technology

MyStaffInfo web servers are hosted within MYOB's Melbourne data centre. There are two software components, the MyStaffInfo head office application which runs within the local MYOB EXO Payroll system and communicates directly with the MyStaffInfo hosted server application. Communication is via standard internet protocols and standards.



# EXO Employer Services factsheet

## Key Features

- Employee details – information for employee identification, such as contact telephone numbers, email and address details.
- Leave balances – view current leave entitlements and balances for defined leave types.
- Leave requests – view and process employees' leave requests or make your own. Security options are available to hide accrued leave.
- Timesheet – a complete timesheet management system that is an optional add-on to MYOB MyStaffInfo.
- Payslips – upload payslips from payroll for viewing by staff or management.
- Employee messaging – fully featured messaging system allowing employees to exchange messages at any time.
- Reporting – generate payroll-related reports and select which employees will see them.
- Locator board – lets you track where your employees are so you can contact them if necessary.
- Phone list – quick reference for identifying and contacting staff via telephone or email if they are unable to check the inbox at MYOB MyStaffInfo.
- Document management – displays documents

## System Requirements

Minimum system requirements for PCs running MYOB EXO Employer Services components are detailed below. The performance of the MYOB EXO Employer Services system is not assured if these requirements are not met. Similarly, performance cannot be assured if the EXO Employer Services system is installed on a PC that is already under load from other processes.

## Workstation Requirements

Any PC running the MYOB EXO Employer Services application modules should meet the following minimum requirements:

- Windows 2000 Service Pack 3 or later, Windows XP, Windows Server 2003, Windows Vista
- Intel Pentium® 800MHz processor (or equivalent)
- 512MB RAM
- Minimum 1GB hard disk space available
- CD-ROM Drive
- 16-bit colour, 1024x768 screen resolution

## Other Requirements

Certain features of MYOB EXO Employer Services require one or more of the following:

- Internet access
- TCP/IP networking
- Serial port (required for some features in EXO Time and Attendance)
- Microsoft Internet Explorer 6.0 or later
- Adobe® Acrobat Reader

## More Information

To find out more, or to purchase MYOB MyStaffInfo:

### Australia

Call 1300 555 110  
Visit [myob.com.au/exo](http://myob.com.au/exo)  
Email [exo@myob.com.au](mailto:exo@myob.com.au)

### New Zealand

Call 0800 696 239  
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