



MYOB Employee Information

A powerful tool for tracking and managing your staff information.

Your staff are your greatest asset and most probably, your greatest expense. Tracking and managing their information is essential, but it can be a time-consuming task. Fortunately, now there's MYOB Employee Information.



MYOB Employee Information easily stores all your critical personnel data in one central location, so everything you need to know is at your fingertips.

Simplify and streamline your HR-related tasks

You can manage many of your HR processes with a structured information management system, designed to adapt to your organisation's requirements.

Detailed reports on staff-related issues

Extensive reporting is available from MYOB Employee Information's Standard Reports as well as a built-in ReportWriter. ReportWriter enables you to obtain information and answers from your database and format it into a variety of customised outputs including reports, text files, data tables and worksheets.

Integrates with MYOB PayrollEnterprise

MYOB Employee Information works a stand-alone option or integrates seamlessly with MYOB PayrollEnterprise. It provides a total picture of each employee from training, to leave, to appraisals and remuneration, including:

- Personal details
- Work history
- Recruitment details
- Past and current candidates

- Induction
- Career plan goals
- Tasks/duties
- Skills
- Performance reviews
- Exit interviews
- Tasks/duties
- Training courses and providers
- Leave tracking

Minimum System Requirements

Minimum

- P2 300Mhz
- 64MB RAM
- CD-ROM Drive
- 200MB Free Disk Space
- Windows 98

Recommended

- P4 1Ghz
- 128MB RAM
- CD-ROM Drive
- 500MB Free Disk Space
- Windows 2000 or later

More Information

To find out more about MYOB PayrollEnterprise please call **1300 555 110**, email esinfo.au@myob.com to arrange a suitable call back time or visit www.myob.com.au/enterprise.



Employee Information factsheet

Other products in the MYOB Employer Services range

MYOB Employer Services products are designed to help you easily streamline payroll, manage staff leave, plan rosters and more – even in the hardest to reach working environments.

MYOB PayrollEnterprise – streamlines the processing, preparation and management of your payroll from 200-1000+ employees.

MYOB PayrollEnterprise ReportWriter – customise and create a range of useful payroll-related reports.

MYOB Time and Attendance – take care of complex rosters, manage attendance and reduce time theft to save your business time and money.

MYOB MyStaffInfo – web-based employee self-service to access payslips, manage leave, read memos, update personal information and more.

MYOB Timesheet – automatically process pays from individual sites at one central location, saving time and effort.

MYOB Remote Timesheet – process pays at one central location based on the pay details sent electronically from remote sites.

MYOB PC Clock – Time-capturing software that records clock-on and clock-off times for staff members.