

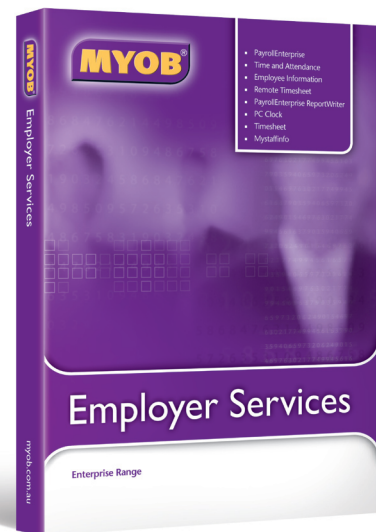


## Employer Services factsheet

# MYOB MyStaffInfo

## The ultimate information sharing tool online

If you have a mid-sized business and you thought a company intranet wasn't an affordable option, think again. MYOB MyStaffInfo is a web-based tool that will revolutionise the way you communicate with your employees on payroll-related issues.



With 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.

### Streamline communication

With one central point for everyone, your communication will be consistent through all levels of the company. You can be linked with your staff anywhere, any time.

### Synchronise your payroll information with 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.

### Empower your employees to manage their own data

Using passwords, every employee can log in to access payslips, view leave entitlement, apply for leave, read memos, post their locations and even update personal information. All of this information is automatically updated in MYOB PayrollEnterprise.

### 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.

### 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 needed.

### Key Features

**Employee details** – information for employee identification, such as contact telephone numbers, email and address details.

**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 MyStaffInfo.

**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.

**Employee messaging** - fully featured messaging system allowing employees to exchange messages at any time.

**Payslips** - upload payslips from payroll for viewing by staff or management.

**Reporting** - generate payroll-related reports and select which employees will see them.

**Timesheet** - a complete timesheet management system that is an optional add-on to MyStaffInfo.

**Document management** - displays documents online for viewing.



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## 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](mailto:esinfo.au@myob.com) to arrange a suitable call back time or visit [www.myob.com.au/enterprise](http://www.myob.com.au/enterprise) .

## 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 Employee Information** – manage your staff with instant access to your HR information, from job descriptions and history to performance reviews, automatically collated and updated.

**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