

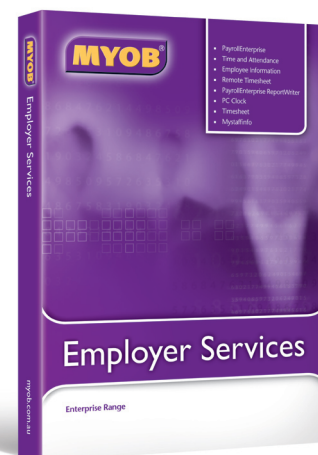


MYOB Time and Attendance

Time-keeping made easy

Do you sometimes feel as if you're running in circles, losing valuable time trying to manage your rosters and payroll?

MYOB Time and Attendance saves your business time and money by maintaining an accurate roster system and automatically calculating hours worked, relevant loadings and allowances, and more. At the same time, it provides a more efficient and effective method of preparing your payroll, freeing staff in that area to focus on other areas.



Sophisticated time-capturing applications to help manage your payroll

MYOB Time and Attendance uses a range of time-capturing applications and devices to help with the management of even the most complex payroll.

Using electronic timeclocks or biometric finger scanner modules with magnetic swipe cards or bar codes, an employee's start/finish and break times are recorded. This data is translated across to MYOB PayrollEnterprise for payroll processing, job costing and cost centre analysis.

Track and manage employee time

MYOB Time and Attendance allows you to view an employee's attendance daily, including hours worked, lateness or early leaving, absenteeism and much more. It also captures a full history of every employee's attendance.

Plan staff levels to suit your workflow

MYOB Time and Attendance's Staff Scheduler tool is a form of daily planner, from which you can view and/or amend the scheduled daily rules. This makes it easier to judge staffing levels for any given cost centre or department on a daily basis and enables you to plan annual leave and time away from the workplace in advance.

Better, more timely information

MYOB Time and Attendance offers an extensive range of reporting options, filtering conditions, sorting and summarising, allowing you to accurately and easily track your labour costs, analyse trends and create detailed management and accounting reports.

Reports include:- Daily Attendance, Payroll Posting Report, Missing Employee, Costing Analysis and Employee Masterfile and many more. Each of these reports can be printed for any range of dates, employees, departments and cost centres and can be printed to Printer, Screen or File.

Fast, efficient, safe

The use of electronic time capture devices increases efficiency and accuracy in your operation, eliminating manual keying and duplicate data entry. MYOB Time and Attendance also includes a range of security features, including definable user-access rights and inbuilt Backup & Restore facilities.

Easy to use

Employee Time and Attendance systems are often used by people who do not have extensive computer experience. MYOB Time and Attendance has been designed to be user-friendly, with drop down menus, quick access keys and mouse support. Full on-line help is available throughout the system (F1).



Time and Attendance factsheet

Fast, efficient, safe

Using electronic time capture devices will increase efficiency and accuracy in your business, eliminating manual keying and duplicate data entry.

MYOB Time and Attendance also includes a range of security features, including definable user-access rights and inbuilt Backup & Restore facilities.

Features:

- Multiple Time and Attendance companies and users
- Facilities for the latest time recording, including world-class finger print readers, swipe cards, laser and biometric readers
- Built-in employee availability details
- MYOB's Unique "Cycle" concept, and 'help wizard' support, to help you set up the system and process time records
- Automatic options, including application of your organisation's pay policies, calculation of ordinary time, overtime, allowances, public holidays, pre-planned personal leave, rounding, anchoring, breaks, exceptions and hours to pay and recording of times for some employee types
- Interfaces with other MYOB applications such as PayrollEnterprise and Timesheet.
- Continually updated to help you comply with the recording and documentation requirements of Workplace Relations legislation.

Add-ons to MYOB Time and Attendance

MYOB Electronic Time Clock

A versatile time clock that can be configured for your business, with magnetic swipe card or biometric finger scanner modules (or both) to accurately capture your employees' clocking times.

MYOB PC Clock

MYOB PC Clock allows employees to 'clock' in and out from their own or any designated PC on the company network – even at remote branches.

MYOB Timesheet

Removes the timesheet entry workload by processing payroll information from remote sites electronically for automatic loading into MYOB PayrollEnterprise.

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.

Other products in the MYOB Employer Services range

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 pay slips, manage leave, read memos, update personal information and more.

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.