MYOB MyStaffInfo 2019.01 Release Notes



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Introduction

What's New in this Release?

This release adds the ability to cancel leave requests to the MyStaffInfo system.

The purpose of this document is to provide essential information on the installation and use of this release:

- The **Installation** section provides an overview of the installation process, including pre-installation requirements and post installation steps.
- The **New Features** section describes all new features introduced in this release.

Installation

Installing the MyStaffInfo Update

Upgrades to the MyStaffInfo website are deployed by MYOB, and require no action from you; however, you must upgrade the MyStaffInfo Management Console application to be able to use some of the fixes in this release.

Updating the MyStaffInfo Management Console

To update the MyStaffInfo Management Console, ensure that the **Check for product updates when application starts** option is ticked in the Preferences section:



When the Management Console is started/restarted, the system automatically checks online for a new version of the MyStaffInfo Management Console and downloads it if one is available. You will need to exit and restart Exo Payroll for the installation process to complete. Once finished, log in as normal and ensure that the MyStaffInfo Management Console version number has been updated.



Checking the Installation

After applying the latest upgrade to the MyStaffInfo Management Console, its version number should be **2019.01**.

To check this version number, open the Management Console. The version number is displayed at the bottom right corner:



New Features

Cancelling Leave Requests

This release adds the ability to cancel downloaded leave requests. (Prior to being downloaded, unwanted requests can simply be deleted.) For requests with the "Downloaded" status, a new 🛩 icon is available on the My Leave Requests and Manage Leave Requests screens:

MyStaffIn	fo " myob				Welcome Andrews,	Thomas Charley	3 Logou
Home	Leave Management	Employee Mess	saging Pays	lips & Reports Timesheet	s		
Low Role	s Leave Calendar	Make Leave Reg	uest My Le	ave Requests			
leave Balance	Requests			· · · · · · · · · · · · · · · · · · ·			
leave Balance	Requests			· · · · · · · · · · · · · · · · · · ·	Sho	w: All Requests	•
Leave Balance	tequests Total Units	Date From	Date Until	Sent to	Sho Date Created ▼	w: All Requests	•
Leave Balance /iew Leave F Leave Type Annual Leave	Total Units 7.60 Hours	Date From 03/08/2018	Date Until 03/08/2018	Sent to Wallacex, Edward Johnx	Sho Date Created ▼ 26/07/2018	w: All Requests Status Downloaded	•
Leave Balance /iew Leave F Leave Type Annual Leave Annual Leave	Total Units 7.60 Hours 7.60 Hours	Date From 03/08/2018 31/07/2018	Date Until 03/08/2018 31/07/2018	Sent to Wallacex, Edward Johnx Wallacex, Edward Johnx	Sho Date Created ▼ 26/07/2018 26/07/2018	W: All Requests Status Downloaded Imported	▼ ⊠

Clicking this icon puts the request into the "CancelReq" status, to indicate that a cancellation has been requested. Once leave requests are imported into the MyStaffInfo Management Console, the cancellation will be processed and the request's status will change to "Cancelled":

MyStaffl	nfo " myob					Welcome Andrews,	nomas Charley	
Home	Leave Manager	nent	Employee Mes	saging Pays	lips & Reports Timesheets			
Leave Balan	ces Leave Cale	ndar	Make Leave Reg	quest My Le	ave Requests			
/iew Leave	Requests				•			
/iew Leave	Requests				• 	Shor	w: Unread Req	iuests 🔻
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/iew Leave	Requests Tot 7.60	al Units) Hours	Date From 03/08/2018	Date Until 03/08/2018	Sent to Wallacex, Edward Johnx	Shor Date Created ¥ 26/07/2018	VIIII Unread Req Status Cancelled X	uests T
Leave Data Leave Type Annual Leave Annual Leave	Requests Tot 7.6 7.6	al Units) Hours) Hours	Date From 03/08/2018 31/07/2018	Date Until 03/08/2018 31/07/2018	Sent to Wallacex, Edward Johnx Wallacex, Edward Johnx	Shor Date Created ▼ 26/07/2018 26/07/2018	VI Unread Rec Status Cancelled X Imported	uests ▼

Leave Cancellation Notifications

A notification email informing of the cancellation can be sent to the employee or manager, depending on who made the cancellation—if the employee cancels their leave request, their manager is notified; if a manager cancels a leave request, a notification email will be sent to whoever made the request.

The settings in the existing **Notify employees by email when new Leave Requests are received** section of the Administration > Company Settings page on the MyStaffInfo website are now also used determine whether or not to send notification emails.

Uploading Cancelled and Imported Leave Requests

Three new statuses have been added for leave requests on the MyStaffInfo website:

- Imported leave requests that have been successfully imported into Exo Payroll using the MyStaffInfo Management Console.
- Cancel Requested leave requests where the employee has asked that the request be cancelled.
- Cancelled leave requests that have been cancelled.

The My Leave Requests and Manage Leave Requests screens now include filters for displaying only Imported, Cancel Requested or Cancelled requests:

MyStaffl	nfo ^{vy} myob					Welcome Andrews, T	Thom	has Charley 🖂 1 Logout
Home	Leave Management	Employee Mes	saging Pays	lips & Reports	Timesheets			
Leave Balanc	ces Leave Calendar	Make Leave Re	quest My Le	ave Requests				
View Leave	Requests					Shov	w: [Imported Requests
View Leave	Requests Total Unit	5 Date From	Date Until	Sent to		Shov	v: St	Imported Requests V All Requests Approved Requests
View Leave Leave Type Annual Leave	Requests Total Unit 7.60 Hour	s Date From s 23/07/2018	Date Until 23/07/2018	Sent to Wallace, Edward 2	John	Show Date Created ▼ 19/07/2018	St In	Imported Requests All Requests Approved Requests Declined Requests Pendina Requests

To allow for this, the MyStaffInfo Management Console now uploads records of cancelled leave requests and leave requests that were successfully imported when a Synchronise action is performed:

🚥 MyStaffInfo Management Console	
Common Tasks = Common Tasks =	 Downloading employee changes from website. Downloading approved and cancelled leave requests from website. Checking site registration. Uploading employee information to website. Uploading user groups to website. Uploading group managers to website. Uploading timesheet batch information to website. Uploading wage type information to website. Uploading cost centre information to website. Uploading allowance information to website. Uploading imported and cancelled leave information to website.
	All tasks have been completed successfully.
Synchronise	Company: MYOBAU Version 2018.01

New Features

The Management Console also uploads records of cancelled leave requests when downloading requests:

🚥 MyStaffInfo Management Console	
Common Tasks 🛛 🖬	Downloading Accepted and Cancelled Leave Requests from the website.
😫 Employees	O Uploading Cancelled Leave Requests to the website.
🚷 Managers	
👸 Security	
Preferences	
Synchronise	
O Exit	
Leove Pequests	
Dowpload	
Timochoot	All tasks have been completed successfully.
	Esit
Download	Company: PD6 Version 2018.01

Recording Leave Cancellations

An employee note is created whenever a leave request is cancelled. These notes can be seen on the Notes tab of the Employee Maintenance window for the employee who requested the leave, or on the Employee Notes report.

Notes for cancelled leave record the employee or manager who cancelled the leave request.

A new "MSICAN" note type has been added for leave cancellation notes.