

# MYOB MyStaffInfo

2019.01

Release Notes

**myob**

# Contents

Introduction	1
What's New in this Release?.....	1
Installation	2
Installing the MyStaffInfo Update .....	2
Updating the MyStaffInfo Management Console.....	2
New Features	3
Cancelling Leave Requests .....	3
Leave Cancellation Notifications.....	3
Uploading Cancelled and Imported Leave Requests.....	4
Recording Leave Cancellations.....	5

# 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.

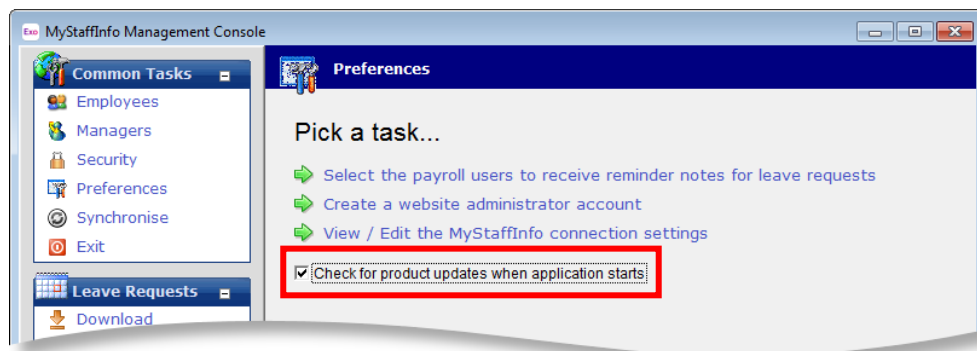
# Installation

## 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:



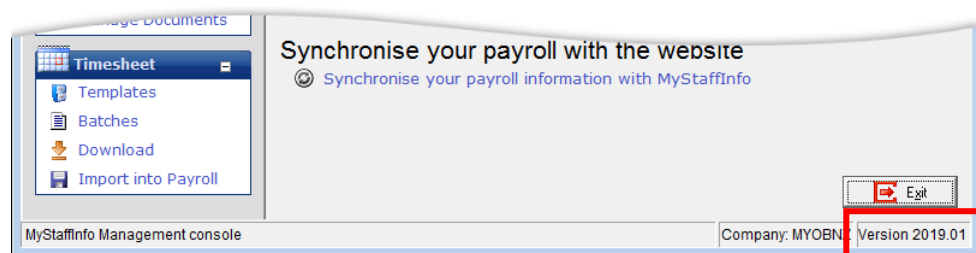
When the Management Console is started/restarted, the system automatically checks online for a new version of the MyStaffInfo Management Console and downloads it if one is available. You will need to exit and restart Exo Payroll for the installation process to complete. Once finished, log in as normal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

**Note:** If the Management Console is not updated after the installation process completes, try running Exo Payroll with administrator rights (right-click on **Comacc.exe** and select **Run as administrator**).

## 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

## Canceling 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:



MyStaffInfo <sup>by</sup> myob




Welcome Andrews, Thomas Charley |  3 | [Logout](#)

Home | **Leave Management** | Employee Messaging | Payslips & Reports | Timesheets

Leave Balances | Leave Calendar | Make Leave Request | **My Leave Requests**

**View Leave Requests**

Show: All Requests

Leave Type	Total Units	Date From	Date Until	Sent to	Date Created	Status
Annual Leave	7.60 Hours	03/08/2018	03/08/2018	Wallacex, Edward Johnx	26/07/2018	Downloaded 
Annual Leave	7.60 Hours	31/07/2018	31/07/2018	Wallacex, Edward Johnx	26/07/2018	Imported 
Annual Leave	7.60 Hours	23/07/2018	23/07/2018	Wallacex, Edward Johnx	19/07/2018	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”:



MyStaffInfo <sup>by</sup> myob


Welcome Andrews, Thomas Charley |  3 | [Logout](#)

Home | **Leave Management** | Employee Messaging | Payslips & Reports | Timesheets

Leave Balances | Leave Calendar | Make Leave Request | **My Leave Requests**

**View Leave Requests**

Show: Unread Requests

Leave Type	Total Units	Date From	Date Until	Sent to	Date Created	Status
Annual Leave	7.60 Hours	03/08/2018	03/08/2018	Wallacex, Edward Johnx	26/07/2018	Cancelled 
Annual Leave	7.60 Hours	31/07/2018	31/07/2018	Wallacex, Edward Johnx	26/07/2018	Imported 
Annual Leave	7.60 Hours	23/07/2018	23/07/2018	Wallacex, Edward Johnx	19/07/2018	Imported 

## 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.

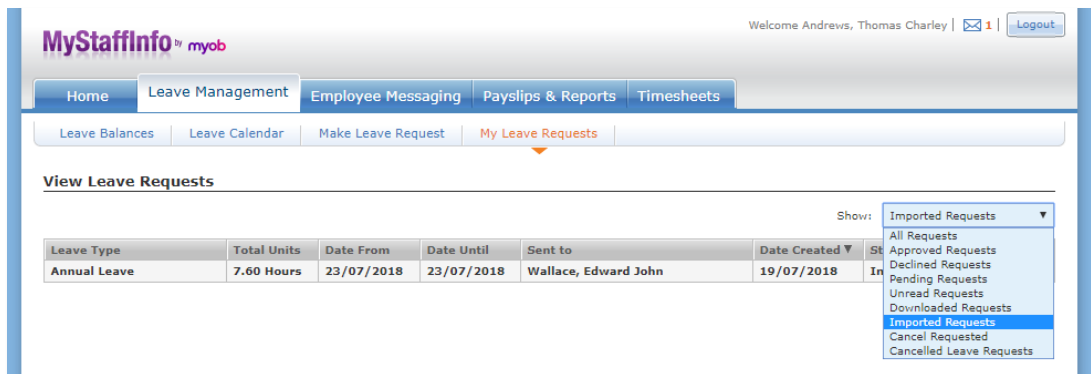
The settings in the existing **Notify employees by email when new Leave Requests are received** section of the Administration > Company Settings page on the MyStaffInfo website are now also used determine whether or not to send notification emails.

## Uploading Cancelled and Imported Leave Requests

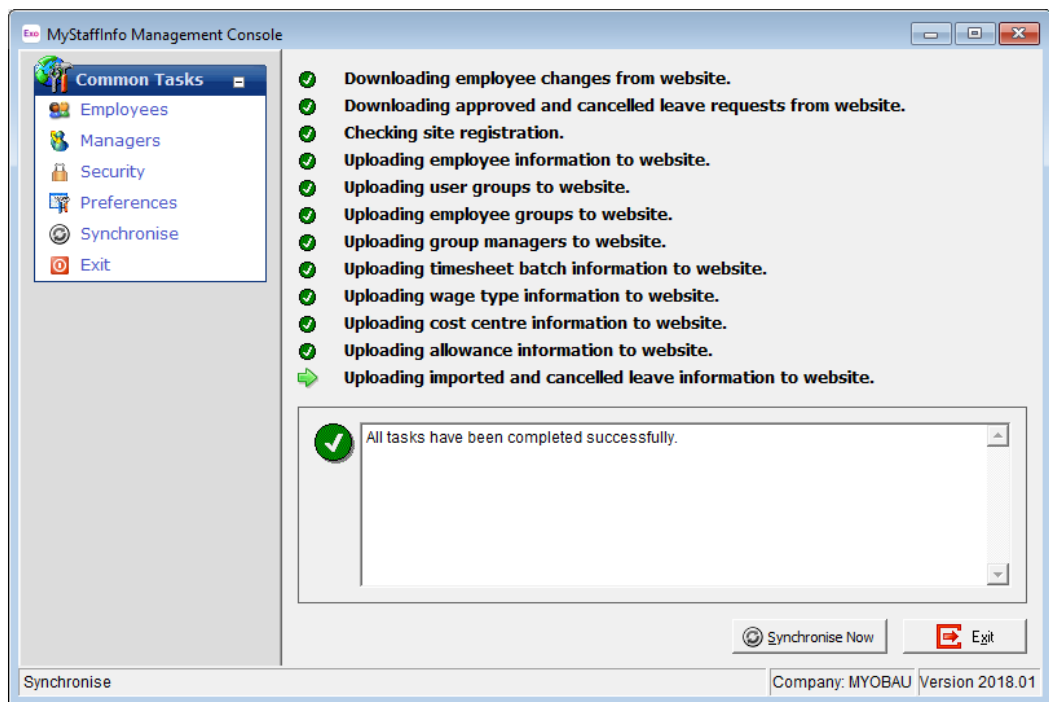
Three new statuses have been added for leave requests on the MyStaffInfo website:

- 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.

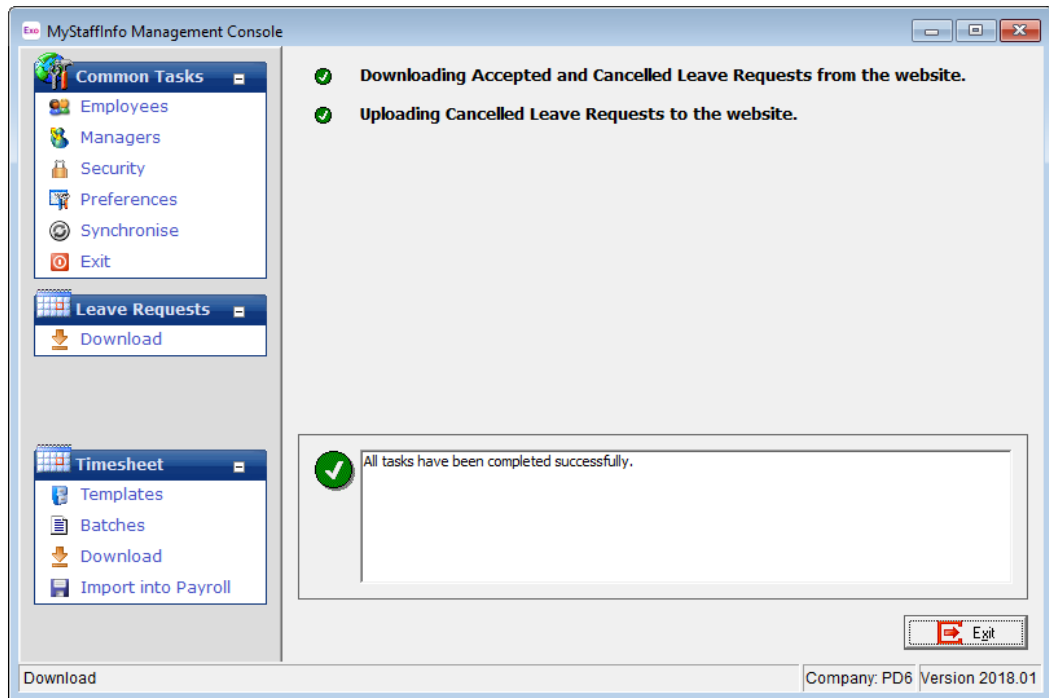
The My Leave Requests and Manage Leave Requests screens now include filters for displaying only Imported, Cancel Requested or Cancelled requests:



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:



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



## 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.