MYOB Exo Time and Attendance

User Guide

2021.04

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Introduction

Introduction to Exo Time and Attendance

At MYOB we believe a company's most valuable resource is its people. The **MYOB Exo Time and Attendance** system has been designed to not only help manage this resource, but also to provide a more efficient and effective method of preparing the payroll, thus freeing the people responsible for this area to pursue more productive activities.

The Exo Time and Attendance system is the result of detailed analysis of the needs of existing users of manual punchclocks, timesheets, Exo Time and Attendance systems and bureaus.

The Exo Time and Attendance system is able to handle all types and sizes of payrolls from the small 5-10 employee companies, to large Multi-company payrolls.

Employee Time and Attendance is not a static function therefore the Exo Time and Attendance system is continually being enhanced to meet the changing needs of its users and to handle legislative requirements.

We believe your company can benefit significantly by using the Exo Time and Attendance system. Benefits currently being gained by our existing users include:

- Greater Accuracy - Automatic calculation of Ordinary time, Overtime and Allowances.
- Substantial savings in both Time and Cost - No time spent analysing time cards or abuse-prone timesheets, less time spent on payroll processing, and if you are on a bureau no more forms to fill out.
- More control - You can know all details on an employee's attendance, including Hours Worked, Lateness or Early Leaving, absenteeism and much more. If required, Exo Time and Attendance can track Job Costing by employee.
- Better, more timely information - with the wide range of reports available and the ability to report over any date range, there is no more manual analysis.
- Employees benefit by having an easy to use system that they can be confident will calculate their pay accurately.

Features of Time and Attendance

The following are some of the key features of the Exo Time and Attendance system.

Electronic Timeclocks

Electronic Data capture is the secret to the Exo Time and Attendance system. Using Electronic Timeclocks with Magnetic Swipe Cards or Bar-codes, an employee's Start/Finish and Break times are recorded and then down loaded as required to the Exo Time and Attendance software as required for processing. A dedicated PC is not required for Exo Time and Attendance.

Exo Time and Attendance Interface

The Exo Time and Attendance system is an Integrated Module within the Payroll system and can be interfaced to any Computerised Payroll system or Payroll Bureau, including IMS Payroll and Ace Payroll Plus to name a few. A Payroll Posting Report will provide the weekly attendance details for users with Manual Payroll Systems.

Automatic Processing

Exo Time and Attendance is able to be configured to uplift and process employee times from the clock automatically at a time when the PC is not being utilised i.e. in the middle of the night, thus keeping the PC free during the day for other tasks.

Extensive Reports

The secret to having a Computerised Timeclock and Employee Attendance System is having the ability to generate reports quickly and easily for any aspect of your Exo Time and Attendance system. Reports include: Daily Attendance, Payroll Posting Report, Missing Employee, Costing Analysis and Employee Masterfile plus 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.

Ease of Implementation

Using Exo Time and Attendance's innovative Template concept for setting up Employees, Rosters, Allowances and General rules, a system can be up and running in a couple of days.

Flexible Rosters

This is how Exo Time and Attendance knows who to expect to work on a particular day and when they should start and finish. Rosters can be created for any combination of Time bands - Day Shift, Night Shift, Weekends etc.

Absenteeism

Exo Time and Attendance can keep track of Employee absences and rules can be set to handle paying non-worked time such as Sick Leave and Holiday Pay.

User Interface

Because Employee Time and Attendance systems are used by people, many of whom do not have extensive computer experience, the Exo Time and Attendance system has therefore been designed with the User in mind. User friendliness is the key, with drop down menus, quick access **keys and mouse support. Full on-line help is available throughout the system by pressing F1.**

Support and Training

We want you to get the maximum benefit from using your Exo Time and Attendance system therefore full training is given upon installation and ongoing support is available through our Time and Attendance Help Desk, with an 0800 number for out of town support.

Employee Masterfile

The Exo Time and Attendance system will handle as many employees as you wish, with full information held on each, including Daily or Weekly Roster, Department Cost Centre, Notes and much more.

Allowances

The Exo Time and Attendance system will automatically calculate a wide range of allowances (up to 999) with options based on Hours Worked, Attendance, Days of the week plus much more.

Cost Centre Analysis

Experience has shown us that more and more companies want more detailed information on where Payroll costs are being spent, therefore, if required, the Exo Time and Attendance system will handle an unlimited number of cost centres per employee pay. This can be handled on either an actual or default basis. Tracking Job Costing Hours can also be handled if required.

Notes

Each employee has a notes screen on the employee master file. An unlimited number of dated, user definable notes may be kept for an employee. These notes can be edited or printed at any time.

Manual Timesheet Entry Module

For those clients where an Electronic Timeclock is not available or impractical, a Manual Timesheet entry module is available whereby Employee start/finish times can be entered from timesheets or Punch Cards, and Exo Time and Attendance will calculate the weekly totals etc. for transfer to a Payroll System.

History

A full history is kept for each employee for a minimum of two years prior to the current date. This allows total flexibility when reporting for a date range on any aspect of your Exo Time and Attendance system.

Backup and Restore

An important part of using any software is the ability to store your datafiles off your PC in case of hardware failure. The Exo Time and Attendance system has full backup and restore facilities including an enforced backup prior to updating the current pay period.

Security

Through individual user/password combinations, the Exo Time and Attendance system has the ability to allow or deny access to any part of the system.

Upgrades

All upgrades to the Exo Time and Attendance system including system enhancements and legislative changes, are included in the Annual Licence Fee and will be sent to you automatically.

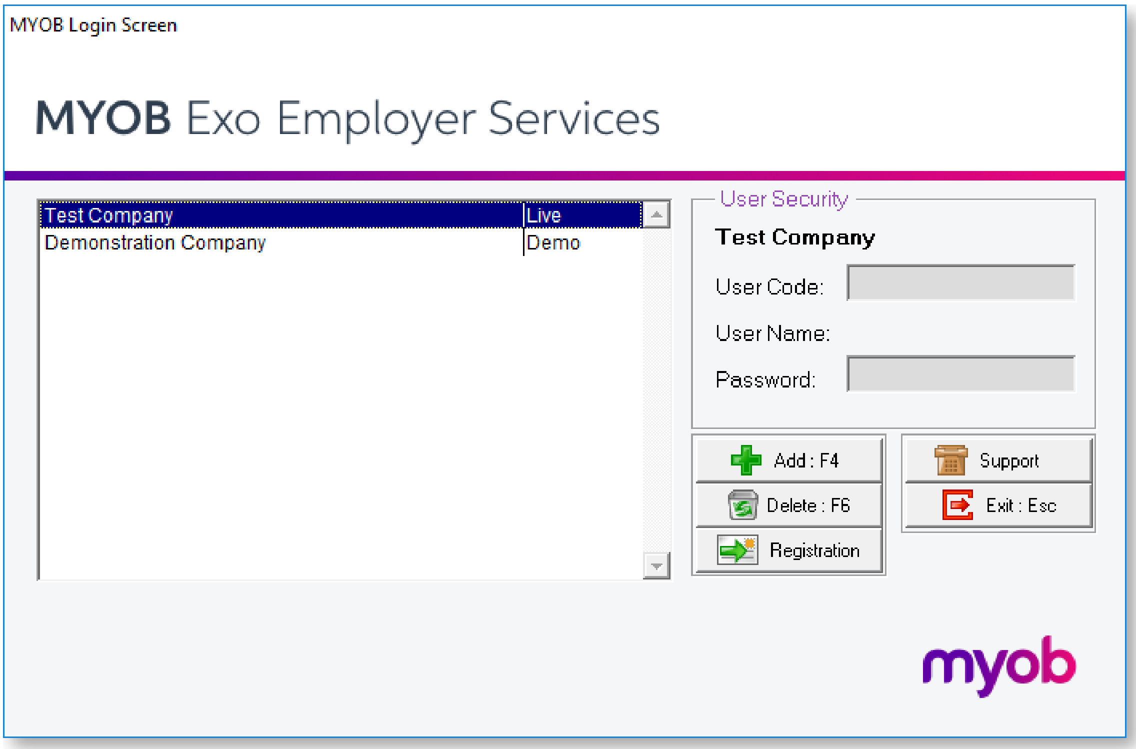
Getting Started with Exo Time and Attendance

Before you begin setting up your Exo Time and Attendance system, we suggest that you take the time to familiarise yourself with the general structure and philosophies of the system.

This is best handled by working your way around the Demonstration Company that is installed with the package. This will help you learn how to move through the screens and understand better the information that is needed to set up your own company.

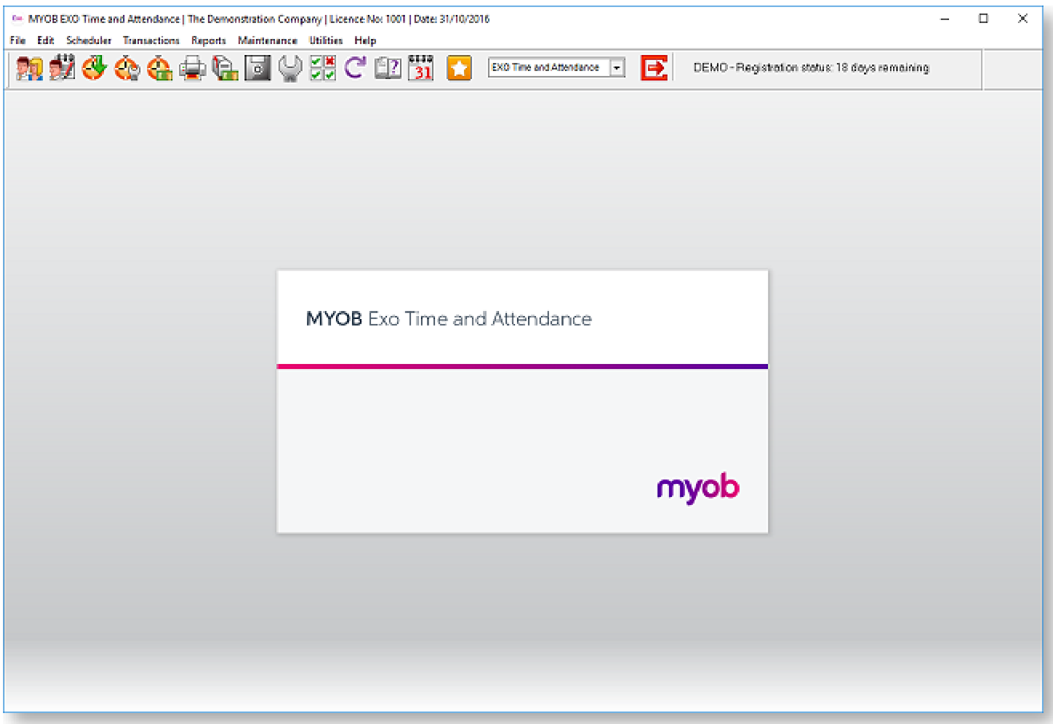
Start the Payroll Software by double-clicking on the Exo Employer Services icon on your desktop or click the Windows Start button and choose the program from Programs > MYOB Exo Employer Services.

The first screen you will see is the Company Selection screen with the Demonstration Company in the list. This is a multi-company system (you can have unlimited additional companies). Once you add your own company, its name will appear in this list.



The Demonstration Company line will be highlighted. To log in to a company, press ENTER on the highlighted company or double-click on it. You must enter the logon details of a user account that has been set up in the system.

You will now be presented with the main screen, which has a menu line at top of the screen for those of you who prefer to use the keyboard and a toolbar for those people who prefer to use a mouse.



The main window includes the following interface features:

- All functions are available from the main menus (see page 5).
- Important functions can be accessed by clicking on the icons on the main Toolbar (see page 10). Hovering the mouse pointer over these icons (without clicking) will display tool tips, which indicate what part of the payroll they access.
- Keyboard shortcuts are available for common operations.

Once you are familiar with the interface, you can begin to perform the main functions of the Exo Time and Attendance system:

- Setting up the details of your company (see page 13)
- Recording times (see page 66)
- Scheduling functions (see page 99)
- Printing reports (see page 104)
- Maintenance functions

The Menus

The following menus are available in the main Exo Time and Attendance interface:

File Menu

This menu contains the main options for adding and editing employee masterfile.

Menu Item	Description
Employees	This is used to add a new employee into Exo Time and Attendance, or to edit an employee for such changes as reassigning card numbers, costing or allowances.
Notes (F12)	This will take you to the selected employee's personnel Notes window (see page 94). This window can also be accessed via the F12 key.
Terminate/Reinstate	This allows you to terminate (see page 98) any employee or to reinstate an employee who returns.
Change Payroll Company	This allows you to log out of the company you are in and access another company if you are running multiple companies.
Exit	This takes you out of the application and returns you to the desktop.

Edit Menu

This menu handles operations on text that is contained in the currently selected field.

Menu Item	Description
Undo	Cancel the last operation and revert back to the previous status.
Redo	Reapply the last operation at the current cursor position.
Cut	Move the currently selected text into the Windows clipboard.
Copy	Copy the currently selected text into the Windows clipboard.
Paste	Copy the contents of the Windows clipboard to the cursor position.
Clear	Delete the contents of the entire field, at the cursor position.
Select All	Select the contents of the entire field, at the cursor position.

Scheduler Menu

The Scheduler offers a visual representation of your rostering rules, in daily planner form. Daily rules are drawn in a colour-coded array, and any changes to daily rules in the current or future pay periods will flow through to the entire Exo Time and Attendance system. Each screen on this menu offers a distinctly different but relevant viewpoint of your rostering activity.

Menu Item	Description
Staff Scheduler	This is a form of daily planner (see page 99), from which you can view and/or amend the scheduled daily rules for each day. The scheduled daily rules are initially derived from each employee's roster cycle and roster calendar.
Head Count/Forecast	This is a summary screen which displays a daily count of employees (see page 101) who are rostered for a given daily rule. Also attached to the day is a dollar amount, which is derived from the rostered hours for the daily rule, multiplied by the employee's productive cost per hour.
Forecast vs Actual	This is a summary screen which takes the information in the Head Count/Forecast screen a step further by comparing it on a daily basis with the actual times clocked in Exo Time and Attendance (see page 101).
Revenue Analysis	Where the Forecast screen providers a count, hours and amount by daily rule, this screen provides a count, hours and amount by cost centre (see page 102), and can optionally be compared against sales figures.

Transactions Menu

This menu allows you to access the employees' clocked times, and assign them to pay periods for the calculation of overtime and allowances.

Menu Item	Description
Poll Timeclocks	Upload the clockings (see page 67) stored in the time clock or bar wand base station, and import into the Maintain Times screen for review and maintenance.
Maintain Times	Maintain uploaded times (see page 84) by adding holiday and sick exceptions for employees who did not attend or validating days in which the employee forgot to clock in or out - in general making the times 100% accurate to what was actually worked.
Pay Period Times	Use the daily rules, weekly group rules and allowance rules to assign ordinary time (see page 88), over Exo Time and Attendance-based allowances. Make any last minute changes to employees' times.
One Off Pay Times	Used for processing extra pay (see page 92) such as leave/termination pay/bonuses over and above the normal pay, after the normal pay period has been posted, but before the next one is due.
Post to Payroll	You have the ability to post wages, allowances and leave (see page 91) to an export file which can be imported into Payroll, thus paying your employees for their attendance.

Reports Menu

Menu Item	Description
Clarity Report Writer	This utility enables you to create your own customised reports.
Print Reports	Takes you to the list of available reports (see page 107).

Maintenance Menu

This menu allows you to configure lists of lookup items that may be used to track Exo Time and Attendance activity. This menu can be accessed three ways – via the menu, Toolbar (see page 10) icon or by pressing F2 anywhere in the application.

Menu Item	Description
Daily Rules	Allows you to set up rules (see page 29) that contain expected start and finish times, time anchoring, meal breaks and overtime conditions.
Rosters	Enables you to configure any combination of expected daily rules (see page 39) to make up a pay period.
Rounding Groups	Allows you to set up in and out times (see page 43) to be rounded to nearest suitable increments, e.g. 5, 15 or 30 minutes.
Weekly Groups	Allows you to specify weekly minimums and maximums (see page 44) for your Rate Types.
Allowances	Allows you to set up rules (see page 46) for which the employee must qualify to earn an allowance unit, incrementing daily or hourly for any day of the week.
Exceptions	Set up conditions (see page 117) for extra payments or auditing in cases where the employee worked something different from the standard waged hours. Examples include annual leave, sick leave, bereavement leave, statutory holidays worked and not worked, alternative leave paid, and unpaid leave.
Statutory Holiday Groups	Set up your observed statutory holidays (see page 48), and whether or not to accrue an alternative holiday should clockings be picked up for those days.
Employee Groups	Allows you to set up group templates of Exo Time and Attendance conditions (see page 52), enabling you to apply several rules to an employee at once, at the time of adding.
Job Costing	Allows you to set up Cost Centres (see page 120). You can set up names for parts of Cost Centres, and delete and reinstate Cost Centres
Departments	Allows you to allocate your employees to different departments (see page 122) thereby giving you the ability to group and sub-total reports.
Cost Centres	Allows you to allocate productive costs (see page 123) to different areas of your business.
Note Types	Allows you to set up personnel notes (see page 124) that can be categorised by codes and then printed in report format.

Scheduling Criteria	Scheduling Criteria (see page 125) serves as an open-ended mechanism for listing and assigning the attributes of an employee which bear relevance to the question of whether to include or exclude that person from the roster for the day in question.

Utilities Menu

This menu offers configuration options relating to the current company, and the Exo Time and Attendance software in general.

Menu Item	Description
Backup	This allows you to back up your data at any time to either a floppy disk or your hard drive.
Restore	This is used when you need to restore a backup due to hardware failure or corruption.
File Reindex	This is a repair utility.
Setup Exo Time and Attendance	This contains the companies' details and several control settings (see page 20) such as your rate types, costing structure, and swipe card prefix.
User Security	This is where you would set up the various users who will have access to the program's menu items and what rights they have. Exo Time and Attendance is a multi user system.
Delete Old Information	This is for deleting old times and costing information (see page 127) which is no longer needed - this speeds up the overall access times to the data, particularly in a network environment.
Backup Options	This is where you specify your backup media and where the files will be archived
Time Clock Setup	This is for setting parameters (see page 15) so that your computer's serial port can interface with time tracking hardware such as TimeClocks and infra-red scanners.

Help Menu

This menu provides you with shortcuts to commonly used functions, and also provides access to comprehensive product documentation.

Menu Item	Description
Help Topics	Opens the online Help. Help can also be accessed anywhere in the program by pressing F1.
MYOB Education Centre	Opens the MYOB Education Centre website in a web browser.

What's New in this Release	Opens PDF release notes, detailing new features and resolved issues in the current version.
Online Knowledgebase	Opens the MYOB Enterprise Knowledgebase website in a web browser.
Show Reminders	This displays all notes with Reminder dates up to today's date, which have not been marked as Completed.
Setup Cycle	This is used to access the Setup Cycle (see page 13) when initially setting up a company.
Time Cycle	This is used to access the Time Cycle (see page 66) when processing a pay period. The Time Cycle can be selected from the Toolbar or the Help Menu.
Upgrade Software	This is a tool with which you can upgrade your version of the software (see page 95), providing you have the most recently available CD.
Upgrade Software Online	This function accesses the Internet to upgrade your current version of MYOB software online (see page 97).
About	This shows the current version number and who the software is licensed to. Press F11 at any time to view the About screen independently of the menu.

Special Menu

If any additional modules have been added to the Exo Time and Attendance system, a Special menu becomes available. This menu has one option: **Special Applications**. Selecting this option opens a window that lets you open any available special modules.

The Toolbar

The following icons are available in the toolbar of the main Exo Time and Attendance interface:

Icon	Function	Description
	Employees	This is used to add a new employee (see page 55) into Exo Time and Attendance, or to edit an employee for such changes as reassigning card numbers, costing or allowances.
	Notes (F12)	This will take you to the selected employee's personnel Notes screen (see page 94). This screen can also be accessed via the F12 key.
	Poll Timeclocks	Upload the clockings stored in the timeclock or bar wand base station, and import into the Maintain Times screen for review and maintenance.

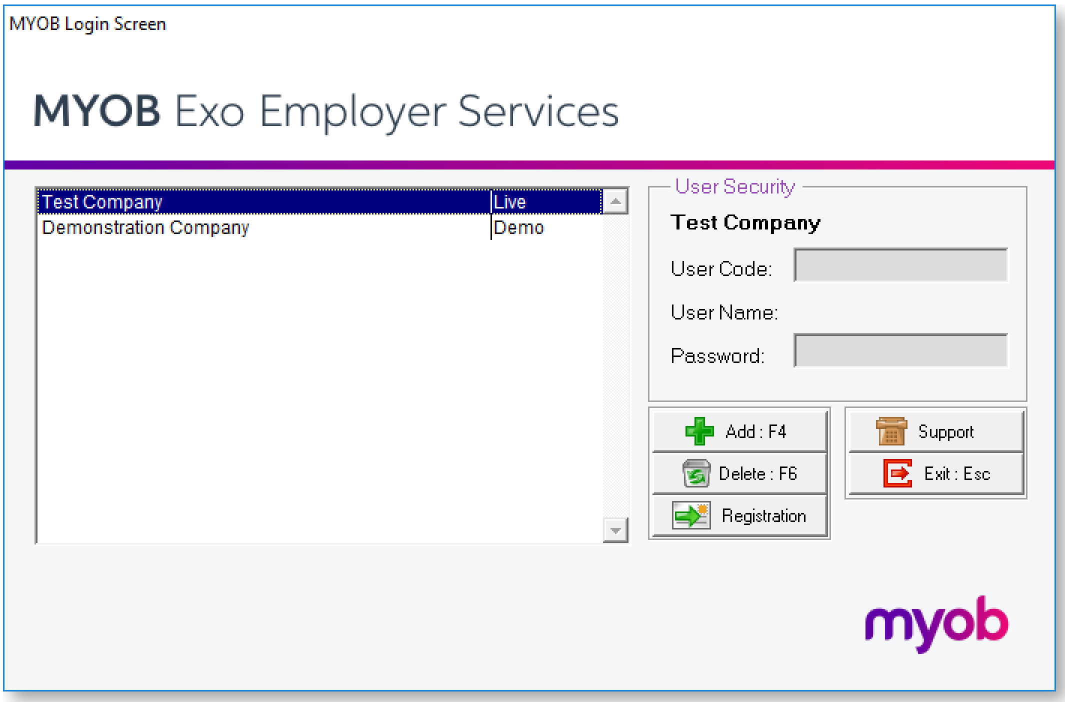
Maintain Times	Add holiday and sick exceptions for employees who did not attend, validate days in which the employee forgot to clock in or out, in general make the times 100% accurate to what was worked.
Pay Period Times	Use the daily rules, weekly group rules and allowance rules to assign ordinary time, over Exo Time and Attendance-based allowances. Make any last minute changes to employees' times.
Print Report	This takes you to the list of available reports (see page 107).
Post to Payroll	You have the ability to post wages, allowances and leave to an export file which can be imported into Payroll, thus paying your employees for their attendance.
Backup	This allows you to back up your data at any time to either a floppy disk or your hard drive.
Maintenance	This is a focal point for accessing your masterfiles from anywhere in the system via the F2 function key.
Setup Exo Time and Attendance	Contains the companies' details and several control settings such as your rate types, costing structure, and swipe card prefix.
The Time Cycle	This is used to access the Time Cycle (see page 66) when processing a pay period. The Time Cycle can be selected from the Toolbar or the Help Menu.
Diary	This is a form of daily planner, from which you are able to enter comments on any given day, for appointments and reminders. You can scroll through the calendar months with the left and right arrow buttons.
Help Topics	This provides you with extensive screen sensitive and general help relating to the setting up and the running of your Exo Time and Attendance. Help can also be accessed anywhere in the program by pressing F1.
Show Items	Opens a window showing all available toolbar icons, where you can choose which icons to display and which to hide.
Exit	Takes you out of Exo Time and Attendance and returns you to the Windows desktop. You will be asked if you want to back up the database before exiting.

Setting up EXO Time and Attendance

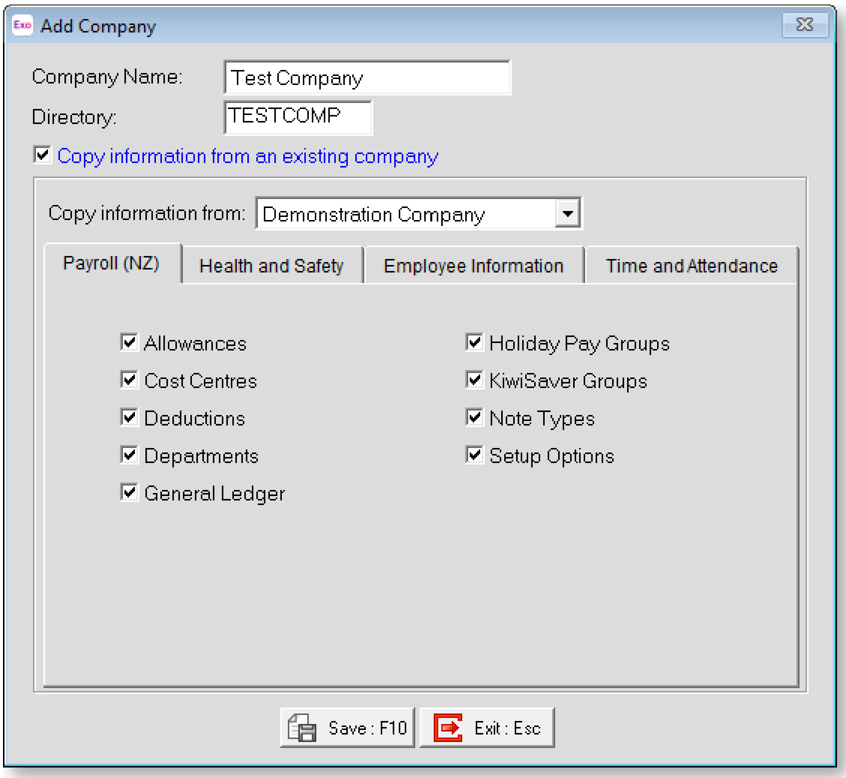
Company Selection Screen

MYOB Exo Time and Attendance can have unlimited "live" payrolls in the same program, in addition to the Demonstration Company.

After opening Exo Time and Attendance, the first thing you see is the MYOB Login Screen.



This window allows you to add a new company, as a separate entity from the Demonstration Company. Click **Add** or press F4 to add a Company. The following screen appears:



Company Name Enter the name for the new company. This is the name that will appear in the list of payrolls. You may wish to add “Wages” or “Salaries” or the branch name, to show who the new payroll is for.

Directory The directory name will be automatically generated for you, based on the first few characters of your company name.

Copy information from an existing company This option allows you to copy the basic set up data from another Payroll Company if one exists. This is useful where you have split the Wages and Salaries payrolls into two payrolls, both of which follow similar payroll practices.

Tick the **Copy Information From** box, and select the closest matching company from the list. If in doubt, choose the Demonstration Company. You will then be able to specify which areas of the other payroll you wish to copy by ticking the appropriate boxes.

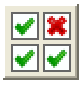
Once the procedure is complete click **Save** or press F10 and you will be taken to your new Payroll Company.

Once in the new Payroll Company you will be presented with the Time and Attendance Setup Cycle screen (see page 13). This screen will step you through the process of configuring the various essential settings.

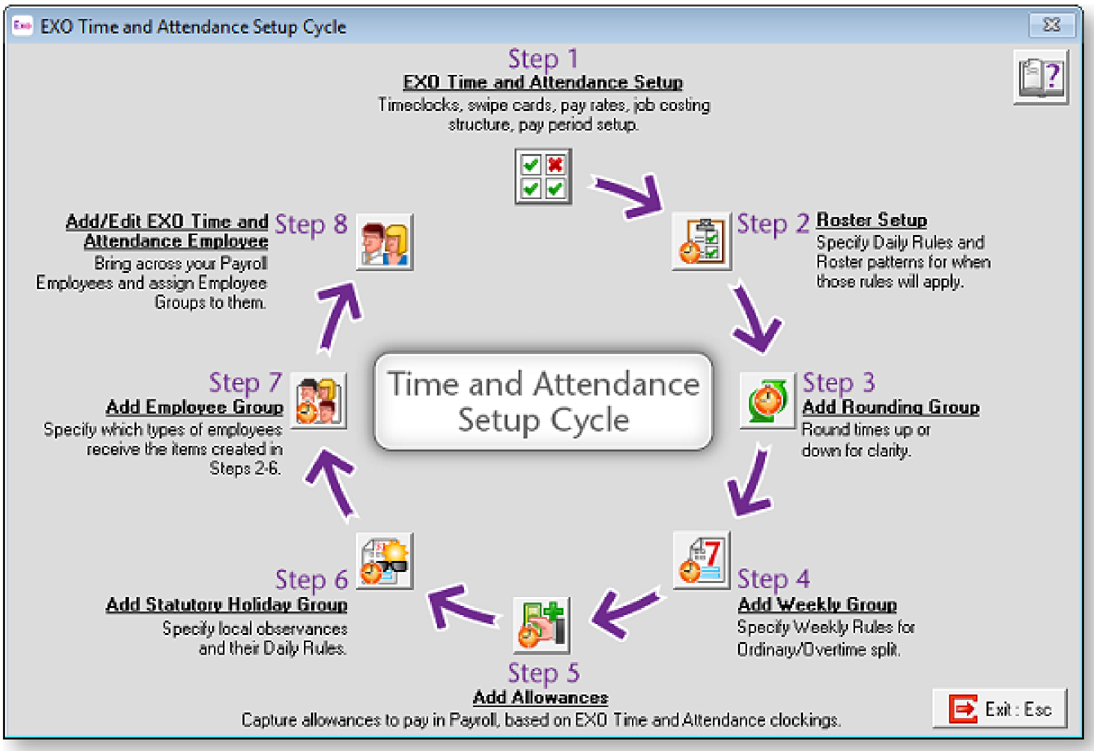
Deleting Payroll Companies

If you wish to delete a Payroll company for any reason, select the company on the Login Screen and click **Delete** or press F6. You are then prompted for the name of the Payroll company to delete. Select by clicking on the company of your choice. You are then asked to confirm that you want to delete this company. Click **No** to cancel, or click **Yes** to proceed. Before you delete any Payroll companies forever, it is recommended that you make a backup first.

Setting up Exo Time and Attendance



The Exo Time and Attendance Setup Cycle has been provided to show the sequence in which Exo Time and Attendance is typically set up. It opens when a new company is first created, and can also be launched by clicking the **Setup Cycle** toolbar button or selecting **Setup Cycle** from the Help menu.



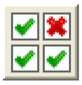
Each company has rules to tell Exo Time and Attendance where you are going to obtain the employee times. There are several choices, from manual time entry to the TR-3 time recorder clock. Company setup involves also involves fine-tuning Exo Time and Attendance to suit each individual company. For example, each set of plastic swipe timecards has a company card prefix, unique to the company.

Click on each of the steps in turn to perform all of the necessary operations for setting up your company.

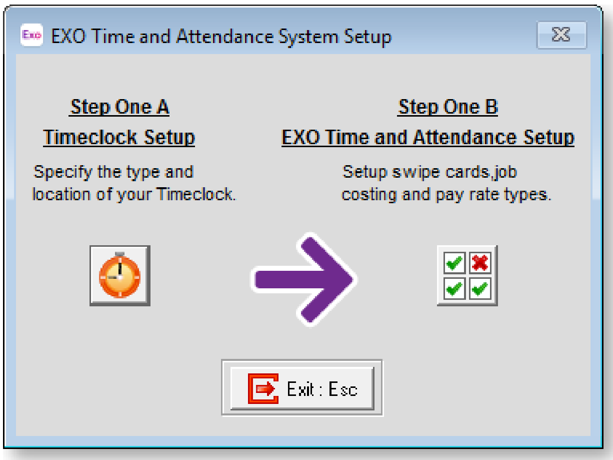
- Step One: System Setup (see page 15)
- Step Two: Roster Setup (see page 29)
- Step Three: Rounding Groups (see page 43)
- Step Four: Weekly Groups (see page 44)
- Step Five: Allowances (see page 46)
- Step Six: Statutory Holiday Groups (see page 48)
- Step Seven: Employee Groups (see page 52)
- Step Eight: Add/Edit Employees (see page 55)

TIP: The steps covered in this Cycle can also be performed by selecting the appropriate option from the **Maintenance menu**.

Step One: System Setup



Select Step One from the Time and Attendance Setup Cycle (see page 13) and the following window appears:

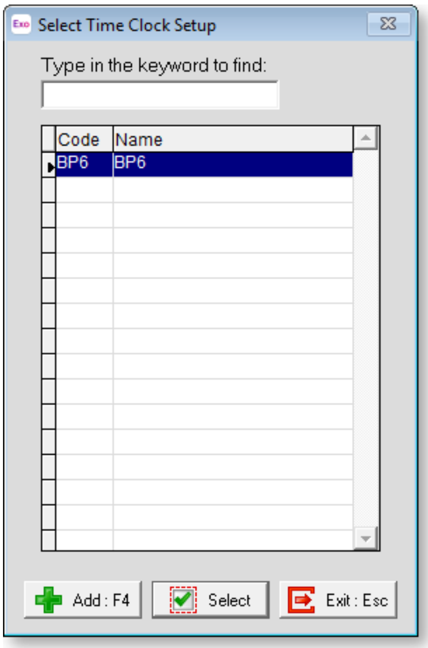


The setup process has two stages:

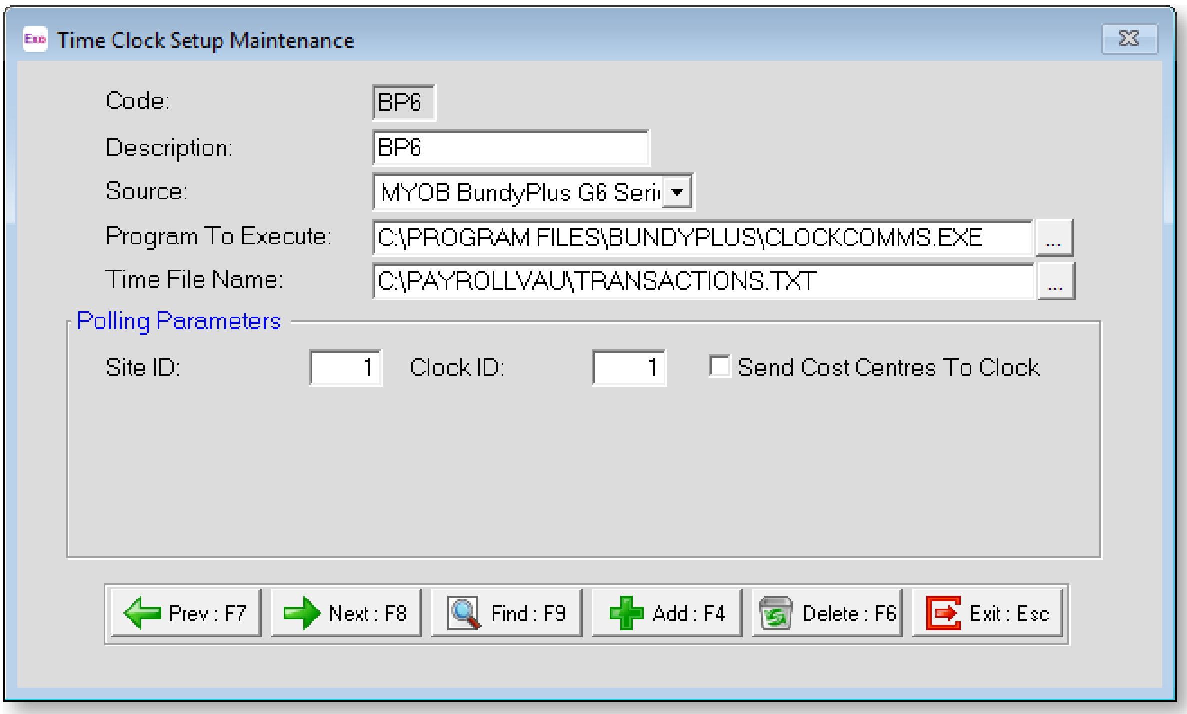
- Timeclock Setup (see page 15)
- Exo Time and Attendance Setup (see page 20)

Timeclock Setup

The Timeclock Setup section of the Exo Time and Attendance System Setup (see page 15) screen allows you to set up the timeclocks used in the system. Exo Time and Attendance is a multi-clock system, and can have an unlimited number of Time Clocks within the one system where necessary. It can also process data from a variety of Time Clock brands. It can also use Time files created on other systems such as Job Costing systems, POS terminals etc.



Click the **Add** button to create a new clock.



Code Enter an Alphanumeric code to identify this timeclock setup.

Description Enter a description for this clock, e.g. Factory Clock 1

Source Entering on this field will Pop-up a list of possible Time Clock options. Normally if you are using a Time Clock supplied by MYOB you would choose “MYOB BundyPlus G6 Series”. If you have MyStaffInfo installed, you may choose the software-only “MyStaffInfo” option, which polls the times from the MyStaffInfo timesheet directly into the Pay Period times.

> **NOTE:** Polling MyStaffInfo returns approved times and Cost Centres only. It does not return leave, allowances, wage types, etc. - these are retrieved by the Synchronise function in the MyStaffInfo Management Console.

Program to Execute

Click the ... button to specify the program executable for this time clock model. If the clock you have chosen has a default program to execute, Time and Attendance this will complete the field automatically.

Time File Name If the clock you have chosen has a default File Name, Exo Time and Attendance will complete this field for you. If you are polling times from MyStaffInfo, a default file name will be entered, which should be suitable in most cases, but it can be edited if necessary.

> **NOTE:** If your Times file is coming from a source other than a Time Clock you should consult Support.

Polling Parameters

The Polling Parameters section contains different properties depending on the model of time clock selected.

MYOB BundyPlus G6 Series

> **NOTE:** The “MYOB BundyPlus G6 Series” option applies only to BundyPlus timeclocks purchased from MYOB.

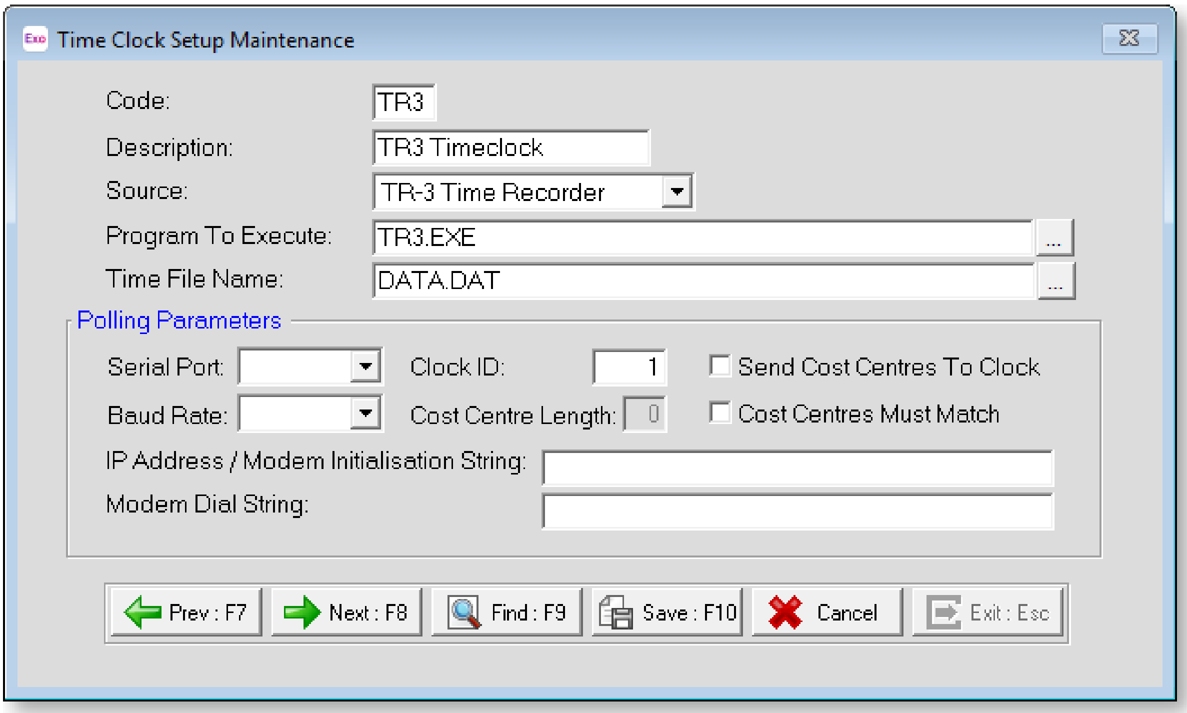
Site ID Enter the site ID code specified when installing your Time Clock.

Clock ID Enter the ID code specified when installing your Time Clock.

Send Cost Centres to Clock Enable this option if you want to be able to send Cost Centres to the timeclock using the Send Cost Centres to Clocks Special Function (see page 72).

TR-3 Timeclock

If you have chosen the TR-3 timeclock, the following options will need configuring.



Serial Port The Serial Port is a 9 or 25-pin socket on the back of your computer into which the Time Clock data cable (serial cable) is plugged. Entering on this field will display a list of Serial Port options. Usually it would be Com1 or Com2 .

Baud Rate This would normally be left at the default of 9600.

Clock ID This would normally be left set at “1” unless you were running multiple Time Clock , in which case you would enter the ID code specified when installing your Time Clock. (Refer to your TimeClock Manual)

Cost Centre Length If you are using Time and Attendance for Job Costing you will need to specify here , the length of your Job Number in Digits. This way your Time Clock will know to ask each employee to enter their Job Number when clocking.

Send Cost Centres to Clock Turn this option off to prevent job costing from being done for this particular clock. In other words, when the Send Cost Centres to Clocks function is activated (Transactions menu, Poll TimeClocks, Special Clock Functions, Send Cost Centres to Clocks), this particular clock will not receive cost centres, and will not cost clockings to jobs.

Cost Centres Must Match Turn this option off to prevent Exo Time and Attendance from automatically creating new cost centres/jobs, for this individual clock. In other words, when the "Automatically Create cost centres that do not exist" option is enabled (Utilities menu, Setup Time and Attendance, Cost Centre Structure Setup), and the TimeClock is polled (Toolbar, Poll TimeClocks, Time and Attendance will create a new cost centre record for each code that has not already been sent to the TimeClock. This option prevents the automatic creation of cost centres for this particular clock. The assumption being made is that for this particular clock, cost centres will be provided by Time and Attendance's cost centre masterfile, and jobs will not be created on the fly.

IP Address/Modem Initialisation String For a TimeClock Source of TR-3, the modem initialisation string provides a set of commands by which Time and Attendance can communicate directly with your modem hardware, in order to poll your timeclock. If you intend to perform remote polling of a timeclock via two modems in two different geographical locations, take note of your modems' make and model number, and consult Support for a set of initialisation strings that will match your modem.

For a TimeClock Source of TR-3 IP Time Recorder, you will need to consult your network administrator and request for a static IP address to be assigned to your TimeClock, so that it can be recognised as a device on the network. Once this address is entered into the TimeClock menu (see your TR3 manual for details) you will be ready to enter the same address into TimeClock Setup.

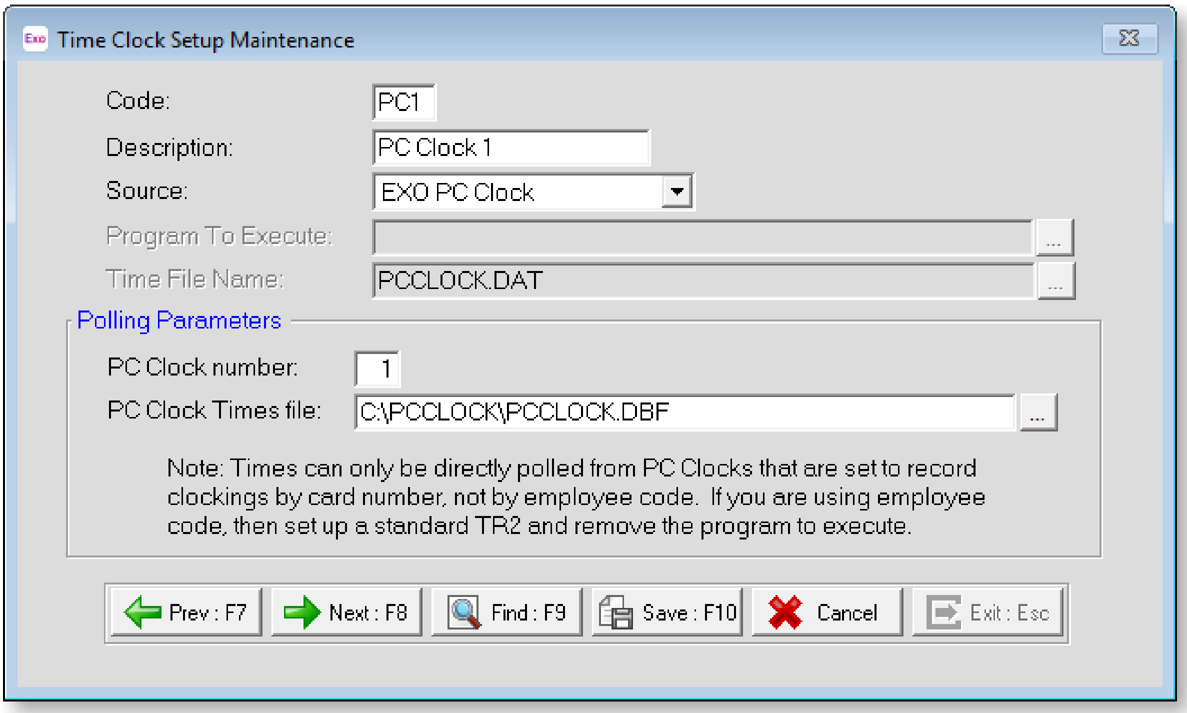
The required format is the TCP/IP number prefixed with the letters "IP", for example:

IP193.102.168.007

The IP address has to be provided by your network administrator, who will need to grant access for the TimeClock to the network, before the timeclock can be polled.

EXO PC Clock

If your Source is set to "EXO PC Clock", there will be some extra configuration required.



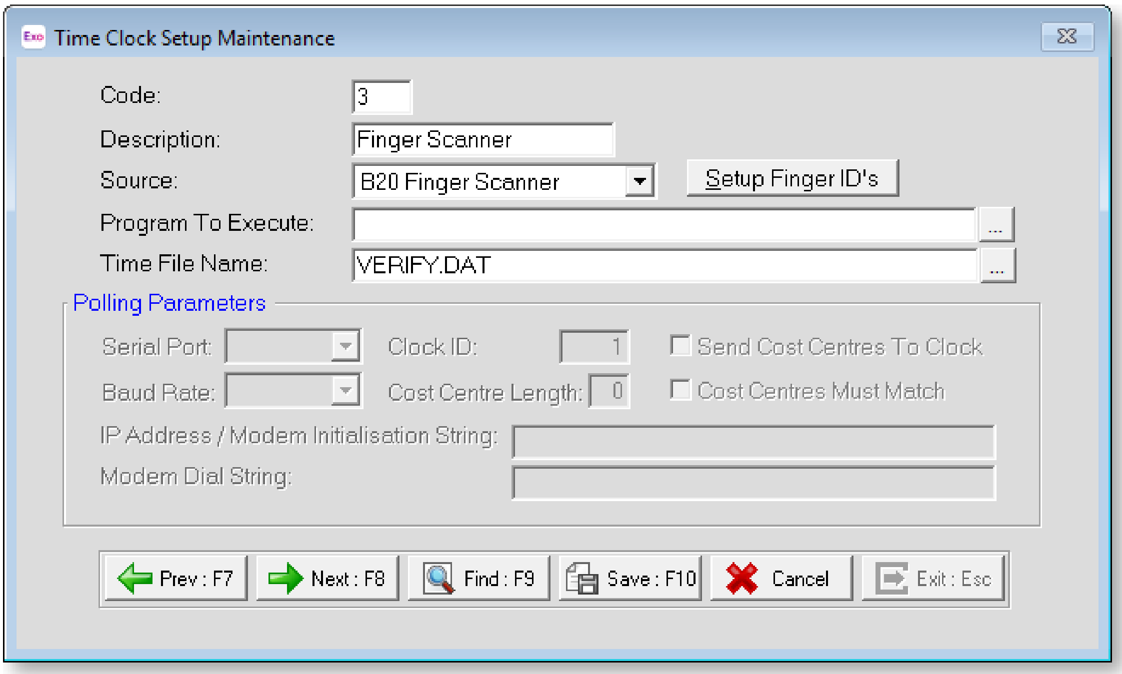
Polling Parameters The Time and Attendance system can be set up to poll data directly from the PC Clock times file, provided that the PC Clock has been configured (in the PC Clock's Setup screen) to accept clockings against card numbers.

PC Clock number Each installation of PC Clock requires its own clock number. This is to identify the physical location of the incoming times.

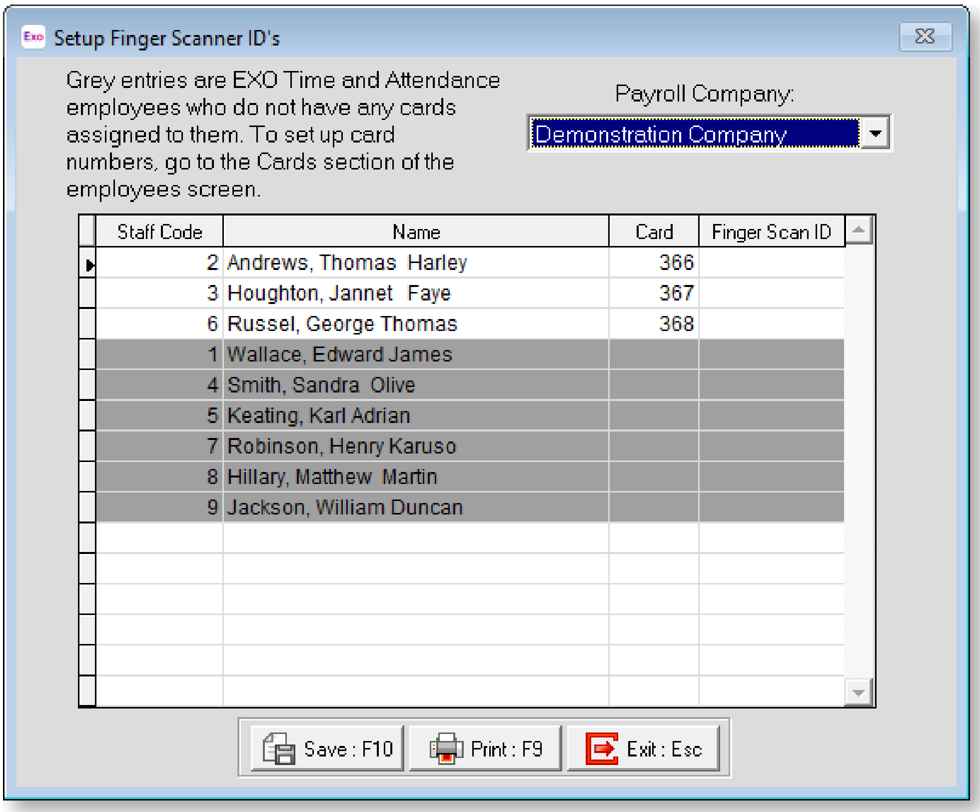
PC Clock Times file PC Clock will create a times file called PCCLOCK.DBF to the data directory. Click on the lookup […] button to choose the correct folder.

B20 Finger Scanner

If your Source is set to the “B20 Finger Scanner”, there will be an initial task of assigning finger scanner ID codes to time cards.



Click the **Setup Finger ID’s** button to continue:



Payroll Company The Company setting will default to the Company that you are currently logged into. If you are using the Finger Scanner for more than one company, then remember to set the Finger Scan IDs for the employees of all applicable companies.

Staff Code This is the employee's staff code, as entered in the Add Employee screen.

Name This is the employee's full name, as entered in the Add Employee screen.

Card This is the employee's swipe card number, as entered in the Add Employee screen.

Finger Scan ID Greyed-out lines indicate that employees do not have cards assigned to them, which means that they are not able to be processed by the Time and Attendance system until they have cards set up. These do not need to be real card numbers, but can instead be arbitrary numbers used simply to identify them in the system.

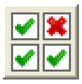
Each time a new person is scanned into the B20 a unique code is generated. MYOB cannot tell you what the Finger Scan IDs are, as these are assigned to employees by the Finger Scanner system.

That code is linked to the employees swipe card, to form a clocking. Simply click onto the appropriate row for the employee and key in the finger scanner ID that the employee will be using. The Print button will give you a report of the current setup.

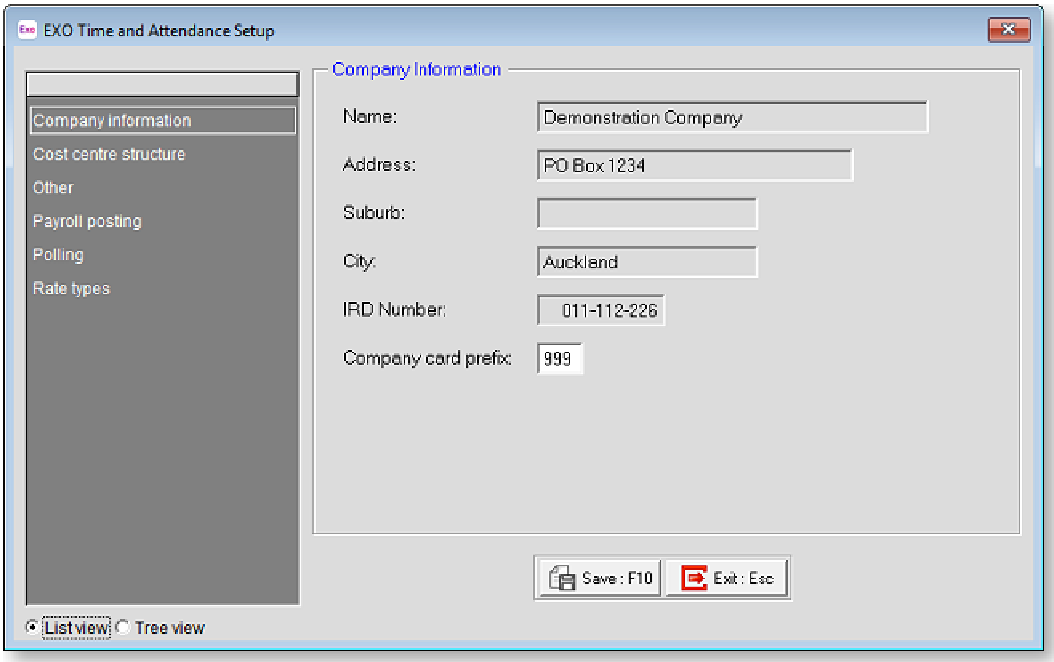
MyStaffInfo

If your Source is set to the "MyStaffInfo", the Polling Parameters section is disabled - you do not need to enter any additional information.

EXO Time and Attendance Setup



The Exo Time and Attendance Setup section of the Time and Attendance Setup Cycle (see page 13) allows you to set up the system parameters that will be used by Exo Time and Attendance.



You can select either a List view or Tree view for this screen.

TIP: You can also access the Payroll Setup screen by selecting Setup Payroll from the Utilities menu.

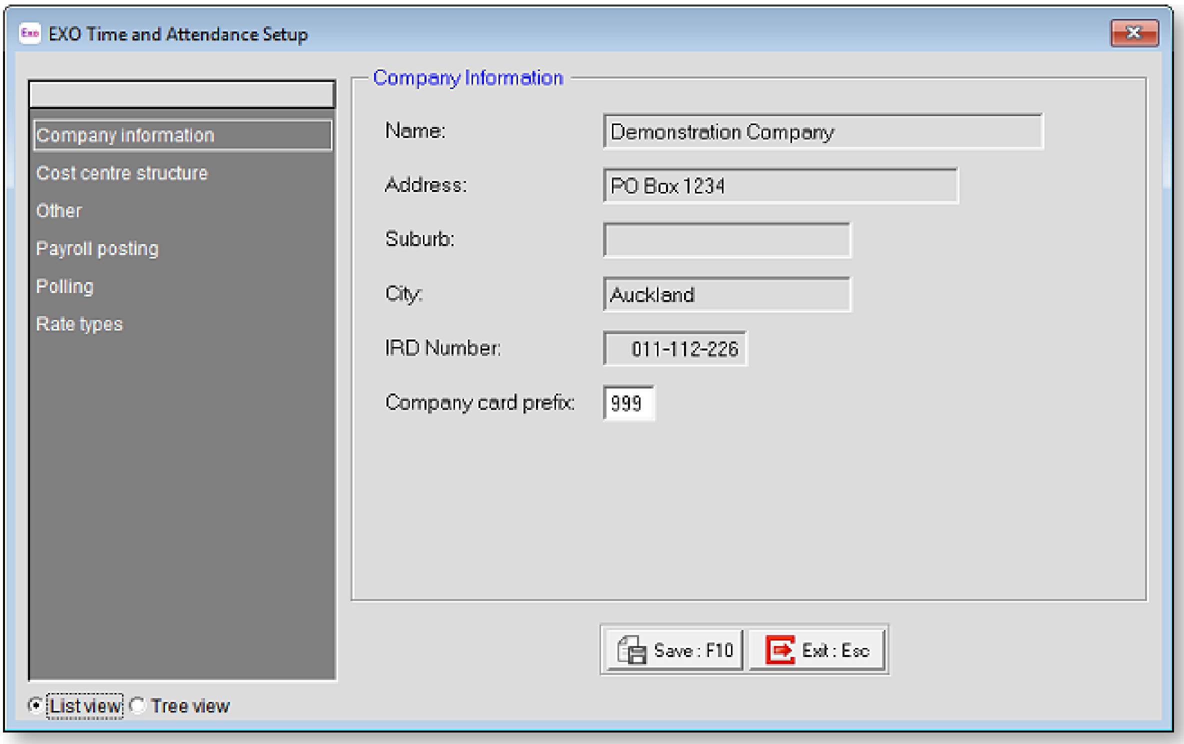
The Exo Time and Attendance Setup screen is divided into the following sections:

- Company Information (see page 21)
- Cost Centre Structure (see page 22)
- Other (see page 23)
- Payroll Posting (see page 24)
- Polling (see page 26)
- Rate Types (see page 28)

Once you have configured all of the necessary settings in each section, click **Save** or press F10 to close the setup screen and return to the Setup Cycle.

Company Information

The Company Information section of the Exo Time and Attendance Setup window (see page 20) is where you specify details about your company as a whole.



Name Enter the company name, or optionally its trading name. It is common to have two payroll companies with separate login codes and access rights for each - one for each branch of the business. For this configuration, the company name is often suffixed with an extra descriptor. For example, to indicate a wages-only company: "Demonstration Company - Auckland". The company name always appears on the title bar of the main screen, indicating which payroll company you are currently logged into.

Address This is usually the company's Post Office Box Number, or optionally a street name and number.

Suburb The locality at which correspondence will be received.

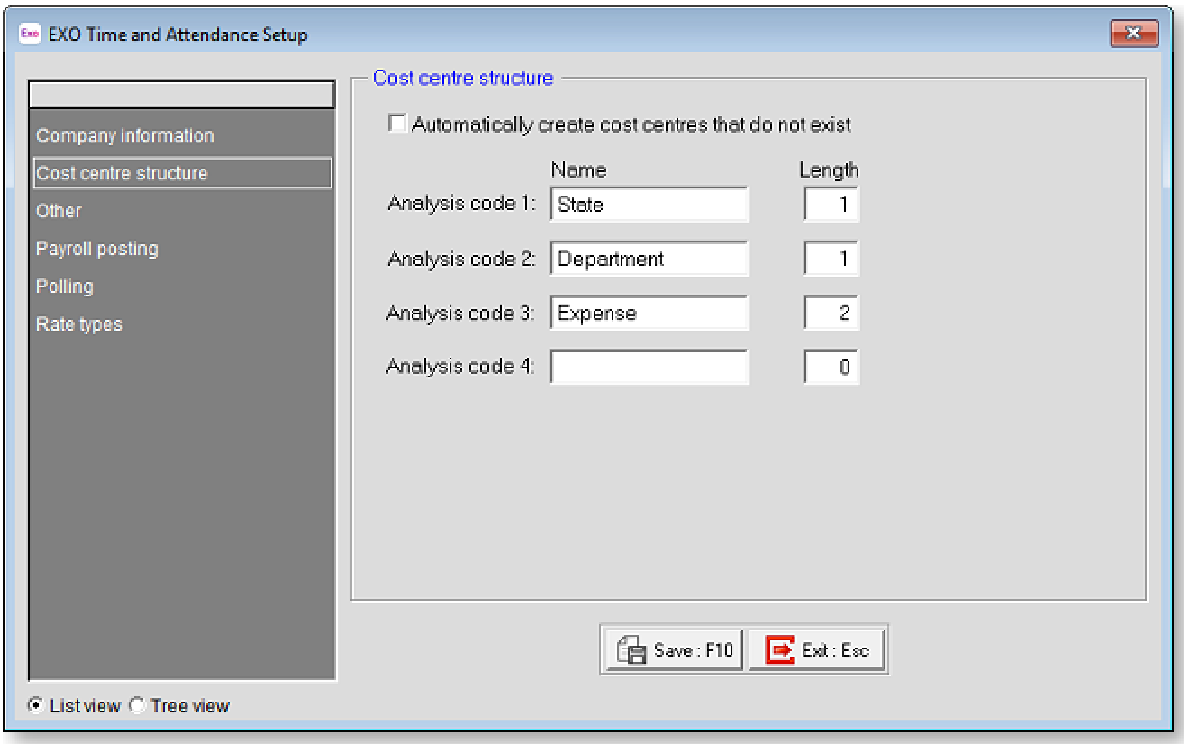
City The town/city/region at which correspondence will be received.

IRD Number The company's unique Inland Revenue Department number, as provided by the Inland Revenue Department.

Company card prefix MYOB Exo Time and Attendance is a Multi Company, Multi clock system. Because of this, you need to identify which Swipe cards belong to which Exo Time and Attendance systems. The way to achieve this is to use a company prefix as part of the Swipe Card number. This makes each set of cards and company unique. Your MYOB consultant will advise you the unique Card Prefix number for each set of cards set up.

Cost Centre Structure

This Cost Centre Structure section of the Time and Attendance Setup window (see page 20) determines the overall structure of the field sizes and number of sub-groups for Cost Centres generally - it is not for setting up the Cost Centres themselves (this is done from the Maintenance Menu). The Cost Centre structure is based on a 12-digit number broken down into separate levels. The 12-digit number can be divided into up to 4 separate levels with any number of digits in each level, as long as the total number of digits does not exceed 12.



For example, the total cost centre number of 12 digits could be set up as:

Code	Name	Length
Code 1	Area	2 digits (Up to 99 different)
Code 2	Lab type	3 digits (Up to 999 different)
Code 3	Job type	3 digits (Up to 999 different)
Code 4	Job no.	4 digits (Up to 9999 different)

For this 12-digit number the code/level breaks would look like this:

99 / 999 / 999 / 9999

So the number 100010505645 could mean this when broken down into its particular levels:

10 / 001 / 050 / 5645 meaning Area code 10 = Auckland

10 / **001** / 050 / 5645 meaning Lab type 001 = Microbiology

10 / 001 / **050** / 5645 meaning Job type 050 = Cosmetics

10 / 001 / 050 / **5645** meaning Job no 5645 = J/N 5645

> **TIP:** You can set up names (see page 120) for the supported codes in each part of the structure by selecting **Job Costing > Cost Centre Structure Names** from the Maintenance menu. This is how you specify that Area code 10 stands for Auckland and Lab type 001 stands for Microbiology, etc.

A cost centre can be as complex or as simple as required - it all depends on your particular analysis needs. If you have any further questions, call the MYOB Employer Services Support Team for advice.

To set up the structure for your company's cost centres, type in the description for a code, then type in the length of the number (in digits). Repeat for all four codes.

Cost Centre Auto-Creation

Automatically create cost centres that do not exist If this option is selected, when a new job/cost centre number is encountered, the system assumes that it is a new cost centre and creates one accordingly, with the given number. If this option is not selected, the cost centre is treated as invalid, and will therefore appear on the Transaction Listing report.

When this option is selected, an extra **Auto Create** column appears. This lets you specify the level of costing you wish to auto-create. Ticking the **Must Exist** option next to a code level means that any new cost centre encountered will be rejected if the code for that level is not already present in the system.

You would normally auto-create the lowest level of analysis only. For example:

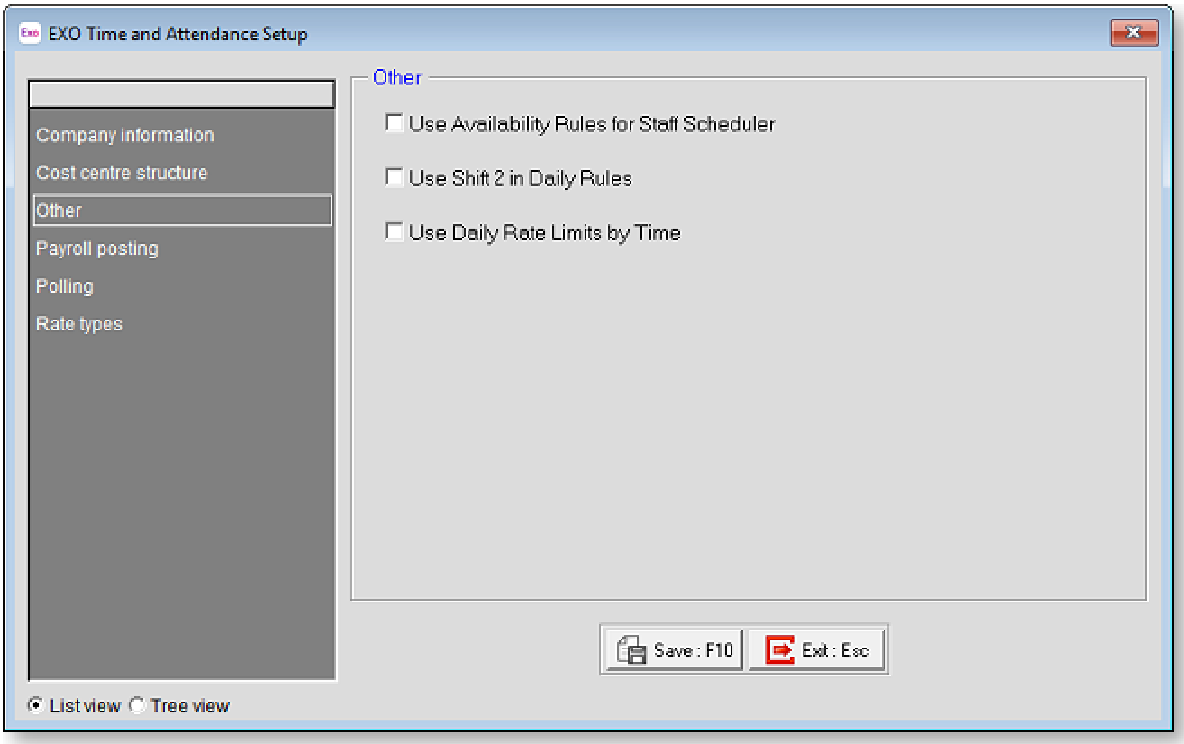
Code	Name	Length	Must Exist
Code 1	Branch	1 digits	Yes
Code 2	Work Area	2 digits	Yes
Code 3	Job no.	2 digits	No

You may keep the Branches and Work Areas permanently in the system, but new Job numbers are started very frequently. In this case it would be wise not to auto-create a cost centre if the Branch or Work Area is not already in the system.

> **NOTE:** If a new cost centre is does not contain enough digits, the left-most digits are considered to be zero. For example, if a five-digit cost centre is expected, and the number 1234 is received, this will be treated as 01234.

Other

The Other section of the Exo Time and Attendance Setup window (see page 20) contains additional settings that affect the operation of MYOB Exo Time and Attendance.



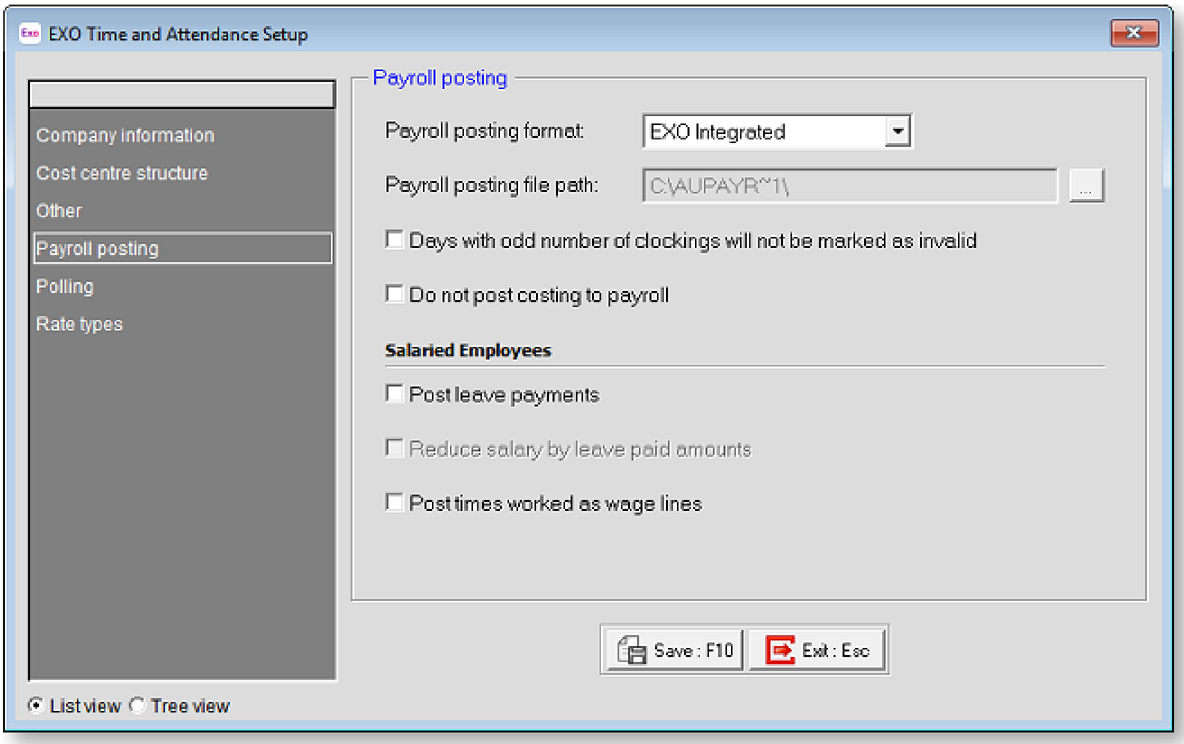
Use Availability Rules for Staff Scheduler Turning this option on will enable you to use the Availability Rules in the Staff Scheduler (see page 99). In other words, you can set up the rules regarding whether or not employees have made themselves available for any given day of the week, and what hours they can work.

Use Shift 2 in Daily Rules In the situation where an employee works a "split" shift on the same day, a second set of times and rules can be established. Turning this option on will cause an extra set of shift management pages appearing in the Daily Rules maintenance screen (see page 29), to handle the second shift. This is recommended only if you have employees who work split shifts.

Use Daily Rate Limits by Time Exo Time and Attendance has the ability to control what rate an employee will be paid for working at different times of the day. This option is normally used where you wish to specify the rates an employee can be paid in different time bands during a day. Turning this option on will cause an extra page to appear in the Daily Rules maintenance screen (see page 29), to handle specifically timed overtime calculations.

Payroll Posting

The Payroll Posting section of the Exo Time and Attendance Setup window (see page 20) contains settings that affect how times are posted to a payroll system, usually MYOB Exo Payroll.



Payroll posting format This option is used to specify what happens to the clockings when the pay period rolls over. The options are:

- **None** - If you manually punch your end of pay period data or you use a Manual Payroll system, choose this option. At the end of each pay period, Exo Time and Attendance will mark all days in the period as complete, without making a data file.
- **EXO Integrated** - This option should be used If you have the Exo Payroll application installed in the same folder as your Exo Time and Attendance application. If that is the case, turn on this option in order to post pay period times directly into the Current Pay. This will process the times, allowances and exceptions gathered from Exo Time and Attendance into payable amounts for the pay period.
- **EXO DBF File** - This option should be used If you do not have a payroll application installed to the same folder as your Time and Attendance application. This could occur either where your payroll is on another PC or at another site and you wish to transfer the end of pay period data via disk or modem. This option could also be used to transfer data to another payroll system that is capable of importing a DBF format data file. Please consult MYOB Support before using this option.

Payroll posting file path If the “EXO DBF File” option was selected above, enter the location (path) that the posting file should be copied to, e.g. C:\Otherpayroll\.

Days with odd number of clockings will not be marked as invalid If this option is selected and an Employee did not clock out, Exo Time and Attendance uses their rostered out time as their actual out time. This option would only be used where you do not wish Exo Time and Attendance to warn you if an Employee has not clocked in or out.

Do not post costing to payroll When job costing is enabled on the Timeclock, times can be clocked together with a cost centre. The default behaviour of Payroll is to analyse expenditure to the employee's default cost centre. However, if a different cost centre is attached to a transaction such as a wage line, the transaction's cost centre takes precedence. Therefore, If you want to post the times to a payroll, but only want the payroll expenditure analysed to the employee's default cost centre, and not the actually clocked cost centre, turn this option on.

Post Leave Payments The default behaviour of Exo Time and Attendance is to not post any transactions for a salaried employee. This may be because salaried employees are typically not paid by the hour, and if their attendance is tracked, it is for costing or informative purposes only.

Reduce Salary by leave paid amounts Generally, the salary amount for each pay period would only vary if there was some form of leave in that pay period. For example, the employee may clock 32 hours of Ordinary time, plus have 8 hours of an HOL Leave Exception. In that case, you would want to post 8 hours of holiday pay into payroll, and have the salary reduced automatically by 8 hours. If you want to substitute salaried hours for leave hours when Leave Exceptions are transacted, turn this option on (recommended).

Post times worked as wage lines Select this option to post times worked for employees to the payroll system as wage lines.

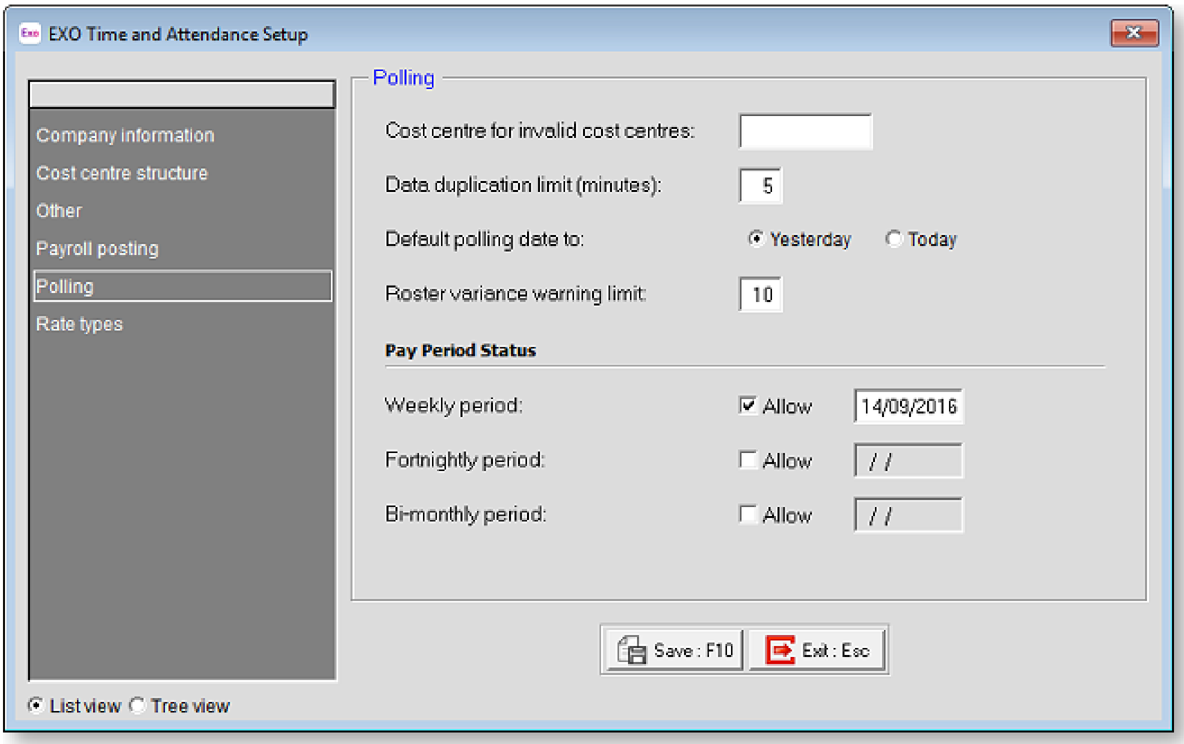
> **NOTE:** Salaried employees must have the **Allow Overtime** option turned on in Exo Payroll to have wage hours posted to them. This option is available on the Employee Details tab of the Employee Maintenance window.

Generally, there are two approaches for handling Exo Time and Attendance data with respect to Salaried employees:

- Zero Wages (recommended) - Using this method, you would transact the Salary amount in Payroll, having originally set up the Standard Pay with a Salary amount, that will carry though to all subsequent Current pays. The wage lines are zero-rated, and do not add to Gross Taxable Earnings. The wage lines are posted to payroll for attendance tracking purposes only. This is achieved by setting up a Pay Rate Multiplier of 0 against a Pay Rate entitled "Salary" in the Payroll, and in turn the Time and Attendance Setup screens. All of the daily rules, rosters and weekly groups for Salaried employees will use the "Salary" multiplier, instead of the "Ordinary" multiplier of 1 x the hourly rate, which is reserved for Waged employees.
- Zero Salary - Using this method, you would not transact the Salary amount in Payroll, and would not set up the Standard Pay with a Salary amount. As per Waged employees, the wage lines are rated at Ordinary time, and add to Gross Taxable Earnings. The wage lines are posted to payroll, for payment purposes.

Polling

The Polling section of the Exo Time and Attendance Setup window (see page 20) contains settings that affect polling operations.



Cost centre for invalid cost centres This field is only used by sites that are using Exo Time and Attendance for Job Costing and is used as a Default Cost Centre code against which Exo Time and Attendance will allocate any Clocking where the Job Number entered at the clock was not a valid Job Number. This will then be highlighted on the Costing Report and the Employees Maintain Times screen.

Data duplication limit (minutes) In order for an Employee to be sure that they have Clocked In or Out, Exo Time and Attendance has been designed to allow the Employee to swipe their card a number of times without Time and Attendance assuming that they are actually clocking in and out each time. The length of time between swipes that Exo Time and Attendance will ignore consecutive swipes is set with this field. Normally we would specify 5 minutes. This way if the Employee is not sure whether they clocked correctly they can swipe again without upsetting the system.

Default polling date Choose from:

- **Yesterday** - If you intend to pay employees for shifts that have been clocked at times up to, but not past, the midnight that immediately precedes the pay period end date, leave this value set to Yesterday.
- **Today** - If you intend to pay employees for shifts that have been clocked at times up to the exact time that the clock is polled, which is normally the morning of the pay run, set this value to Today. In other words, this setting is favourable when there are night shifts involved, and those shifts end on pay day. You will need to ensure that you poll the timeclocks after the shift ends, so as to capture a valid set of in and out times for that shift.

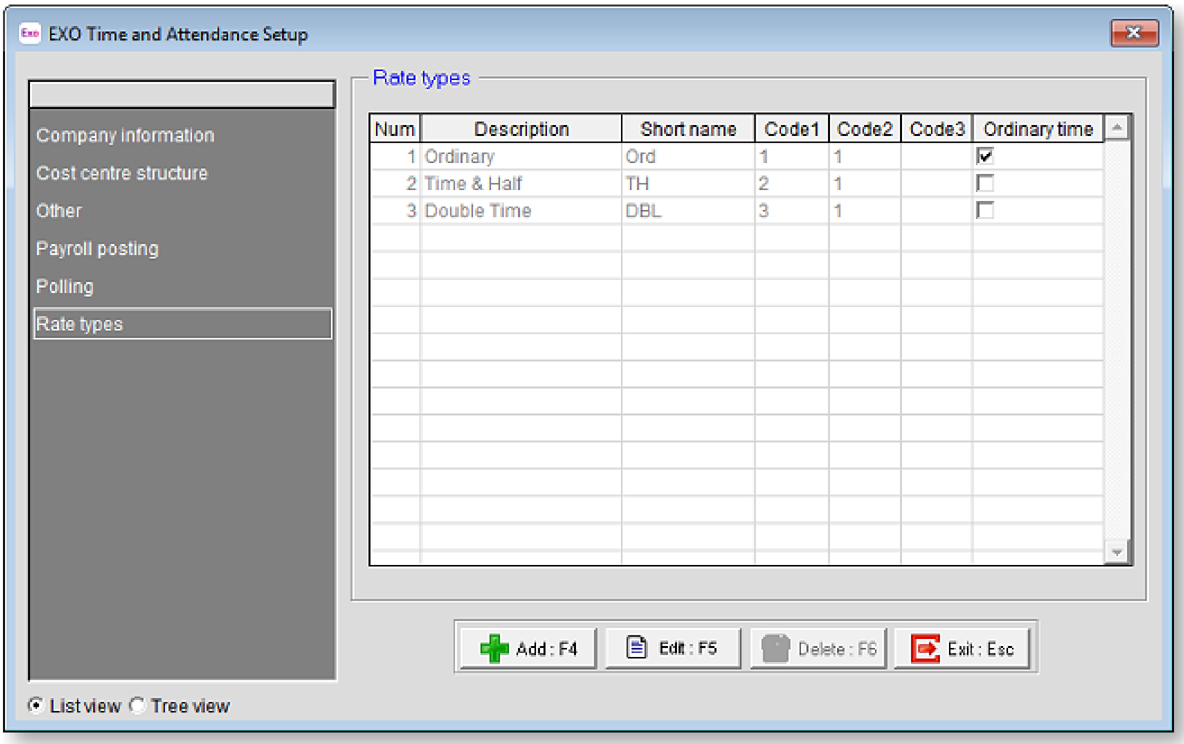
Roster variance warning limit Exo Time and Attendance can warn you when an employee has clocked a time outside their Rostered Shift Start or Finish. This warning is noted on the Daily Attendance report. For different companies, the degree to which employees' clocked times can be outside the norm before they wish to be advised will vary. Depending on your requirements, you can set a limit in minutes and any clocked times outside Shift Start or Finish by greater than this limit will be flagged.

Pay Period Status These fields are used to determine the pay frequencies you are using and the pay period end date that will apply to each. Once this date has been set the first time, it is not normally changed, as Exo Time and Attendance will automatically roll this date forward to the next period end date at the end of each pay period.

Rate Types

The Rate Types section of the Exo Time and Attendance Setup window (see page 20) lets you set up the rate types and descriptions that specify how employees will be paid, as a multiplier of their hourly rate. If you pay overtime rates or have alternate rates of pay for different jobs these will need to be set-up here.

If you post to a Payroll, these rate types should form a matching link to structures set up in your Payroll. Changes made to Time and Attendance rate types need to be applied to payroll rate types, and vice versa.



Click **Add** to add another rate type, or **Edit** to edit an existing type.

Num An identification number for the type. For new types, this defaults to the next number in the list.

Description Enter a descriptive name for this rate type.

Short name Enter a short description to be used as a field description elsewhere in the Exo Time and Attendance system.

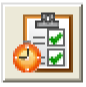
Code1 Enter the number of the Payroll Rate Type that will apply i.e. Ordinary is normally 1, Time & Half is normally 2 (refer your Payroll set-up screen if unsure).

Code2 If you are using a single hourly rate in the Payroll enter 1. If you have multiple Hourly Rates in you Payroll enter the Hourly Rate number that will apply i.e. 1 for first , 2 for second etc.

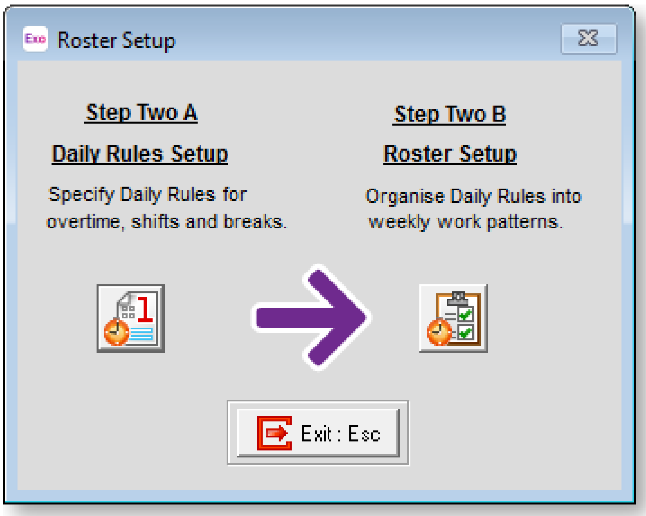
Code3 Only applies to IMS Payroll.

Ordinary Time Tick this box if hours paid under this Rate Type will be used as “Ordinary” for allowances calculated by the hour. If the box is not ticked, the Rate Type will be used as Overtime.

Step Two: Roster Setup



Select Step Two from the Time and Attendance Setup Cycle (see page 13) and the following window appears:



The Roster Setup process has two stages:

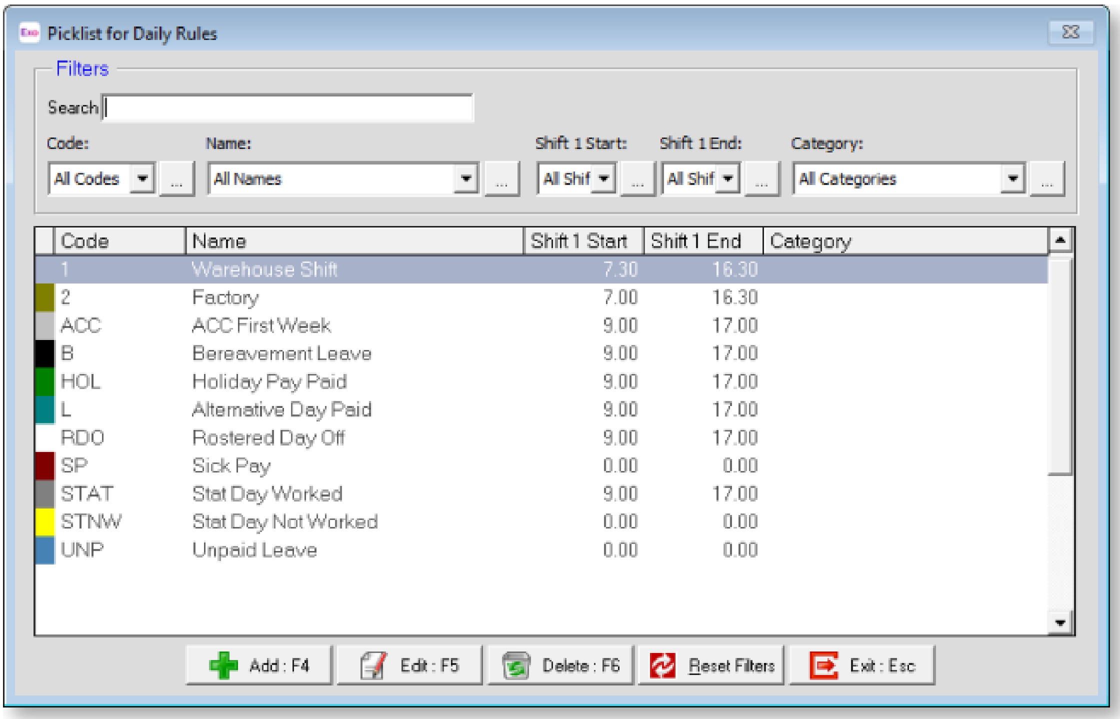
- Daily Rules Setup (see page 29)
- Roster Setup (see page 39)

Daily Rules Setup

The Daily Rules window is used to set the rules to be used for employees' attendance on a particular day. It is also where the expected shift times are established. It is also used to set limits such as Overtime, Meal Breaks and Anchoring of employees Start or Finish times. The use of "templates" reduces the amount of time it takes to set up an employee's profile later, by allowing you to use a template for groups of employees, rather than establishing individual sets of rosters and rules per employee.

> **NOTE:** All times on this screen must be entered in base 60, e.g. eight and a half hours would be entered as 8.30, as opposed to 8.50.

The Picklist enables you to search for and select the daily rule that you want to view or edit.



The default behaviour of the Picklist is to display all of your Daily Rules. For some businesses, this can be quite a large list - it may be more practical to exclude Daily Rules which are not of particular interest at the present time. Filter selections will be saved for future use, when you exit from the Picklist.

Search From this field you can type in the code of the Daily Rule that you wish to find - if a match is located, the list will refresh to show only the matching record. You can then press F5 or alternatively click on the Edit button, in order to edit the record.

Code A short code of up to four letters that represents the daily rule.

Name The descriptive name of the daily rule.

Shift 1 Start The time (in hours and minutes) that the employee is expected to clock in. The list of Start times will be pre-populated from the start times of your existing daily rules.

Shift 1 End The time (in hours and minutes) that the employee is expected to clock out. The list of End times will be pre-populated from the start times of your existing daily rules.

Category An optional text-based classification that is definable in nature, and may be attached to some or all daily rules.

Adding a Rule

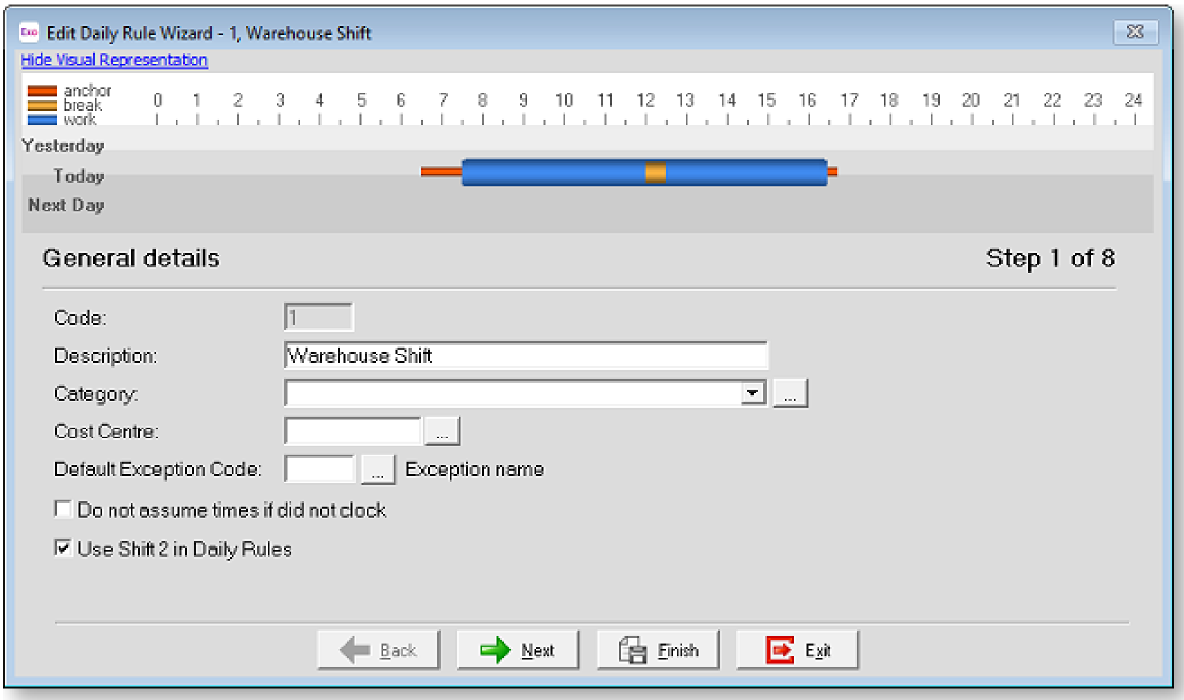
Daily rules are added and edited using the Daily Rule Wizard. Click on the **Add** button to add a daily rule. You are asked if you want to copy an existing rule. Select **Yes** to pick a rule to base the new rule on, or **No** to create the new rule from scratch.

All wizard screens include a graph that illustrates the span of the daily rule. If you find the graph superfluous or clutters the screen unnecessarily, you can hide it and just work with in and out times by clicking the **Hide Visual Representation** option. A tri-coloured legend at the top left of the screen corresponds to the actual graph that runs from left to right.

- **anchor** Red indicates periods of time during which, if clocked, the actual time will be anchored to the rostered time.
- **break** Orange indicates an automatic unpaid break.
- **work** Blue indicates the span of the shift, from the start time to the finish time.
- **Yesterday** Meaning the time will appear in the day after it was clocked e.g. 10pm Tuesday till 6am Wednesday will show as Wednesday.
- **Today** Meaning the day the time is clocked is the day in which the time will appear.
- **Next Day** Meaning the time will appear in the day before it was clocked.

Step One: General Details

This screen is where you enter identification information for the daily rule.

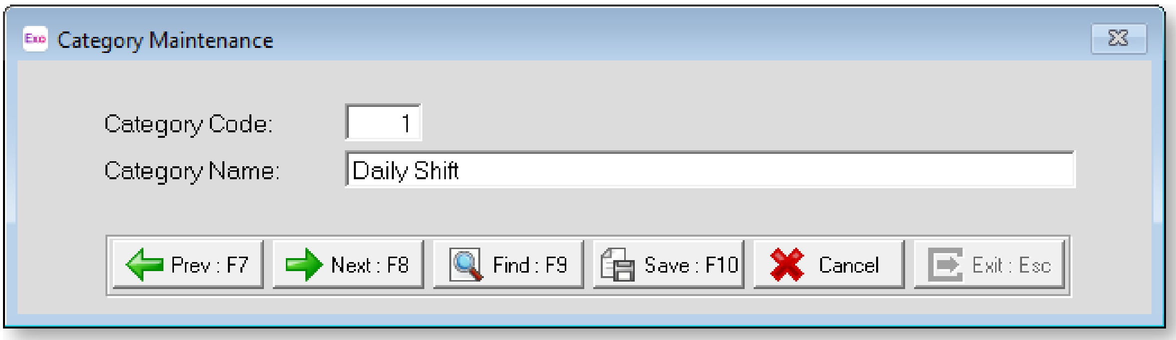


Code Enter the Daily Rule code to be added (this can be alpha numeric). You will be asked if you wish to copy an existing Daily Rule. If you have previously established a Daily Rule similar to that which you are setting up you can use it as a model. If this is the case enter on <YES> . You will be presented with a list of existing Daily Rules to choose from. Choose one and you will be presented with the Daily Rules screen as set up for the earlier Daily Rule and you can now proceed to modify it to suit. If you have not previously set up a similar code choose <No> and enter and a blank Daily Rule will be displayed.

Description Enter the description for this Daily Rule.

Category The daily rule category is an optional field, which allows you to group similar daily rules in the daily rules picklist. The naming convention for those groups can involve any key words that you like. Click the ... button to add or edit categories.

The Select Category screen appears. Initially, the list of categories is empty. Click on the **Add** button to continue.



Category Code A numeric code will be suggested for the new category. You may change the suggested code, provided that the new value does not already belong to an existing code.

Category Name A description of the category helps to identify the entry, when viewed from the entire list of categories.

Cost Centre If you wish to have all time worked by employees using this Daily Rule costed to a particular cost centre, enter it here. The cost centre must have been set up previously.

Default Exception Code Where a Daily Rule is to be used to pay Holiday Pay, Sick Pay etc. the appropriate Exception Code should be entered here.

Do not assume times if did not clock Exo Time and Attendance uses the Daily Rules when working out if an employee's times are an in or an out. It will also assume the employee's "Rostered" times if they forget to clock.

In some cases an employee may not be expected to work a particular day i.e. an RDO, and therefore you do not want to assume any "Rostered Times". However, if the employee happens to come to work that day rules must be in place to cope with this. Using this option means that Time and Attendance will only use the rules if the employee works and will not assume any times if they don't.

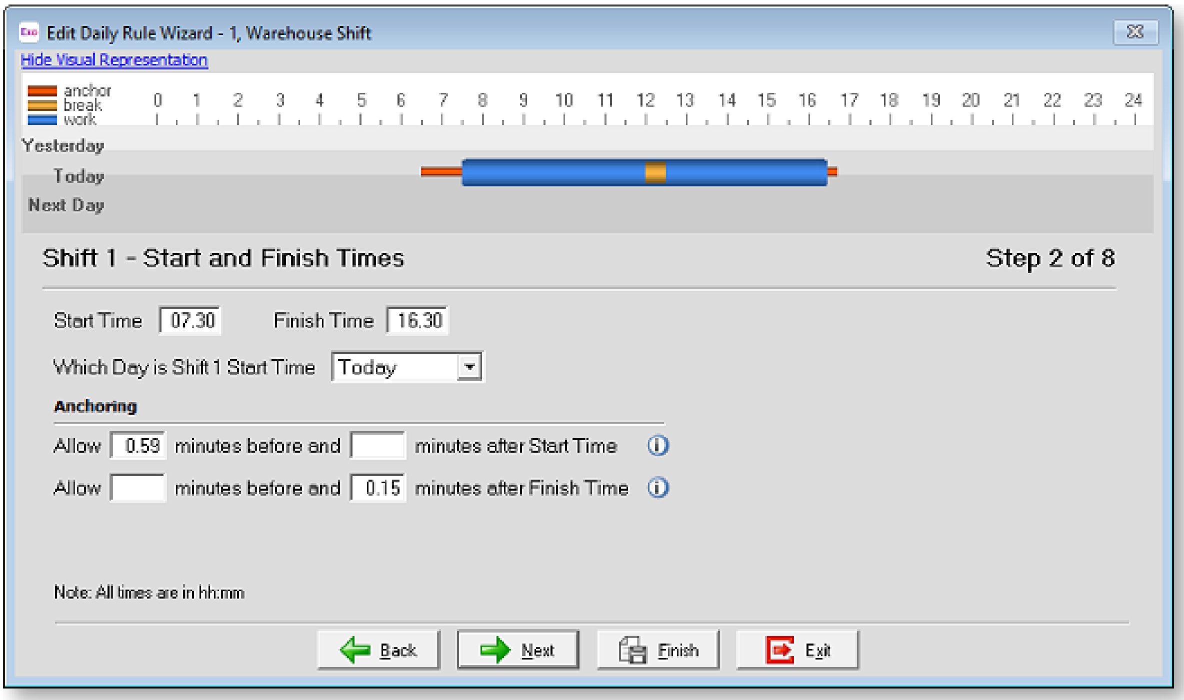
Use Shift 2 in Daily Rules In the situation where an employee works a "split" shift on the same day, a second set of times and rules can be established. Turning this option on will cause an extra set of shift management pages to appear later on in the Wizard, in order to handle the second shift. Recommended only if you have employees who work split shifts.

> **TIP:** This option is also available on the **Other tab (see page 23)** of the Exo Time and Attendance Setup window.

Click the **Next** button in order to continue.

Step Two: Shift 1 - Start and Finish Times

This is where you state the expected clock in and clock out times (in hours and minutes) for the primary shift of the day, evening, or night.



Start Time Enter the shift start time here (24hr clock format).

Finish Time Enter the shift finish time here (24hr clock format). Note that if the Shift end time falls on the next day, Exo Time and Attendance will move the finish time to the day the Start Time was allocated to using "Which Day" above.

Which Day is Shift 1 Start Time This field determines the day on which Exo Time and Attendance will put an employee's times when clocked. The options are:

- **Yesterday** - The time will appear in the day after it was clocked e.g. 10pm Tuesday till 6am Wednesday will show as Wednesday.
- **Today** - The day the time is clocked is the day in which the time will appear. This is the default setting.
- **Next Day** - The time will appear in the day before it was clocked. In some circumstances times are moved forward or back subject to the way the business operates.

Allow ... minutes before and ... minutes after Start Time Enter the number of minutes before the scheduled time that you wish to anchor. An example of this would be an employee who always arrives 40 minutes before the expected start time and while you want them to clock in when they arrive, you only want to pay them from the shift start time. By setting a "before" limit of 45 minutes, Exo Time and Attendance will treat any clock time within 45 minutes before the scheduled start as being on time and round it to that time. If you wish to use anchoring, enter the number of minutes you want as an anchor.

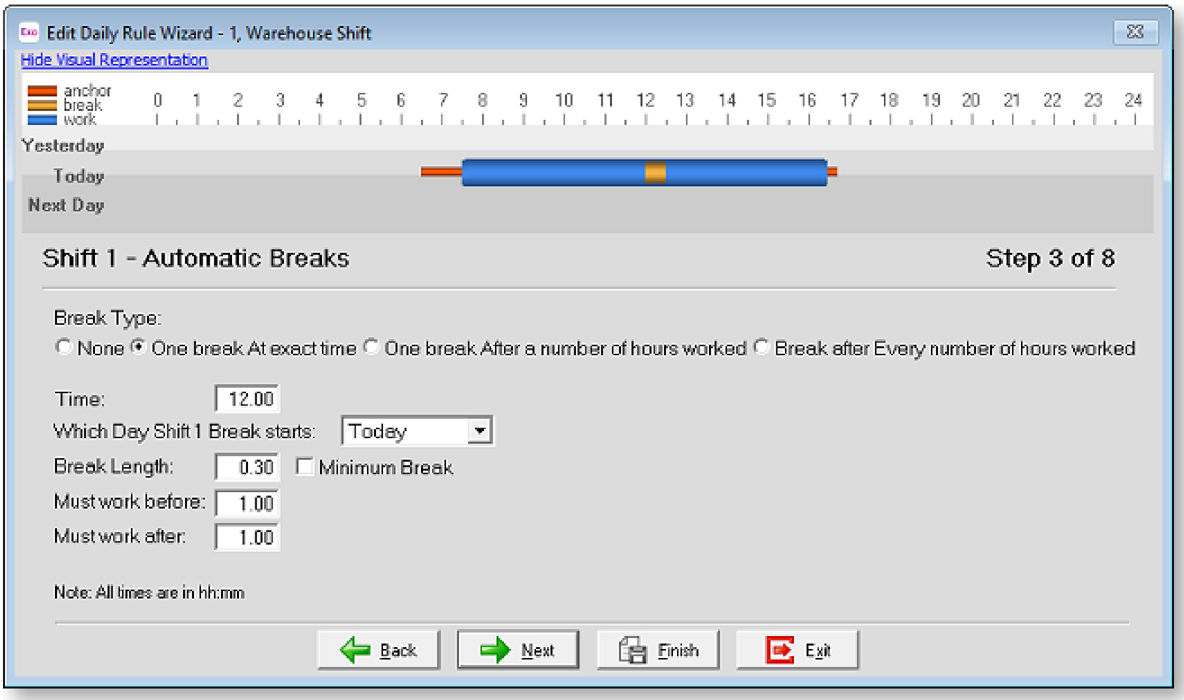
As with anchoring before a scheduled start time we can also set a limit that will determine when an employee clocks in after their expected time that they are treated as "on-time". Enter the number of minutes "grace" an employee will be allowed.

Allow ... minutes before and ... minutes after Finish Time As with anchoring the starting times of an employee, it is also possible to control their finishing times. These should be set up as above with the number of minutes grace an employee will be given when clocking out before or after their scheduled finish.

Click the **Next** button to continue.

Step Three: Shift 1 - Automatic Breaks

Exo Time and Attendance has the ability to handle unpaid breaks such as lunch and meal automatically in a variety of ways.



Break Type To define the policy for automatically deducting breaks from the span of in and out times, choose one of the following options.

- **None** - No breaks for this day. Often used when the daily rule is for a non-worked day, e.g. paid or unpaid leave.
- **One Break At exact time** - Enter the time of day at which the break is to be deducted e.g. 12:00.
- **One Break After a number of hours worked** - Enter the number of hours an employee must work in order to be entitled to the break. NOTE:- The length of time specified must include the break i.e. If 5 hrs is specified then Exo Time and Attendance would pay the employee for 5hrs less the break.
- **Break after Every number of hours worked** - Enter the number of hours after which each break will be deducted. The length of time specified must include the break i.e. If 5 hours is specified, Exo Time and Attendance will pay the employee for five hours less the break.

Time If the “One Break At exact time” option was selected, enter the time at which the break will occur, e.g. 12.30 for half past midday. If the “One Break After a number of hours worked” or “Break after Every number of hours worked” option was selected, enter the number of hours that must be worked for the condition to apply.

Which Day Shift 1 Break Starts This field determines the day on which Exo Time and Attendance will put an employee's break. This will always be at some time between the start of the first shift and the end of the first shift. Choose from:

- **Yesterday** - Meaning that the shift started yesterday and the break is before the midnight just past.
- **Today** - Meaning that the break occurs at some time today.
- **Next Day** - Meaning that the shift ends tomorrow and the break is after the midnight to come.

Break Length Enter the length of the break in units of time, e.g. 0.30 for 30 minutes.

Minimum Break In some circumstances a company's rules will specify that if an employee clocks a break at lunchtime, then it must be for a minimum amount of time i.e. 30 minutes. If this is the case, select this option. Exo Time and Attendance will then extend employees' actual break times to a minimum of 30 minutes.

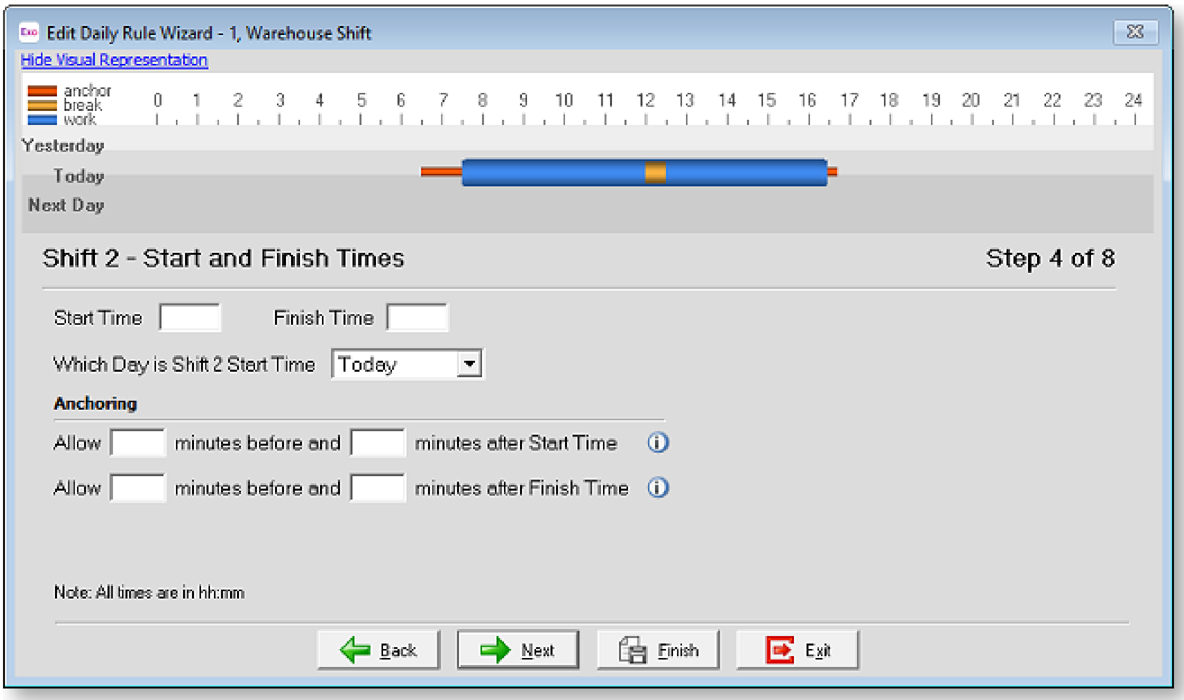
Must Work Before Enter the number of hours before the specified Break time that the employee must work in order for the Automatic Break to be deducted. If an employee clocks within the time limit specified here, the automatic break will not be deducted as the actual clocked break will be used.

Must Work After Enter the number of hours after the specified Break time that the employee must work in order for the Automatic Break to be deducted. If an employee clocks within the time limit specified here, the automatic break will not be deducted as the actual clocked break will be used.

Click the **Next** button to continue.

Step Four: Shift 2 - Start and Finish Times

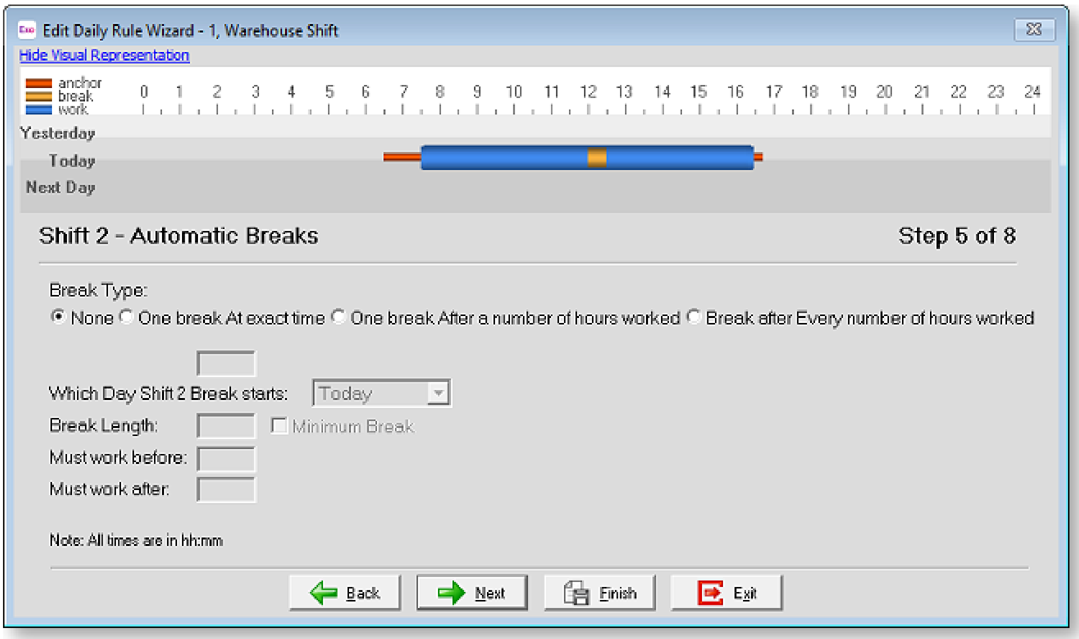
This screen only appears if the **Use Shift 2 in Daily Rules** option was selected on the first screen of the wizard. In the situation where an employee works a "split" shift on the same day, a second set of times and rules can be established here.



The fields on this screen behave in the same way as those on the Shift 1 - Start and Finish Times screen. Click the **Next** button to continue.

Step Five: Shift 2 - Automatic Breaks

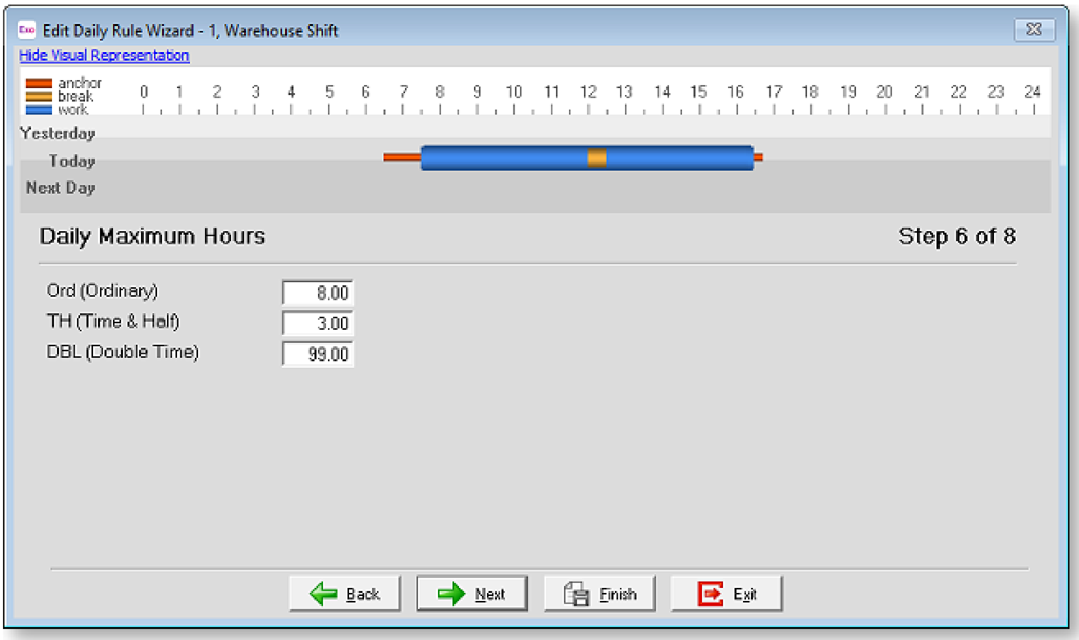
This screen only appears if the **Use Shift 2 in Daily Rules** option was selected on the first screen of the wizard.



The fields on this screen behave in the same way as those on the Shift 1 - Automatic Breaks screen. Click the **Next** button to continue.

Step Six: Daily Maximum Hours

Under many contracts, employees have to work a certain number of hours before they move to the next rate, e.g. eight hours of ordinary time per day before they get overtime. A common rule is eight hours ordinary followed by three hours time and half with the balance being double. This would be entered as 8 OR, 3 TH, 99 DBL. Entering 99 means that the balance goes to this rate.

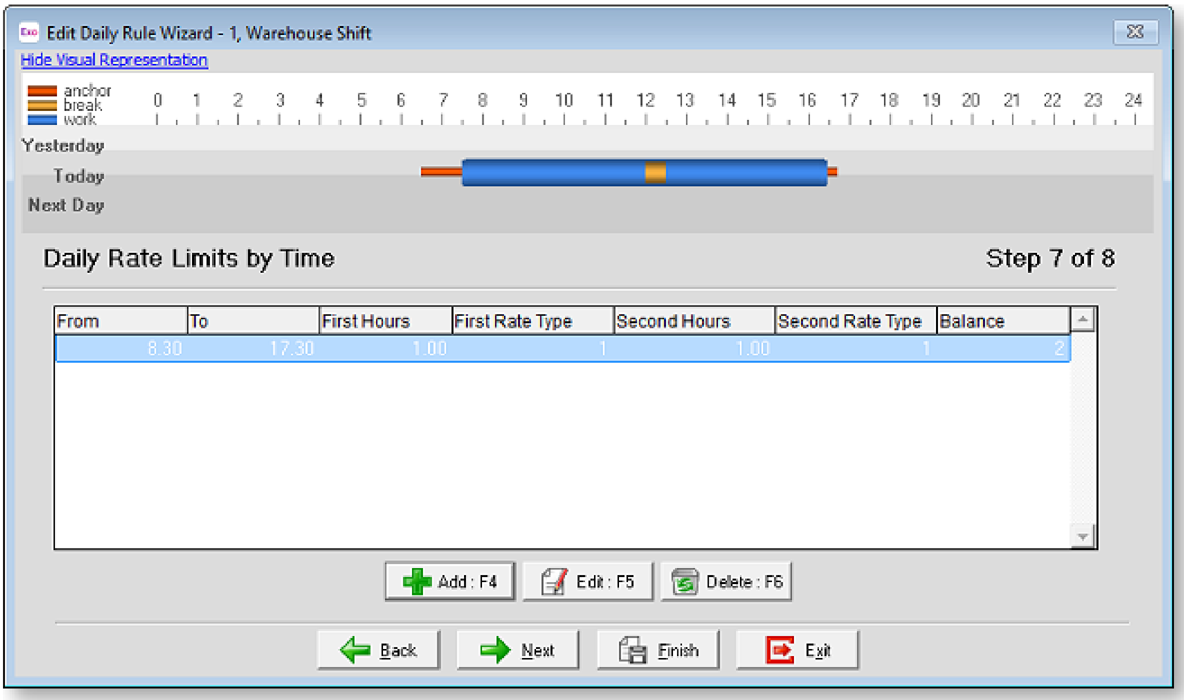


NOTE: If you are also using **Weekly Groups (see page 44)** to control employees' overtime limits then the Weekly Maximums rule will override the Daily Maximums.

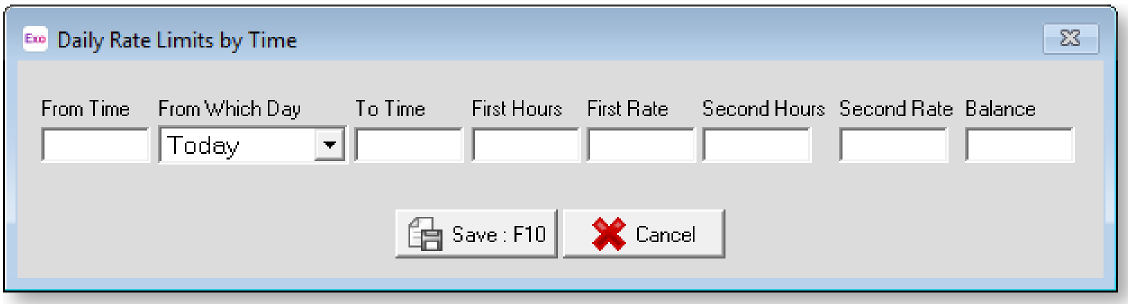
Click the **Next** button to continue.

Step Seven: Daily Rate Limits by Time

This screen only appears if the **Use Daily Rate Limits by Time** option was selected on the Other tab of the Exo Time and Attendance Setup window (see page 23). Exo Time and Attendance has the ability to control what rate an employee will be paid for working at different times of the day. This option is normally used where you wish to specify the rates an employee can be paid in different time bands during a day.



Click on the **Add** button to set special rules for this day.



From Time This field is be used to specify the beginning of each block of time.

From Which Day This field determines the day on which Exo Time and Attendance will put an employee's times when clocked. Choose from:

- **Today** - Meaning the day the time is clocked is the day in which the time will appear.
- **Yesterday** - Meaning the time will appear in the day after it was clocked e.g. 10pm Tuesday till 6am Wednesday will show as Wednesday.
- **Next Day** - Meaning the time will appear in the day before it was clocked. The normal setting would be Today. In some circumstances times are moved forward or back subject to the way the business operates.

To Time Enter the end time for this block of time.

First Hours Exo Time and Attendance has the ability to control what rates an employee can be paid for working at certain times of the day. If there are different rates to be paid within this time band, enter how many hours are to be paid in the first range.

First Rate Enter the rate type (see page 28) to be used for this first range.

Second Hours As for the **First Hours** field.

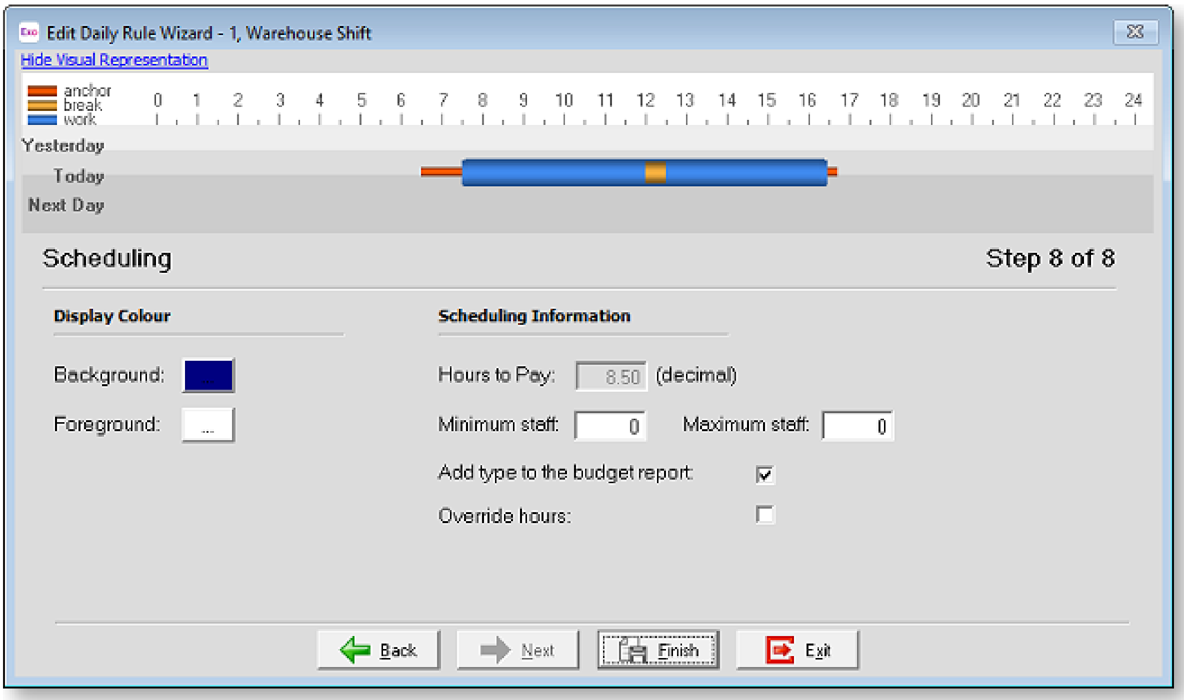
Second Rate As for the **First Rate** field.

Balance If all the hours in this time band have not been covered, enter the rate that will be applied to the balance.

Once you have made your changes, click on **Save** button to return to the Daily Rate Limits by Time screen. Carry on entering the various time bands as required, and then click the **Next** button to continue.

Step Eight: Scheduling

These options govern how the Daily Rule will be represented visually in the Staff Scheduler (see page 99).



Background This is the Basic colour that fills the inside of the cell. Click the ... button to select a colour. It is advisable to select Background and Foreground colours which contrast strongly with each other.

Foreground This is the Basic colour of the text that describes the Daily Rule, plus the Start and Finish times for each shift. Click the ... button to select a colour.

Hours to Pay This value is used for forecasting purposes, and will be automatically calculated from the Daily Rule's Start and Finish times as follows:

(shift 1 finish time - shift 1 start time - shift 1 break time) + (shift 2 finish time - shift 2 start time - shift 2 break time) = Hours to Pay

In the forecasting reports and screens, the Hours to Pay are in turn multiplied by the employee's hourly rate, in order to arrive at a productive cost for the dollar amount for the day. In the forecasting reports and screens, the employee's hourly rate is derived as follows:

- For Exo Time and Attendance-only installs, the **Productive Cost per Hour** on the Employees window (see page 55) is used.
- For Exo Payroll and Exo Time and Attendance installs, the **Hourly Rate** on the Standard Pay tab of the Employee Maintenance window is used.

Minimum staff Enter the minimum number of employees who must be scheduled for this leave type on any given day. e.g. for this example at least 8 employees must be on the night shift. If this condition is not met, an alert will appear as a Scheduling Problem, at the top of the list of employees, in the Staff Scheduler screen, for the day in question.

Maximum staff Enter the maximum number of employees who can be scheduled for this leave type on any given day. e.g. for this example no more than 16 employees may be on the night shift. If this condition is not met, an alert will appear as a Scheduling Problem, at the top of the list of employees, in the Staff Scheduler screen, for the day in question.

Add this type to the budget report Enable this option to show the Daily Rule in the Projected Forecast report. Some organisations choose to hide leave/unproductive days from forecasts.

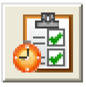
Override Hours Select this option to override Exo Time and Attendance's suggested hours. The forecasted dollar amount does not take into account Overtime that is paid at penal rates. Therefore, you may wish to inflate the hours pay in order to arrive at a more accurate figures.

For example, if the worked hours are 10, but this consists of 8 ordinary hours and 2 time and a half hours, the override hours would be:

(8 x 1.00) + (2 x 1.5) = 8 + 3 = 11 override hours

To complete the Daily Rule Wizard and save your Daily Rule, click the **Finish** button.

Roster Setup



Rosters have been designed to minimise the amount of time it takes to set up your Exo Time and Attendance system and also to allow quick changes to employee rosters once your system is operational.

In many cases employees work similar shift patterns each day of the week or regularly work similarly structured weeks. This can also apply to groups of employees. Rather than going through each employee's masterfile and specifying their daily rules, you can set up standard Rosters and then allocate those to an employee.

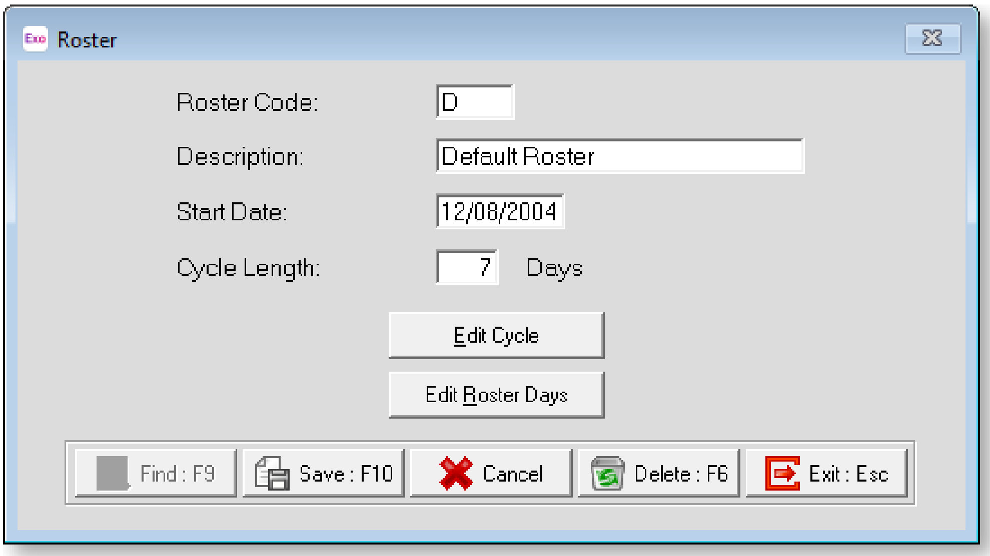
Rosters can be created for various Time frames including:

- Fixed Period, e.g. Fixed Weekly Roster
- Rotating Cycle, e.g. Rotating Shifts/Daily Rules over a Fortnightly
- Date Range, e.g. Variable Shifts/Daily Rules over a Date Range

It should be noted that once a Roster has been created and allocated to an employee or group of employees it can still be overridden at the employee level (see page 57) on a temporary or permanent basis.

Creating a Roster

Select Roster Setup from the Roster Setup window (see page 29) to add or edit rosters.



Enter the code to be used for this Roster. You will be asked if you wish to copy another previously created Roster. If you have previously set up a Roster that is similar to the one you are adding, click **Yes** and choose from the list displayed. You can then edit the Roster to bring it in line with what you want. If this is your first Roster or is not like any others, select **No** to be presented with a blank screen.

Description Enter a description for this Roster.

Start Date This date is used to specify when this particular Roster will start.

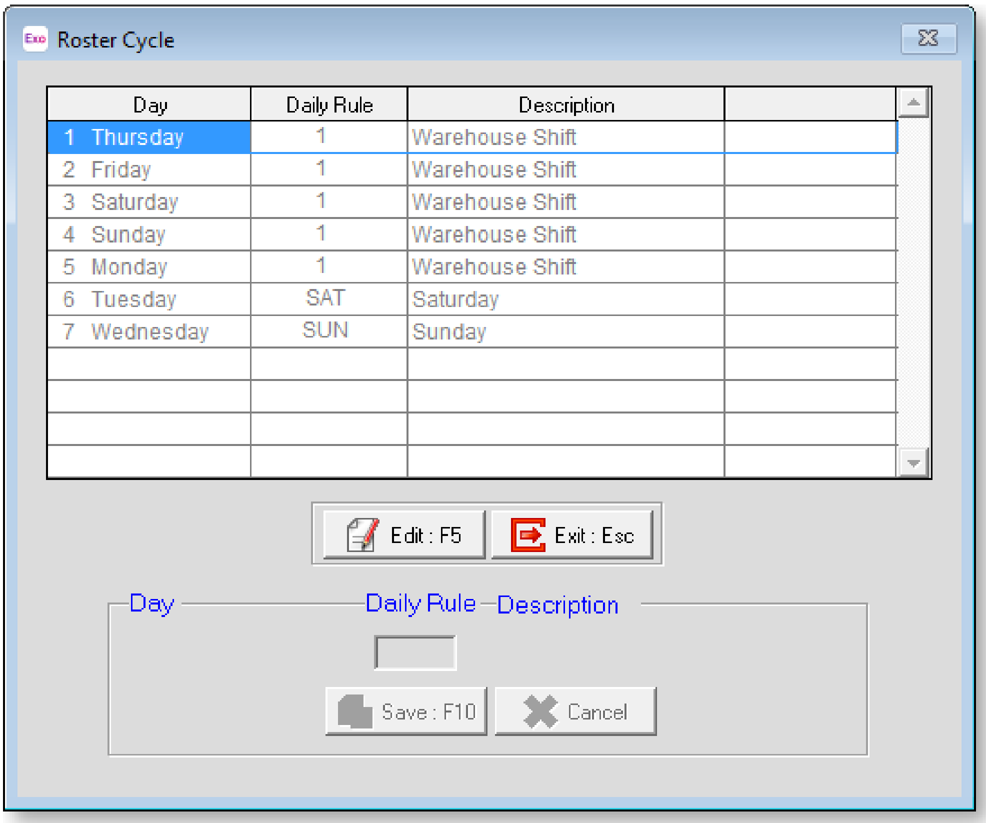
Cycle Length Days The number entered here specifies the length of the Roster Cycle and will depend on what type of roster you want to create. All Rosters operate as a cycle, even if it is a cycle of one day (i.e. the same Daily Rules apply for every day). All Rosters, regardless of length, will carry on indefinitely with the various Daily Rules (set up in the next stage), rotating based on this setting.

If you want to set up a Roster with a different rule for each day of a weekly period, set the Cycle Length to 7.

If you want to create a Roster for a date range that has variable Daily Rules throughout the period, set the length to 1. The Daily Rule Code entered at the next stage will become your default daily rule, and this will then allow you to use the **Edit Roster Days** button to create a variable Roster for a specific date range.

Edit Cycle

All Rosters operate as a cycle of Daily Rules (see page 29); click **Edit Cycle** to set up this cycle.



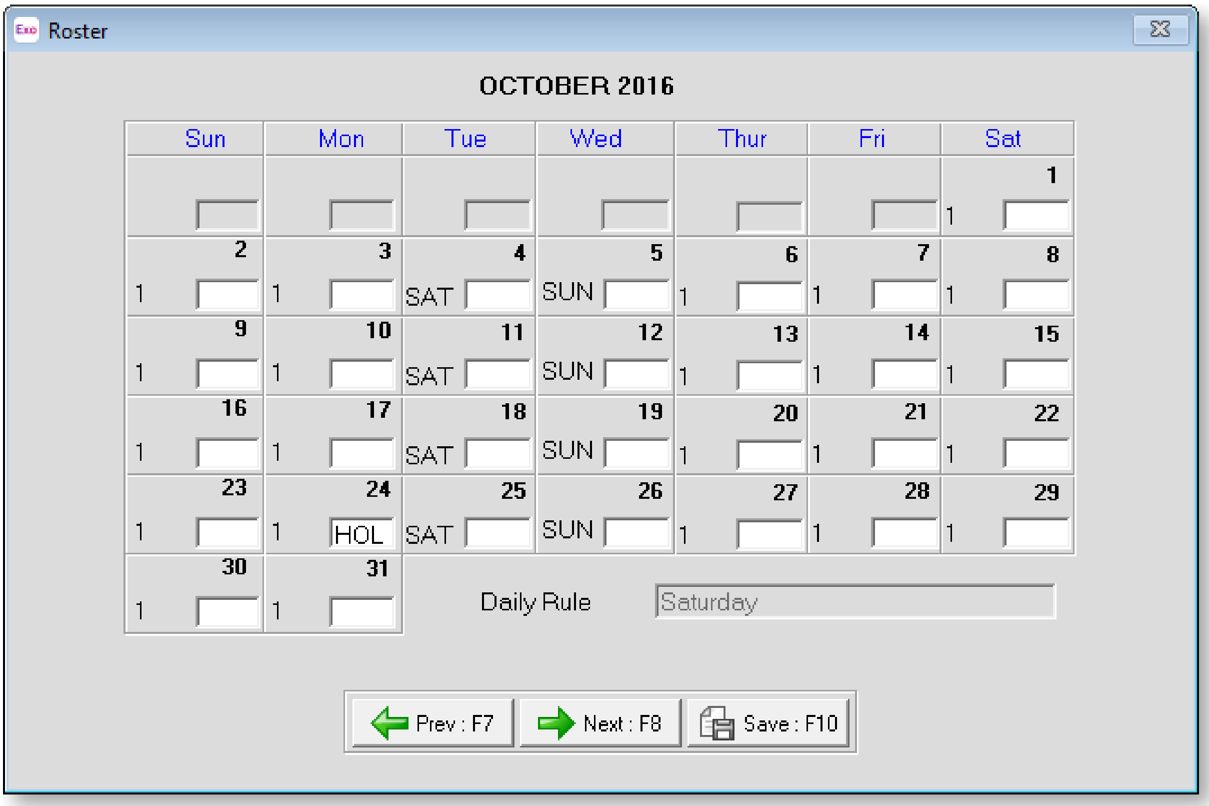
Depending on the Cycle Length setting, you will be presented with a screen displaying a series of numbers and days down the side. Each of these represents a day in your Roster Cycle. To allocate the appropriate Daily Rule code to each day, select a day and click **Edit**. You can then edit the Daily Rule for that day. If you don't know the code you wish to use or you enter an invalid code a Popup list will appear and you can choose from the list.

Repeat this process for each day of your Roster cycle. and click **Save** to save your changes

Edit Roster Days

Having set up the Roster Cycle, you can now see how the Roster will look in a calendar format by clicking **Edit Roster Days**.

A Calendar screen is displayed with a Daily Rule Code (see page 29) allocated against each day and a blank field beneath each code.



If you wish to override the Daily Rule Code for a particular day or series of days, enter the appropriate code in the field for that day. This new Code will be used by Exo Time and Attendance as the default code for that day.

If you are using a Date Range Roster, override each day for the Date Range you wish to set up. If you are using this method you will need to either create a Roster for a long period or remember to regularly update this screen, as eventually the Roster will revert to the default.

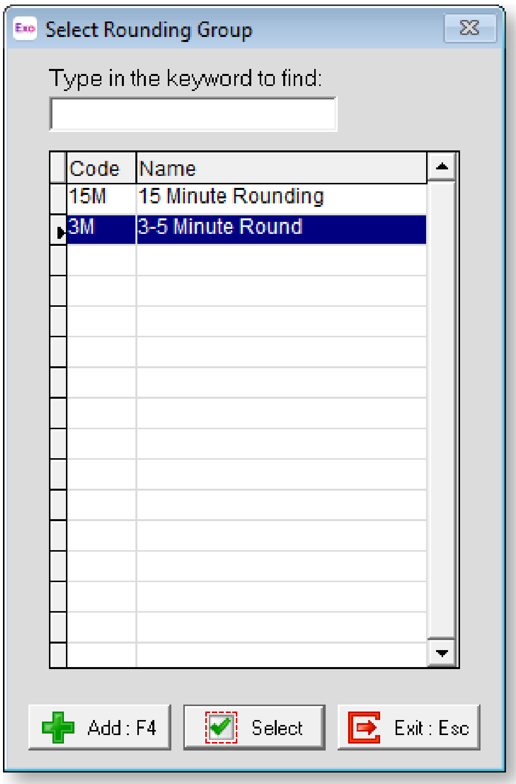
Daily Rule This field is a read-only field showing the description for each Daily Rule Code entered in the days above.

Click **Prev** or **Next** to move to another month. Click **Save** when you are done.

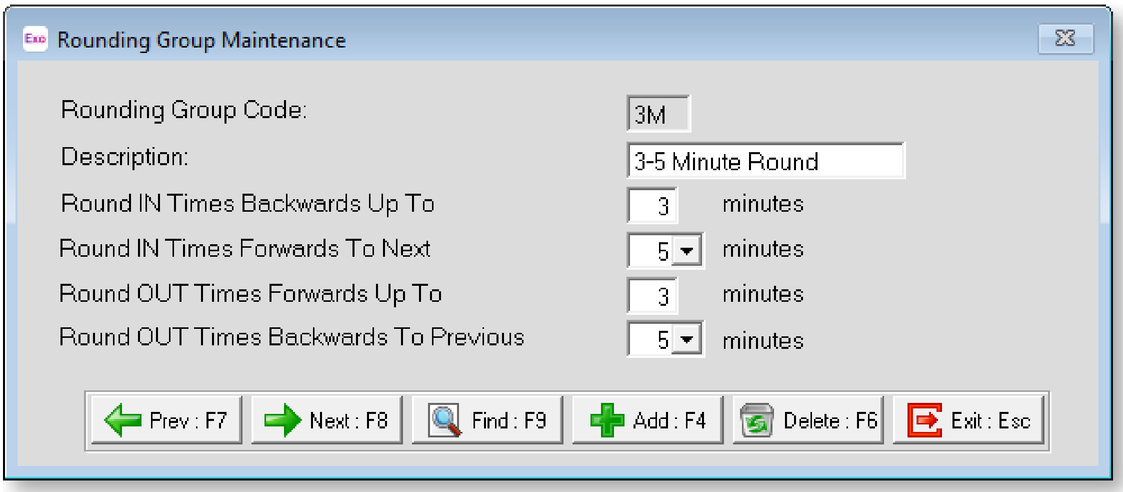
Step Three: Add Rounding Groups

Exo Time and Attendance can round an employee's clocked times based on pre-set parameters, thus removing the arbitrary judgments of rounding that take place with a manual system. This means you can pay an employee in pre-set blocks of time such as 15 or 30 minutes. These rounding groups can be established for different groups of employees if required.

Select Step Three from the Time and Attendance Setup Cycle (see page 13) and the following window appears:



Click the **Add** button to create a new group or **Edit** to alter an existing group.



Rounding Group Code Enter an alphanumeric Rounding Group code for the group.

Description Enter a description for the Rounding Group.

Rounding IN Times

The two **Round IN** settings determine how IN times are rounded.

Round IN times Backwards Up To This setting determines a threshold, below which IN times are rounded *backwards* to the nearest increment.

Round IN times Forward To Next This setting determines the rounding increment for IN times. For example, setting this value to 10 rounds IN times *forwards* to the nearest 10 minutes, unless they fall inside the rounding threshold defined by the **Round IN times Backwards Up To** setting.

For example, setting the **Round IN times backwards Up To** to 3 and the **Round IN times Forward To Next** to 5 has the following effect:

Round to 08:00 in times that are: 08:00 08:01 08:02 08:03

Round to 08:05 in times that are: 08:04 08:05

Rounding OUT Times

The two **Round OUT** settings determine how OUTtimes are rounded.

Round OUT Times Forwards Up To This setting determines a threshold, above which OUT times are rounded *forwards* to the nearest increment.

Round OUT Times Backwards To Previous This setting determines the rounding increment for OUT times. For example, setting this value to 10 rounds OUT times *backwards* to the nearest 10 minutes, unless they fall inside the rounding threshold defined by the **Round OUT times Forwards Up To** setting.

For example, setting the **Round OUT Times Forwards Up To** to 3 and the **Round OUT Times Backwards To Next** to 5 has the following effect:

Round to 16:05 out times that are: 16:02 16:03 16:04 16:05

Round to 16:00 out times that are: 16:00 16:01

Click **Save** or press F10 to save the rounding group.

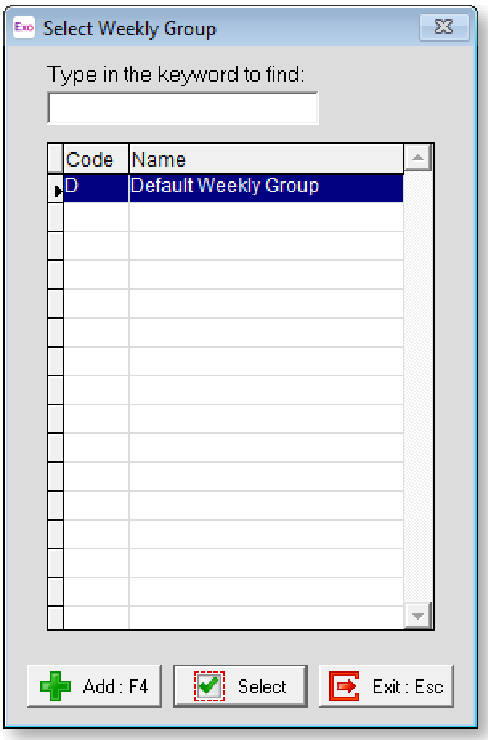
Step Four: Add Weekly Groups

Weekly Groups are another way for Exo Time and Attendance to control how an employee's Ordinary and Overtime can be calculated.

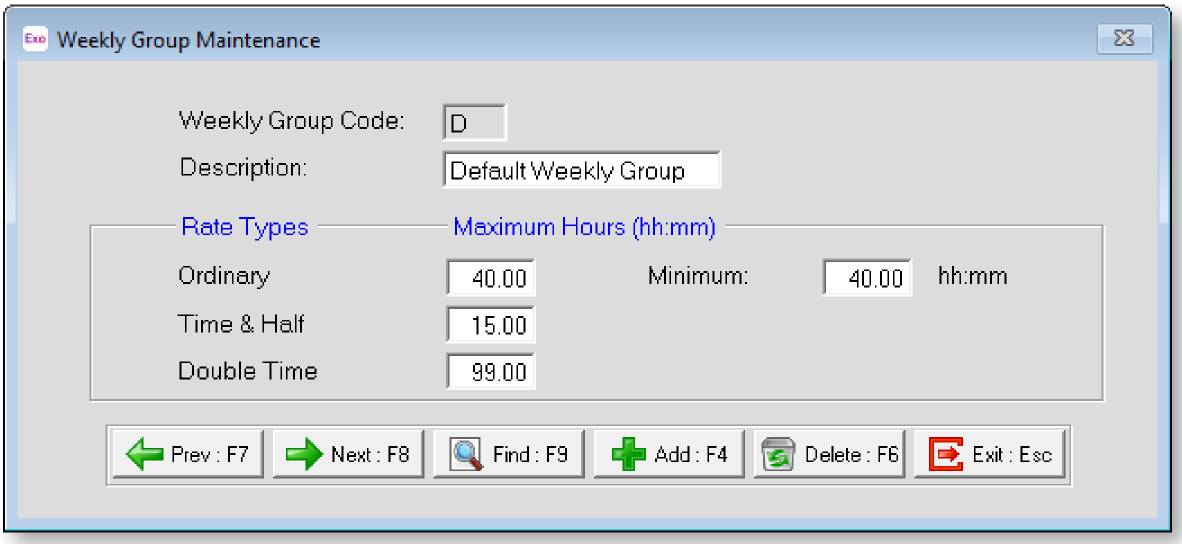
> **NOTE:** All times on this screen must be entered in base 60, e.g. 40 and a half hours would be entered as 40.30, as opposed to 40.50.

It is common for companies to set their overtime rates at a weekly level rather than daily. A common example is where the employee has to have worked 40 hours before they get overtime. This would be set up as 40 OR and 99 TH if all overtime was paid at time and half.

Select Step Four from the Time and Attendance Setup Cycle (see page 13) and the following window appears:



Click the **Add** button to create a new group to **Edit** to alter an existing group.



Weekly Group Code Enter an alphanumeric code for the Weekly Group.

Description Enter a description for the Weekly Group.

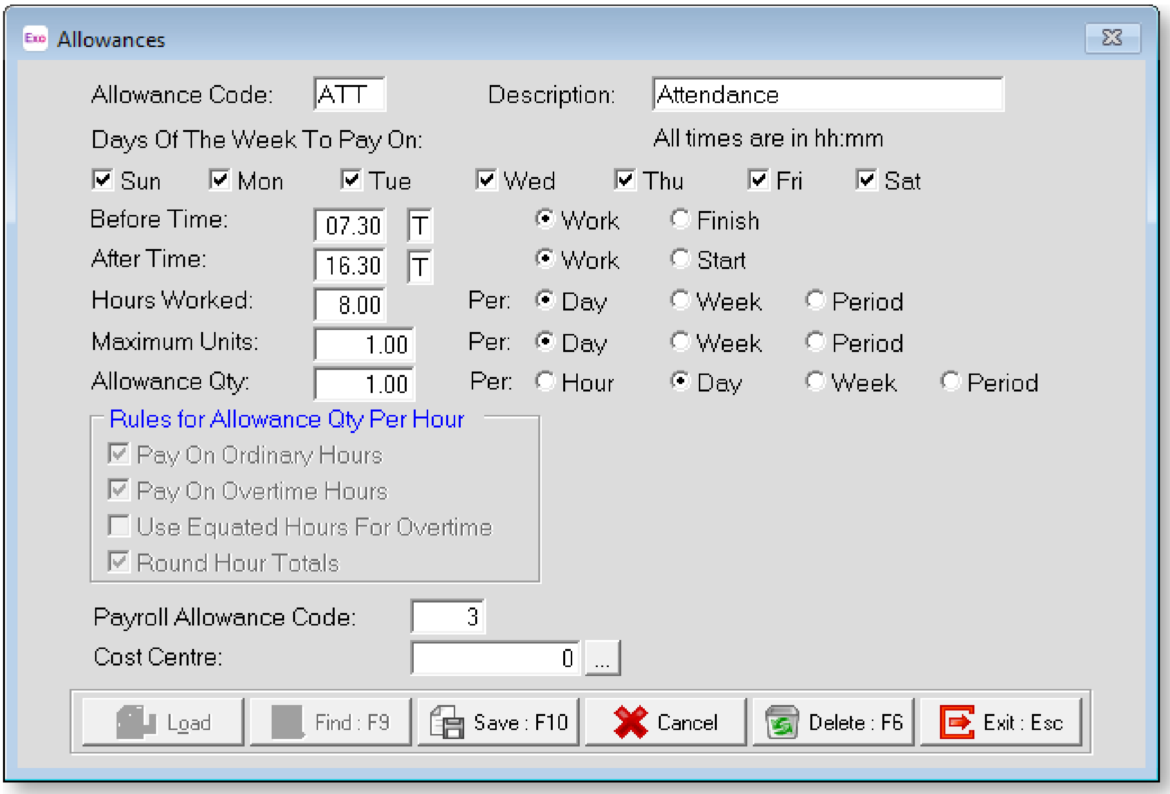
Rate Types Each of the Rate Types (see page 28) created on the Exo Time and Attendance Setup window are displayed here as a list. For each Rate Type**,** enter the Maximum number of hours at each Rate Type that the employees in this group will be paid in the week. If an employee must work a minimum of 40 hrs before they would be entitled to Overtime enter that in the Minimum field.

> **NOTE:** Entering 99 in a field means that all hours calculated under this Rate Type at a daily level will be paid at that Rate type.

Step Five: Add Allowances

Many allowances paid to employees are based on time worked and attendance. Exo Time and Attendance provides the ability to calculate all time based allowances and can transfer these allowances to your payroll system along with the employees hours. Exo Time and Attendances allowance maintenance screen lets you establish strict rules for who is to receive the allowance and what they must do in order to qualify for it.

Select Step Five from the Time and Attendance Setup Cycle (see page 13) and the following window appears:



Allowance Code Enter a new alphanumeric code to create a new allowance, or enter the code of an existing allowance to edit that allowance.

Description Enter a description for the allowance.

Days of the Week To Pay On Exo Time and Attendance has the ability to restrict the payment of allowances to certain days of the week e.g. a meal allowance only paid to employees who work on Sundays. Tick the box for all days of the week on which the allowance will be paid.

Before Time In addition to being able to control the payment of an allowance on particular days, Exo Time and Attendance can also specify that an allowance will only be paid to an employee who has worked at a particular time of the day or finished before a particular time of the day. Two options are available:

- If an employee can only be paid this allowance for working before the specified **Before Time**, select **Work**.
- If an employee can only be paid this allowance for finishing work before the specified **Before Time**, select **Finish**.

After Time As with before time we can also restrict payment of an allowance to only those employees who have worked or started after a particular time of day. If this applies enter that time here. An example of this would be a meal money where an employee can be paid a meal allowance if they work after 18:00 (6pm). Two options are available:

- If an employee can only be paid this allowance for working after the specified **After Time**, select **Work**.
- If an employee can only be paid this allowance for starting work after the specified **After Time**, select **Start**.

Hours Worked… Per … Where an employee must work a specific number of hours before qualifying for this allowance, enter that value here and specify whether the number of hours that must be worked is Per Day, Week or Pay Period. It is normal to specify at least a minimum of 1 hour worked.

Maximum Units… Per… You may wish to restrict the number of units of a particular allowance that an employee can receive within a particular period. An example of this may be meal money where an employee can only receive one per day or five per week. If a maximum applies, enter that value here and specify whether it is Per Day, Week or Pay Period.

Allowance Qty… Per… This field is used to determine how many units of an allowance the employee will receive, should they meet all the rules as set out earlier. Enter the number of allowances to be paid and whether it is Per Day, Week or Pay Period.

Pay on Ordinary Hours Exo Time and Attendance has the ability to pay allowances on either ordinary time or overtime or both. Select this option if this allowance is to be paid on ordinary time.

Pay on Overtime Hours Select this option if this allowance is to be paid on overtime hours.

NOTE: This setting treats all overtime hours as one unit of allowances per hour worked.

Use Equated Hours for Overtime Selecting this option means that the allowance is calculated at the same rate factor as the hours for overtime. For example, one hour at time and half would generate one and a half units of the allowance.

Round Hour Totals Select this option to round allowances up to the nearest whole number, thereby avoiding having to pay part allowances.

Payroll Allowance Code Enter the allowance code that applies to this allowance as set up in your payroll system.

Cost Centre If this allowance is to be costed to a particular cost centre (see page 123) when paid enter that cost centre here. To use the employee's default cost centre, leave this field blank.

Click **Save** or press F10 to save the allowance.

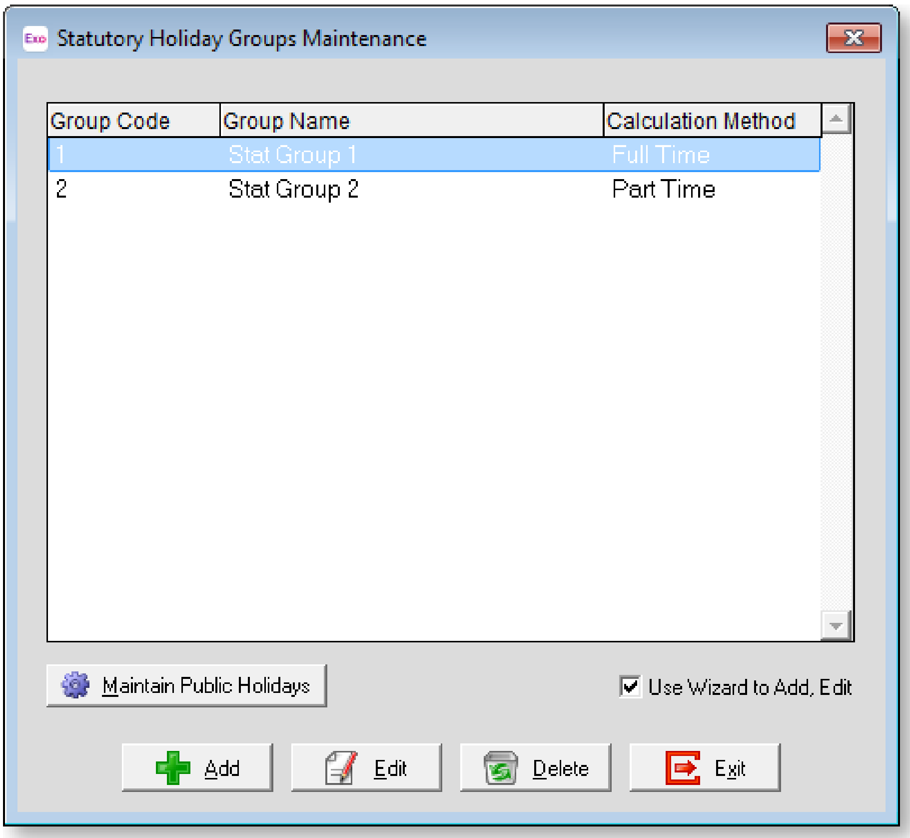
Step Six: Add Statutory Holiday Groups

Exo Time and Attendance has the ability to automatically process Public Holidays depending on whether the employee has worked the day or not. This is done using Statutory Holiday Groups. You can have different Groups with different rules for each.

Once groups are set up and assigned to an employee, Exo Time and Attendance will recognise when a Public Holiday has fallen and will process the employee's day according to the rules set up for the group. You do not have to do anything other than your normal daily polling of the clock.

Statutory Holiday Groups use a combination of Daily Rules and Exception Codes to create the payment for the day, and to attract the appropriate leave liability. Statutory Holiday Groups will also automatically accrue an Alternative Day if required.

Select Step Six from the Time and Attendance Setup Cycle (see page 13) and the following window appears:

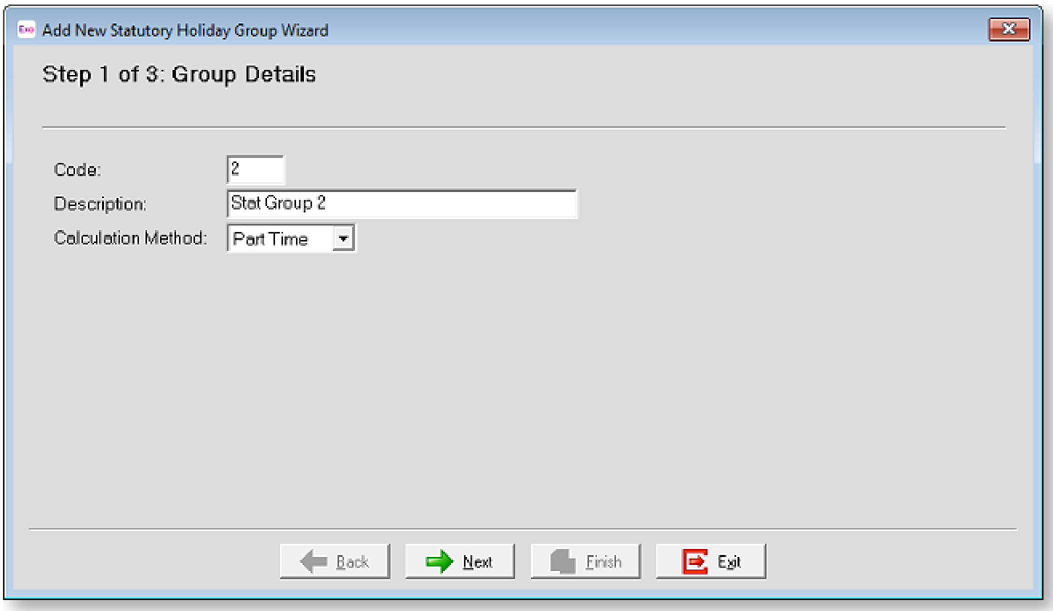


Group Code A short code of up to four letters that represents the Statutory Holiday Group.

Group Name The descriptive name of the Statutory Holiday Group.

Calculation Method This will be one of a number of predetermined approaches for ascertaining the number of hours to pay in relation to a Statutory Holiday.

Ensure that the **Use Wizard to Add, Edit** option is ticked, highlight the appropriate default group, then click the **Edit** button to continue - the following screen will appear:



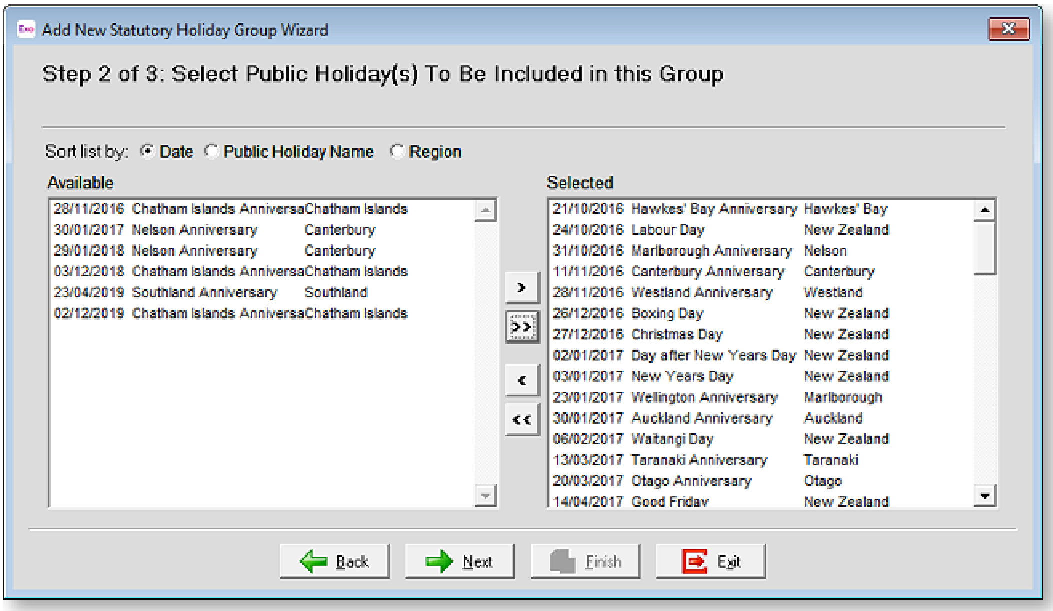
Code Enter the Alphanumeric Code you wish to use.

Description Enter the description for this Group.

Calculation Method There are a number of different ways Exo Time and Attendance can handle a Statutory Holiday Day:

- **Full-time -** The most common would be Full-time, whereby Exo Time and Attendance will use the Rules as set-up in your Daily Rule and Exception Codes to pay the Employee based on whether they worked or not.
- **Part-time -** This option is for employees who are Part-timers and who don't work a regular number of Hours. Under this option Exo Time and Attendance would pay an Employee for the hours they worked at the rate specified in the Daily Rule. and if they didn't work it would pay the Average number of Hours for the preceding two corresponding days i.e. the last two Mondays etc.

Click the **Next** button to continue.



Sort list by The three buttons at the top left of the screen control how the mover list is ordered.

Date This is the date upon which the public holiday is observed.

Public Holiday Name This is used to identify the holiday and its place in the calendar year.

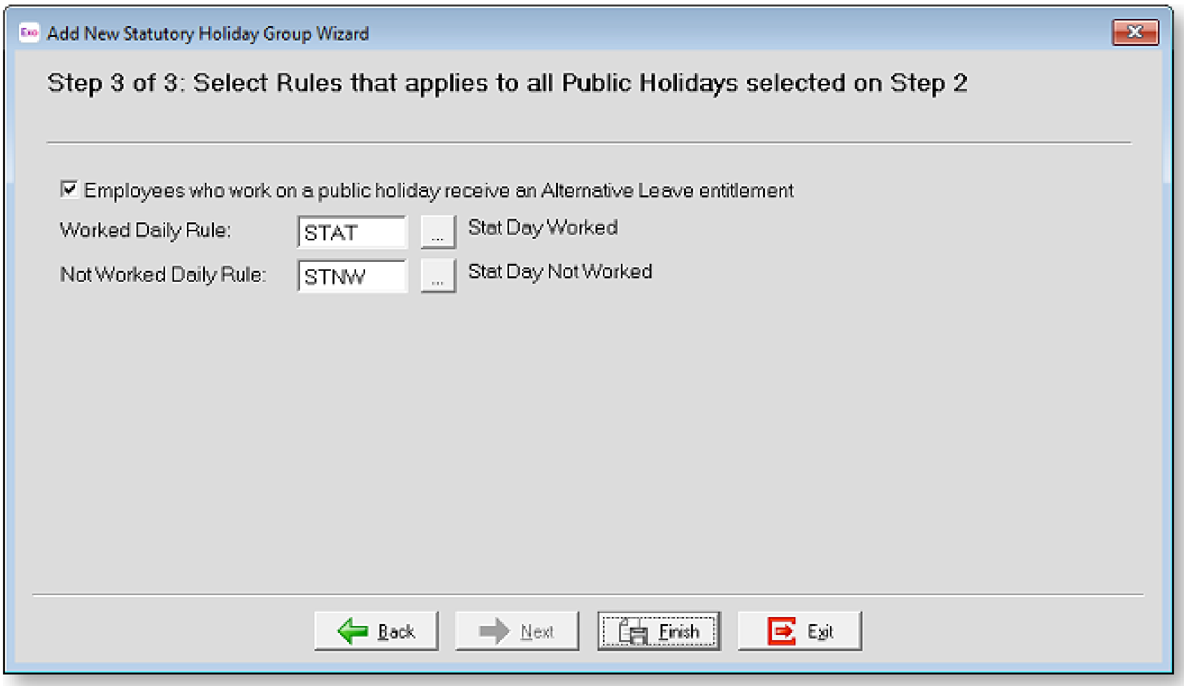
Region The observance of a public holiday is often localised to a state, region, or province.

Available vs Selected This screen controls the days on which public holidays will and will not be processed.

To assign a Public Holiday to a Statutory Holiday Group, move that item to the Selected list by dragging it from the Available list, or by selecting it and clicking the **>** button. (Click the **>>** button to move all items from the Available list to the Selected list.)

To remove a Public Holiday from a Statutory Holiday Group, move that item to the Available list by dragging it from the Selected list, or by selecting it and clicking the **<** button. (Click the **<<** button to move all items from the Selected list to the Available list.)

Click the **Next** button to continue.



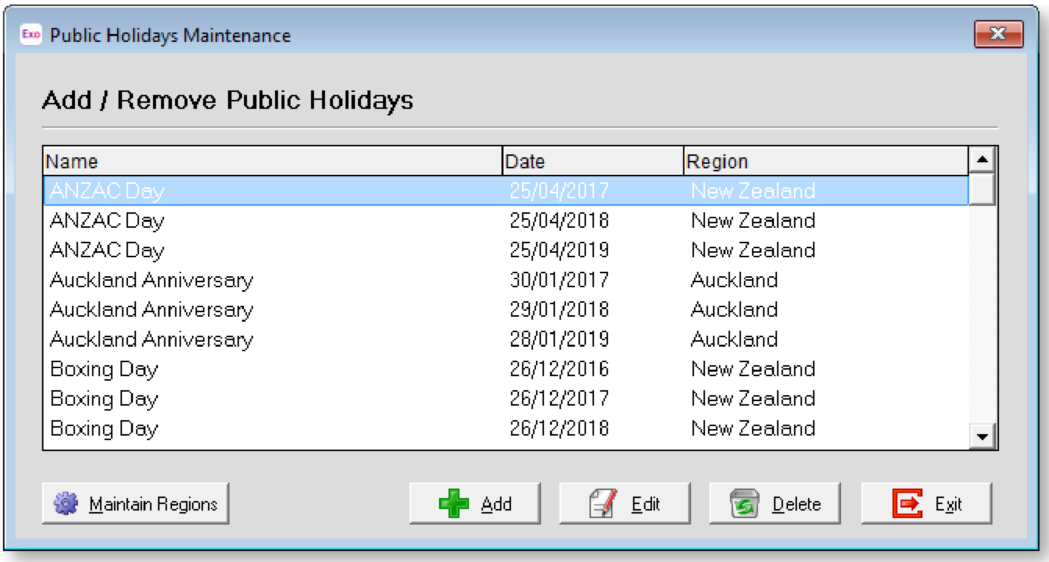
Employees who work on a public holiday receive an Alternative Leave entitlement A day of paid leave that is taken at some point in the future can be accrued, if the Employee works on the public holiday. If this is the case, tick this option in order for an Alternative Day to be accrued.

Worked Daily Rule Enter the Daily Rule that will apply if an Employee works this day.

Non-Worked Daily Rule Enter the Daily Rule that will apply if an Employee does not work this day.

Maintain Public Holidays

Exo Time and Attendance keeps a register of the Public Holidays observed by your company. Click the **Maintain Public Holidays** button to add or remove holidays from the register.



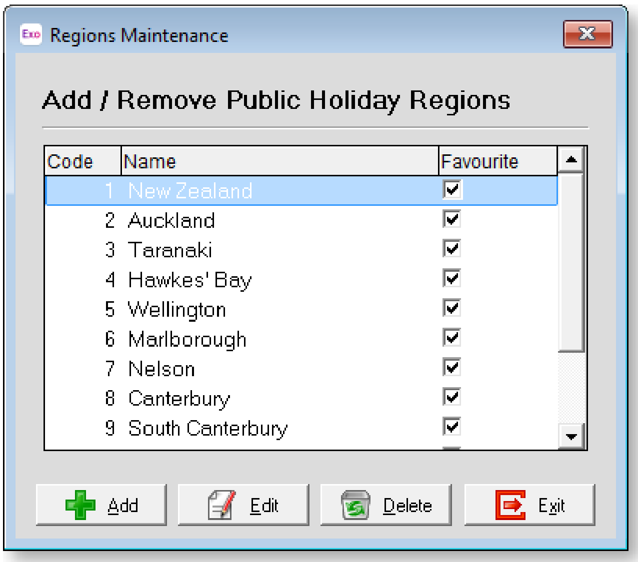
The default public holidays that are in the system should be sufficient. However if the situation calls for a public holiday on another date, you can click **Add** to create a new one.

If public holiday is to be observed on a different day, you can select the holiday and click **Edit** to alter it.

You can also click **Delete** to remove any public holidays that do not apply to your organisation.

Maintain Regions

It can be useful to classify public holidays by their regional observance, as not all public holidays are recognised in all provinces/states. Click the **Maintain Regions** button to set up the regions used by the system:



Generally, the most that you would do in this screen is to untick any states that you do not pay wages in. Click the **Exit** button to return to the Add/Remove Public Holidays window.

Once you have reviewed the list of public holidays, click the **Exit** button to return to the Statutory Holiday Groups maintenance screen.

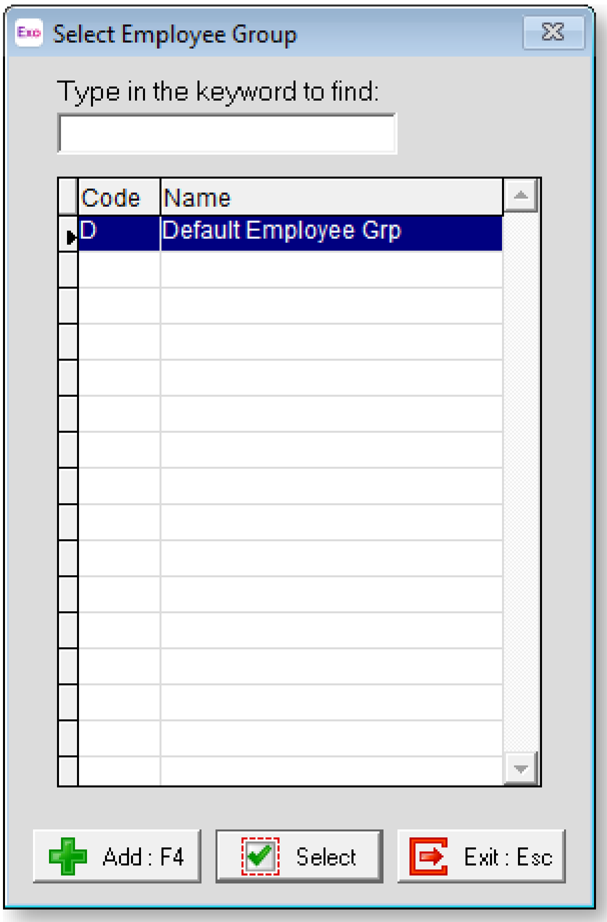
Step Seven: Add Employee Groups

Employee Groups are a way of speeding up the data entry process when first setting up Exo Time and Attendance, and also to make it easier when adding employees later on.

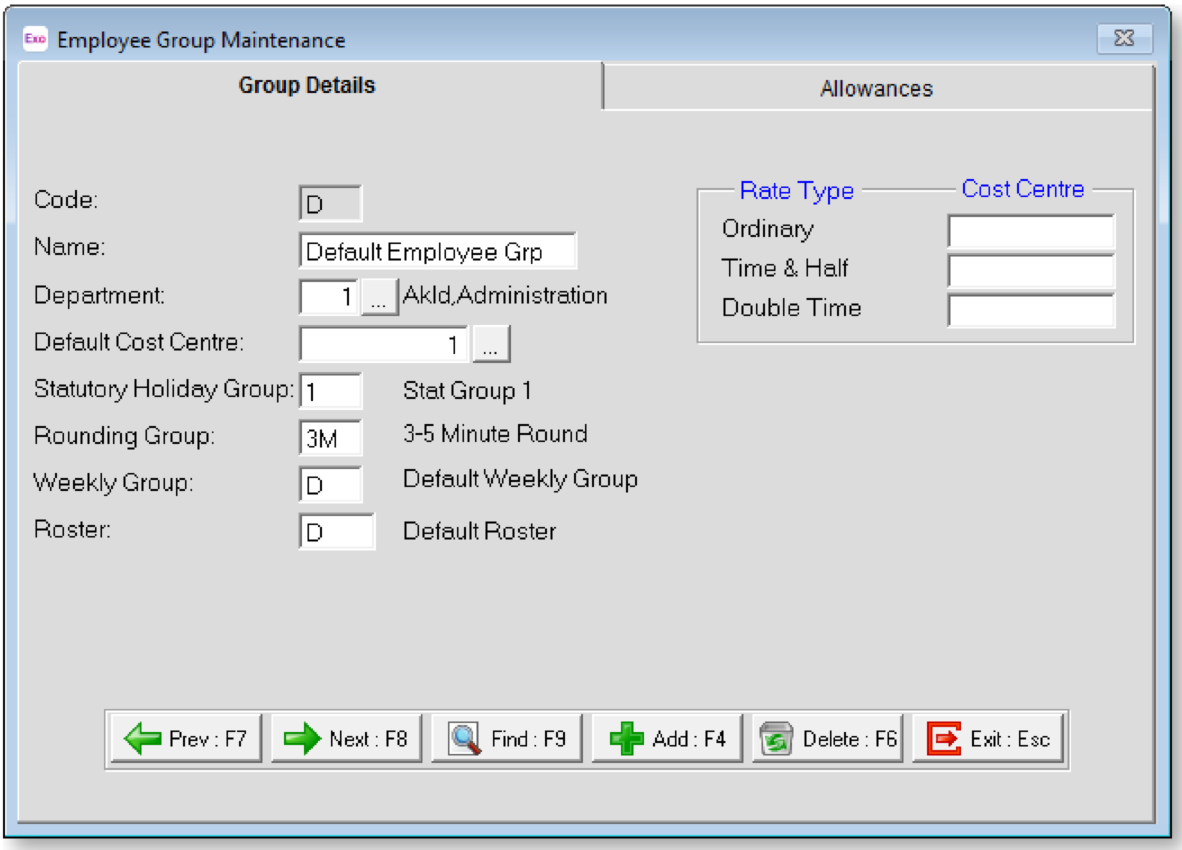
An Employee Group is a combination of rules and groups, including the Department, Cost Centre, Statutory Holiday, Roster, Rounding and Weekly Groups that could apply to an employee.

> **TIP:** If your employees are all different, you do not need to create an Employee Group, as these rules can be applied at an individual level.

Select Step Seven from the Time and Attendance Setup Cycle (see page 13) and the following window appears:



Click the **Add** button to create a new Employee Group, or click **Edit** to alter the details of an existing group.



Code Enter an alphanumeric code for the Employee Group.

Name Enter a description for the Employee Group.

Department If you want to use a Department (see page 122) other than the employee's default Department, enter it here.

Default Cost Centre If you want to use a Cost Centre (see page 123) other than the employee's default Cost Centre, enter it here.

Statutory Holiday Group Enter the Statutory Holiday Group (see page 48) that will apply to this group of employees.

Rounding Group Enter the Rounding Group (see page 43) that will apply to this group of employees.

Weekly Group Enter the Weekly Group (see page 44) that will apply to this group of employees.

Roster Enter the Roster (see page 39) that will apply to this group of employees.

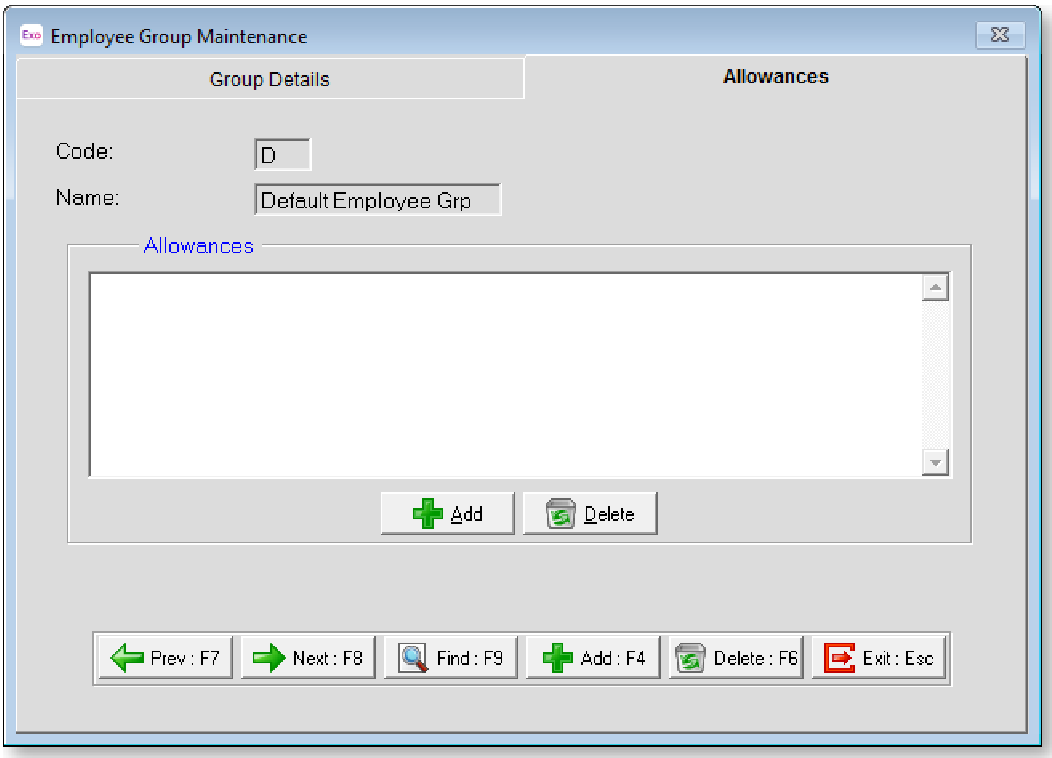
Rate Type Cost Centres

You may want to cost your ordinary time, time and a half, and double time for the week to specific cost centres. If so, enter those cost centres here. Note that in order for Pay Rate costing to be effective, the **Cost By Pay Periods** option should be enabled in the Costing report.

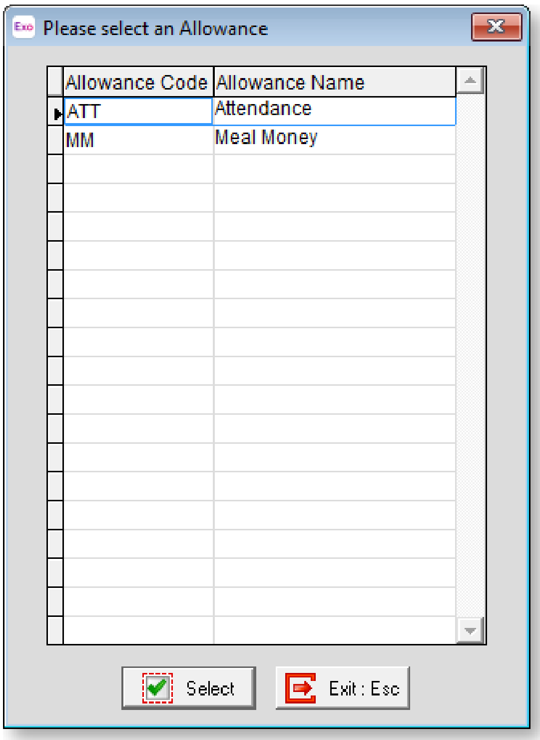
Once you have finished entering the Group Details, click the Allowances tab to define any allowance that may be applicable to the employee group.

Allowances

If there are a number of Allowances (see page 46) that apply to employees in this group, they can be set up here.



Click the **Add** button to apply a new allowance. A list of available Exo Time and Attendance allowances appears:

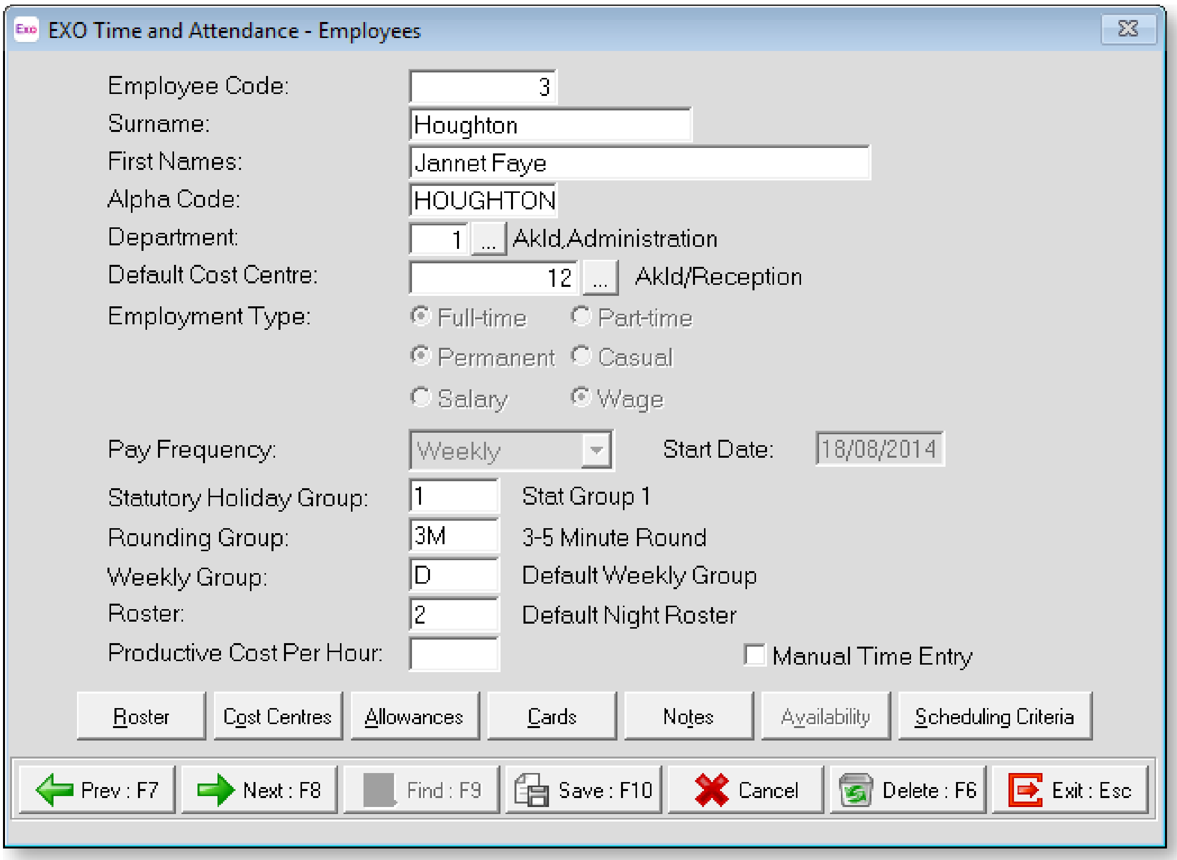


Click on the desired allowance, then click the **Select** button. The newly selected allowance is added to the list of allowances for this group. Repeat this process for every allowance that you wish to add to the group. Click **Exit** when you are done.

Step Eight: Add/Edit Employees

Employees are added to the Exo Time and Attendance system from MYOB Exo Payroll. Employees that have the **Time and Attendance Employee** setting enabled on the Other tab of the Employee Maintenance window in Exo Payroll can be added to the Exo Time and Attendance system. Once added, details specific to the Exo Time and Attendance system can be configured for the employees.

Select Step Eight from the Time and Attendance Setup Cycle (see page 13) and the following window appears:



This area is also known as Employee Masterfile, because it has the details of employee number, department, start date, pay frequency, roster, swipe card number and allowances. This menu also includes employees personnel notes.

> **NOTE:** Any changes made to the Employee masterfile could have an effect on any clock time in the system for this week. For example, if you want to change an employee's roster for the next week, this should be done after the Time and Attendance information has been Posted to Payroll for the week.

Employee Code Enter the code of the employee you want to edit and press enter. Alternatively, click **Find** to select the employee from a list.

If the employee is new to Exo Time and Attendance, you will be asked if they belong to an Employee Group (see page 52). If they do, select **Yes** and select the appropriate Group; otherwise select **No**.

Surname Enter the employee's surname.

First Names Enter the employee's first name(s).

Alpha Code For sorting and listing employees, Exo Time and Attendance uses the first 8 letters of the employees surname as a sort code and this is shown here automatically. This alpha code must be a unique. So if you get an error message appearing that says Alpha Code cannot be empty and must be unique or Invalid input, it means that you already have this alpha code in use, probably for an employee with the same surname. To correct this all you need to do is change or make the last character of the alpha code their first initial.

Department Each employee must be listed as belonging to a Department (see page 122). The Department chosen for each employee acts as a grouping for reports. To enter a code in this field just type in the code for the Department you wish and press the down arrow to continue. If you do not know the code for the department you want to select for an employee just hit the Enter key on this field when it is blank or has a zero in it and a pop-up will appear giving you the list of departments available, then just arrow to the department of your choice and then press the Enter key again. Remember that if you have not created the department that you need for any employee when at this stage, just press F2 to bring up the Maintenance pop-up, choose Departments and then you can create the department without having to exit from the employee file.

Default Cost Centre Each employee must be associated with a Cost Centre. If you do not know the code for the Cost Centre you want to select for an employee, press ENTER on this field when it is blank or has a zero in it and list of available Cost Centres is displayed.

Employment Type These fields indicate the employee's employment status. Available settings are:

Detail	Options
Hours	Full-time or Part time
Term	Permanent, Casual or Temporary
Remuneration	Wage or Salary

Pay Frequency Displays the employee's pay frequency, which will be one of:

- Weekly
- Fortnightly
- Bi-monthly
- 4 weekly
- Monthly

Start Date Displays the employee's commencement date with the company.

Statutory Holiday Group Enter the code for the Statutory Holiday Group (see page 48) that applies to this employee. This is the rule group that will apply for this employee when a Stat day falls. If you do not know the code, press ENTER on this field when it is blank or has a zero in it and list of available codes is displayed.

Rounding Group Enter the code for the Rounding Group (see page 43) that applies to this Employee. This is the rule group that will determine how the employees times are rounded. If you do not know the code, press ENTER on this field when it is blank or has a zero in it and list of available codes is displayed.

Weekly Group Enter the code for the Weekly Group (see page 44) that applies to this Employee. This is the rule group that will be used to calculate the employees Ordinary Time etc. on a weekly basis. If you do not know the code, press ENTER on this field when it is blank or has a zero in it and list of available codes is displayed.

Roster Enter the code for the employee's Roster (see page 39). This contains the Daily Rosters that will be used to determine when an employee should work and what the rules will be when they do. If you do not know the code, press ENTER on this field when it is blank or has a zero in it and list of available codes is displayed.

Productive Cost Per Hour If you are using Exo Time and Attendance for Job Costing and you want to analyse the time related costs, you can either do this based on the employee's actual hourly rate or using a Productive Value. To use a Productive Value, enter the dollar value that will apply to this employee.

Other Details

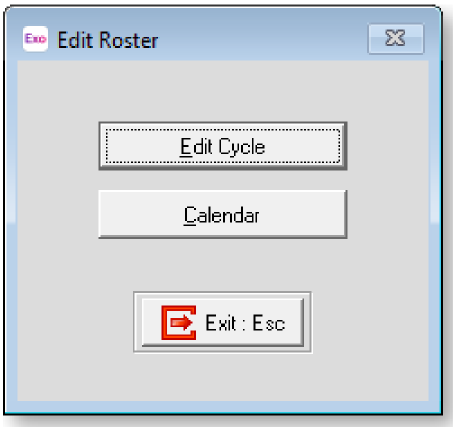
Additional employee details are accessed by clicking the buttons at the bottom of the window:

- Roster (see page 57)
- Cost Centres (see page 59)
- Allowances (see page 46)
- Cards (see page 61)
- Notes (see page 62)
- Availability (see page 63)
- Scheduling Criteria (see page 64)

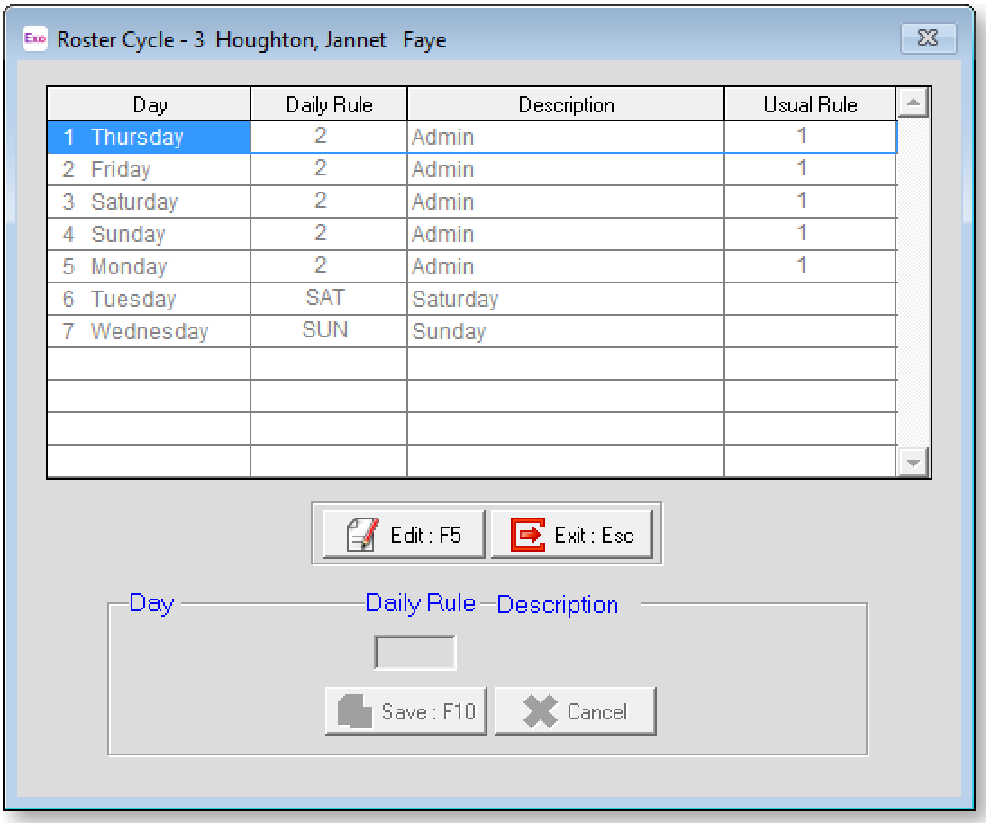
Roster

After allocating a Roster (see page 39) code for this employee on the Employees window (see page 55), you have the ability to view or edit this Roster in a Calendar format or as individual components of a weekly roster cycle. In this screen you are editing the Roster just for this specific Employee.

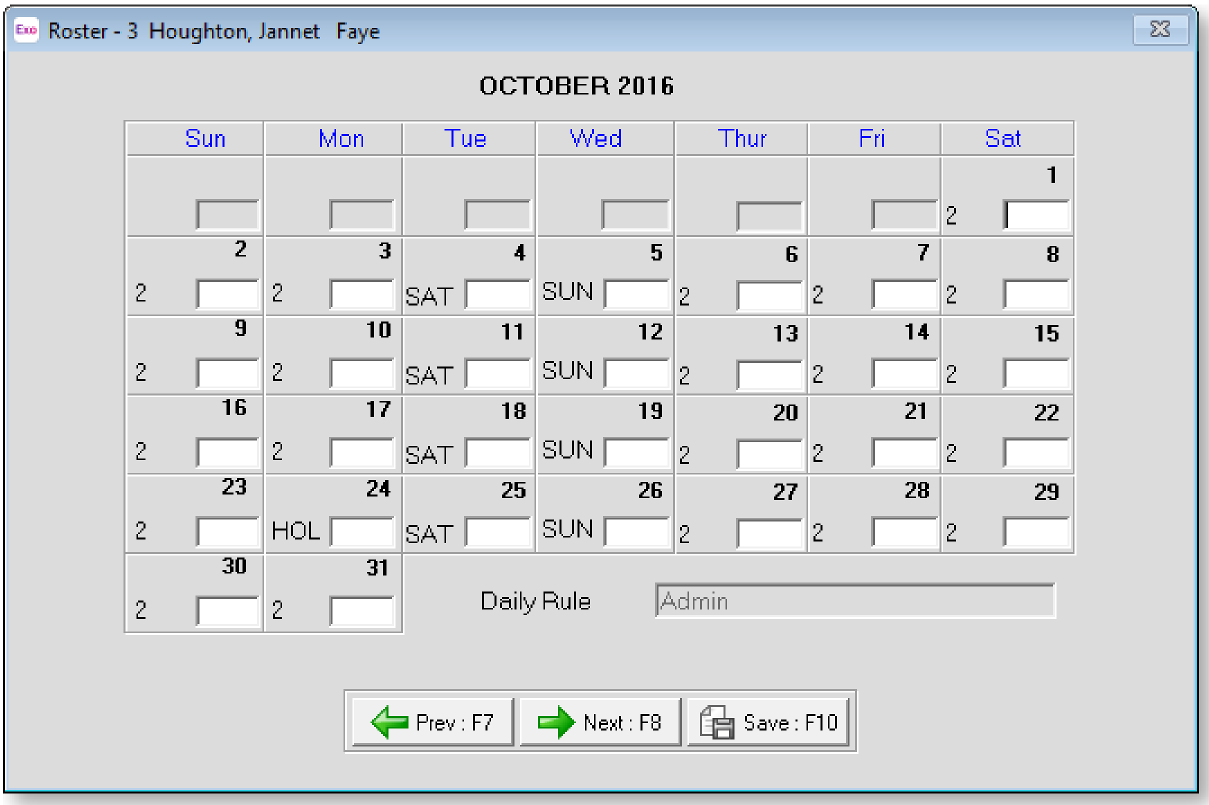
To do this click the **Roster** button at the bottom of the Employees window.



Click **Edit Cycle**. Here you can adjust any or all of the daily rules according to that individual employee's rules, to take effect on a weekly basis.



Make your changes, then select **Save**. You will be returned to the previous window. Select **Calendar**.



This screen shows the current month with the Daily Rule code displayed against each day. Use the **Prev** and **Next** buttons to select the month you want to edit.

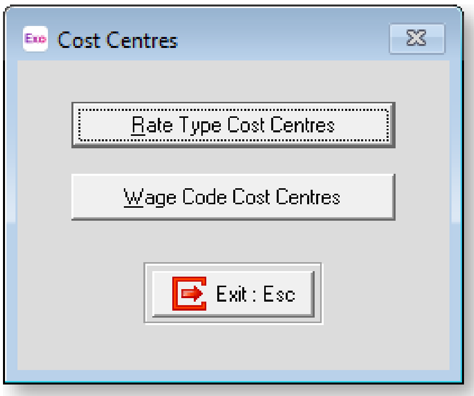
To change the Daily Rule for an employee for a particular day, select the day and enter the required Daily Rule code in the field underneath it. Changing the employee's Roster in this way is useful where the employee may only be changing shifts for a short period of time or for things such as rostering when the employee is taking annual leave or is on ACC.

> **NOTE:** Because this screen is date-specific, the changes you make will only apply once to that specific date. To make a permanent change to the Roster, you will need to change the Roster Code on the Employee screen.

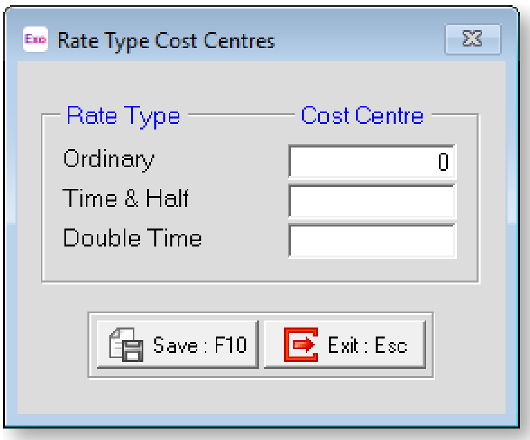
Cost Centres

A default Cost Centre (see page 123) is allocated to employees on the Employees window (see page 55); however, there may be times when you may want to have Time and Attendance handle Cost Centres in a different way. This can include having Time and Attendance allocate a different hourly rate if the Employee works in a particular Cost Centre or where you may have different Cost Centres for different pay rates.

If this is the case, click the Cost Centres button at the bottom of the Employees window.



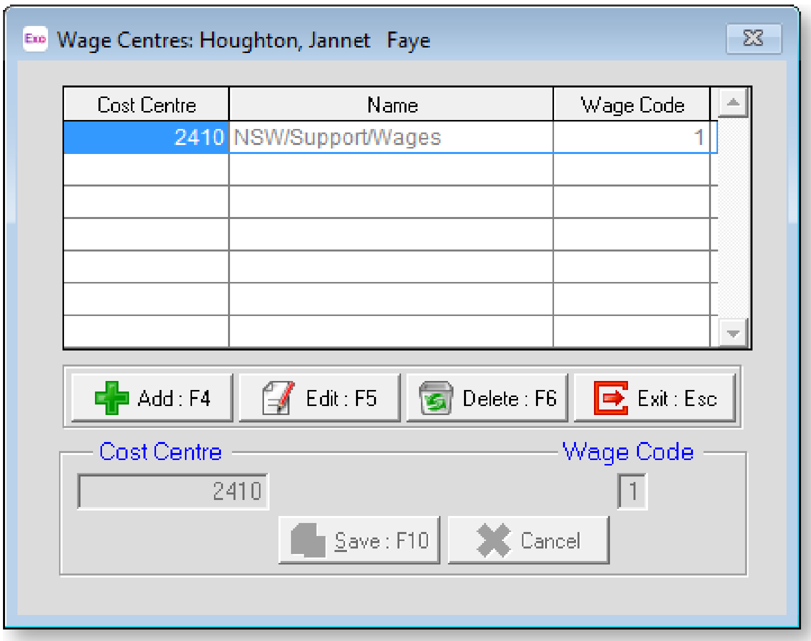
Click **Rate Type Cost Centres** to allocate an Employees different Pay Rate Types to different Cost Centres.



Enter the appropriate Cost Centre for the Rate Type concerned. For a list of Cost Centres type 0 (zero) and press enter. You can then select the code required from the list.

Click **Save** or press F10 to save and return to the previous window.

In some situations you may have an employee who receives different rates of pay for working in different Cost Centres, or for working on different jobs. These Cost Centres may have been entered at the TimeClock, or when maintaining the employee's times. If this is the case, click **Wage Code Cost Centres**.



To allocate a Cost Centre to a specific Wage Code, click Add. The fields at the bottom of the window become enabled.

Enter the Cost Centre concerned, then the Wage Code that the employee will receive when they work in this Cost Centre. Click on Save button to confirm your changes.

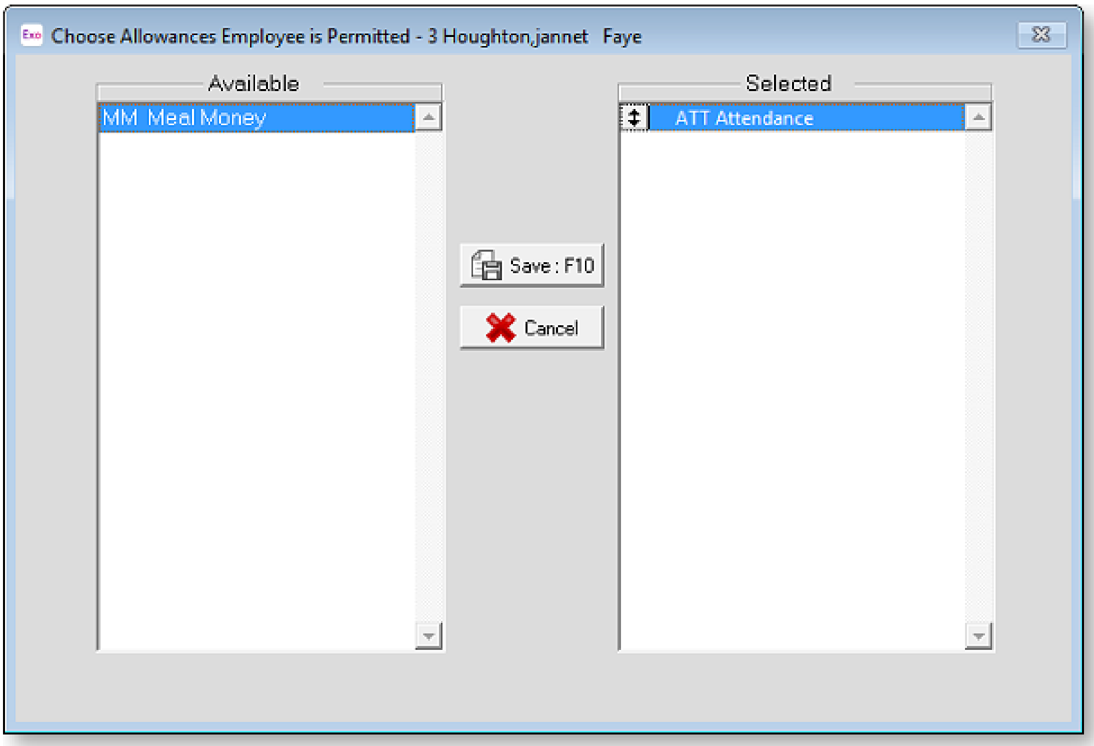
> **NOTE:** The Wage Code is not the Rate Factor (Ordinary etc.), but is the actual Hourly Rate as set up in the employee's Standard Pay.

Repeat this process with other Cost Centres as required, then click Exit to return to the previous window.

Allowances

Click the **Allowances** button at the bottom of the Employees window (see page 55) to allocate time-related Allowances (see page 46) to those employees who are eligible to receive them.

NOTE: Although an Employee may have an Allowance allocated to them that does not mean they will automatically receive it. They must still meet the rules as set-out when creating the Allowance masterfile.



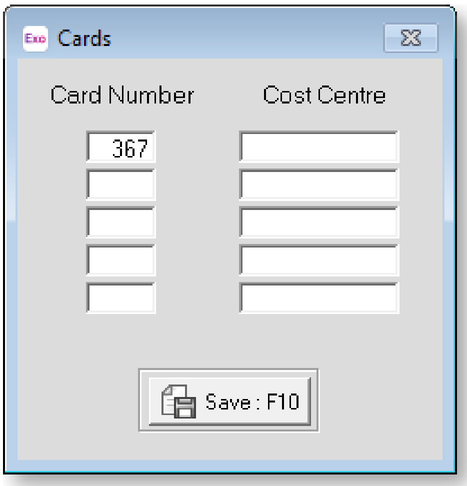
On the left of the screen is a list of all available Allowances. On the right are the Allowances already allocated to this employee. To allocate an Allowance to an employee, double-click on an Allowance in the Available list (or select the Allowance and press enter). This moves the Allowance from the Available list to the Selected list. Allowances on the Select list can be reordered by dragging them up or down. To remove an Allowance from an employee, double-click on an Allowance in the Selected list.

Once you have finished allocating Allowances, click **Save** or press F10 to return to the Employees window.

Cards

Time and Attendance has been designed primarily to work with Electronic Timeclocks which use Barcode or Magnetic Stripe swipe cards. Therefore a Card Number must be allocated to each Employee. In some cases an Employee may have more than one card.

To enter the employee's card number(s), click the **Cards** button at the bottom of the Employees window (see page 55).



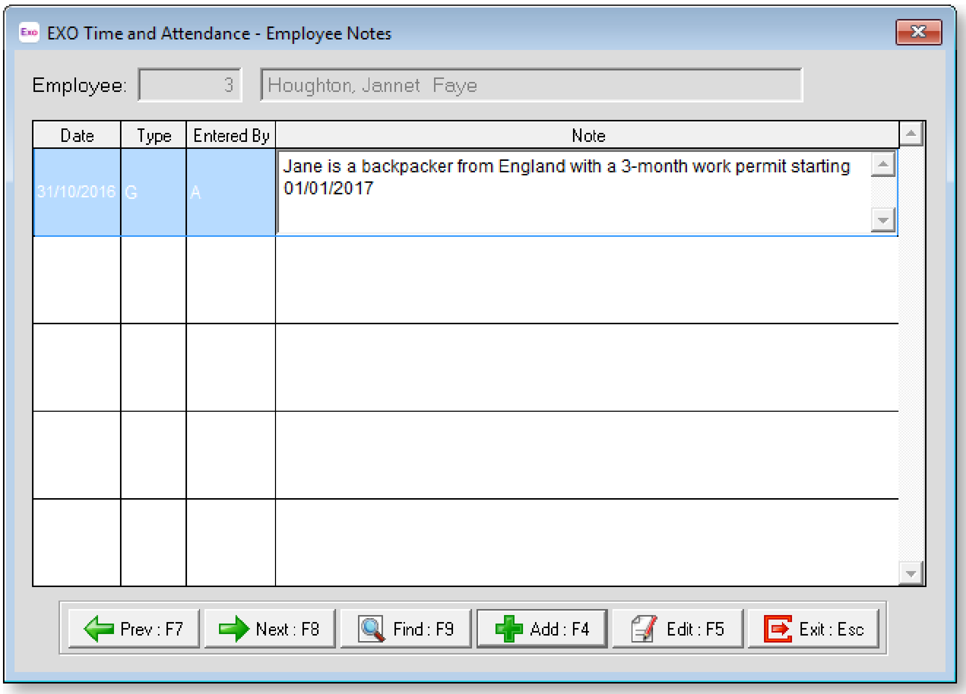
Enter the employee's Card Number(s). Numbers can be up to three digits; leading zeros are not displayed. In some cases, employees may have a different card for when they work in different Cost Centres. If this is the case, enter a Cost Centre after each Card Number, and Time and Attendance will assign the cost to the appropriate place when the card is used.

> **NOTE:** If a card has been given to an employee but they have not been set up in Exo Time and Attendance, they can continue to use the card. They will appear on the Invalid Clockings report until they are set up. Once they have been set up you can **Reprocess Times (see page 70)** and their times will come in.

Once you have entered all card numbers, click **Save** or press F10 to return to the Employees window.

Notes

Clicking the **Notes** button at the bottom of the Employees window (see page 55) lets you edit the Notes (see page 94) for the selected employee.

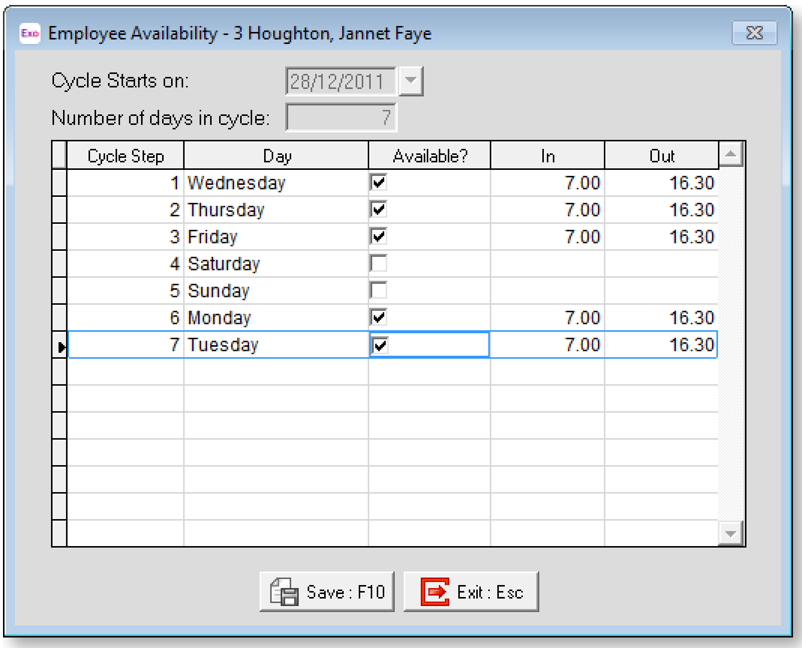


Once you have finished adding notes, click **Exit** to return to the Employees window.

Availability

If the **Use Availability Rules for Staff Scheduler** option is enabled on the Other tab (see page 23) of the Time and Attendance Setup window, you must specify the days and hours of availability for all employees. This is to ensure employees are not rostered for days/shifts on which they don't work.

To set up availability, click the **Availability** button at the bottom of the Employees window (see page 55).



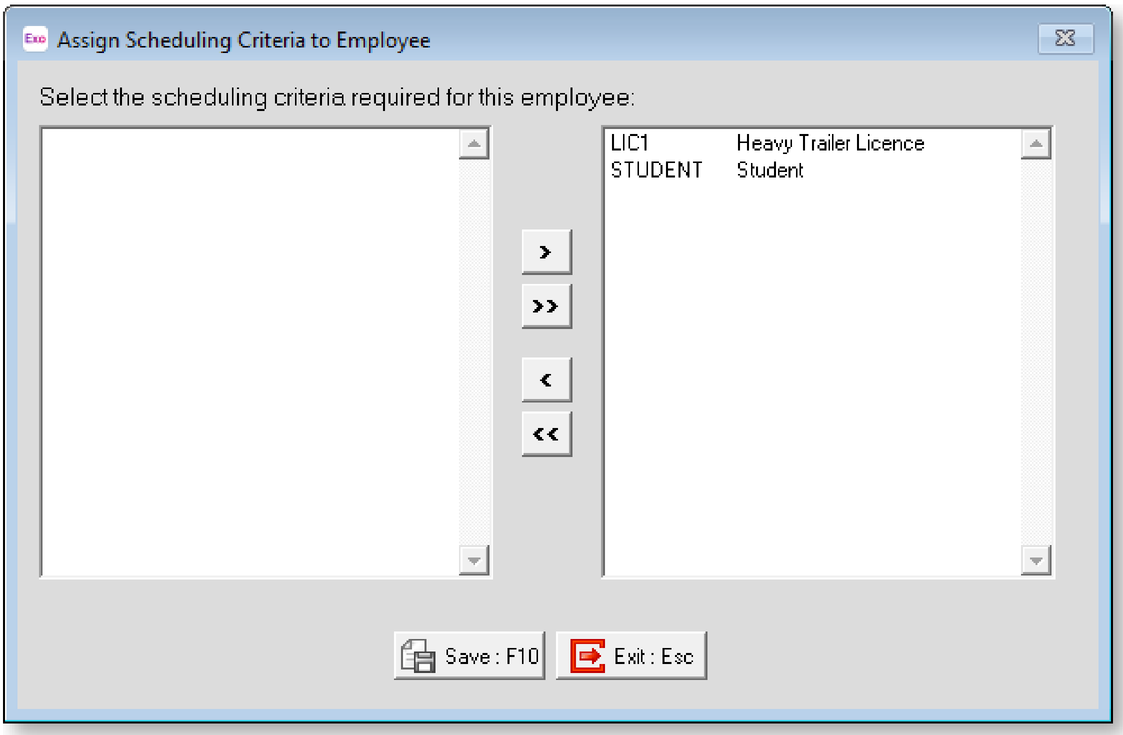
This window displays the Roster cycle (see page 57) associated with the employee. To enter availability times for a day, tick the Available box for that day and input In and Out times. If an employee falls outside of an availability rule, you will be alerted of this in the Staff Scheduler (see page 99).

Once you have set up the employee's availability, click **Save** or press F10 to return to the Employees window.

Scheduling Criteria

Scheduling Criteria (see page 125) are broadly defined as any aspect or attribute of the employee that makes them more suitable than others, for a certain time slot. This could be related to the location of the work, the skills or qualifications of the worker, leadership qualities, etc.

To set an employee's scheduling criteria, click the **Scheduling Criteria** button at the bottom of the Employees window (see page 55).



On the left of the screen is a list of all available Scheduling Criteria. On the right are the criteria already associated with this employee.

To assign criteria to an employee, select one and click the  button. (To assign all available criteria, click the  button.)

To remove criteria from an employee, select one and click the  button. (To remove all available criteria, click the  button.)

TIP: You can also drag and drop criteria from one window to the other.

Once you have finished assigning criteria, click **Save** or press F10 to return to the Employees screen.

Other Optional Setup Functions

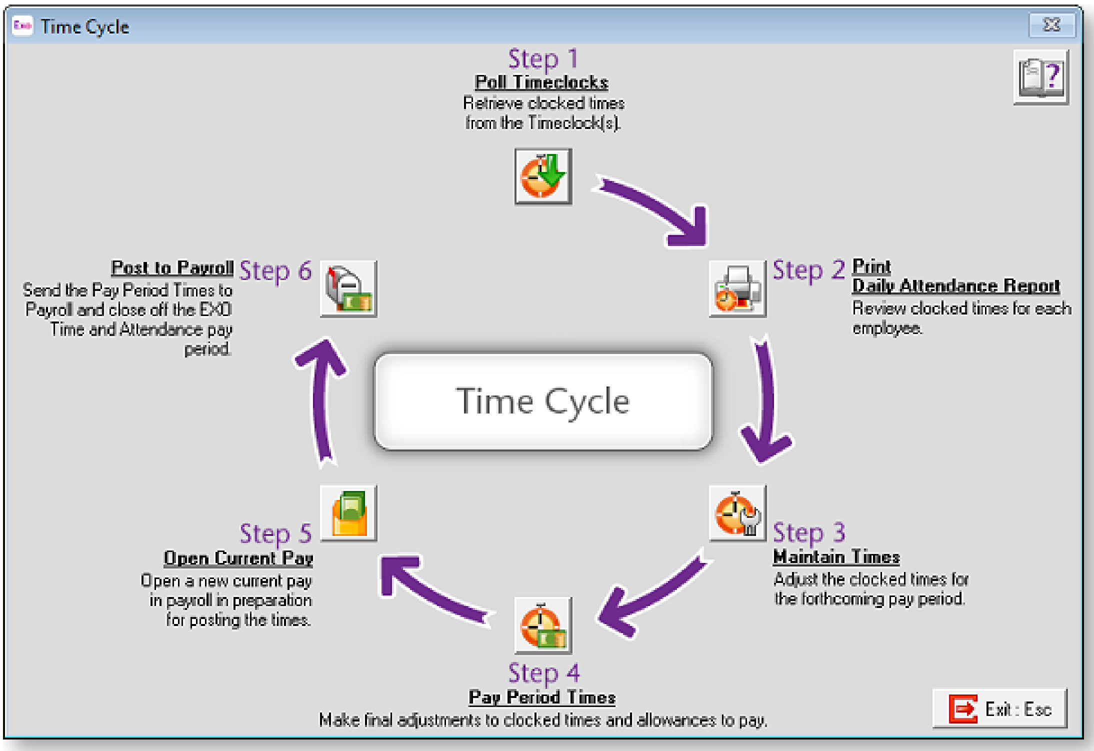
Depending on which options you chose in the Time and Attendance Setup (see page 20) window, there are a number of other areas that may need to be set up. These can be found on the Maintenance Menu:

- Adding Exceptions (see page 117)
- Adding Departments (see page 122)
- Adding Cost Centres (see page 123)
- Adding Scheduling Criteria (see page 125)

Recording Times

Exo Time and Attendance Time Cycle

The Time Cycle has been provided to show the sequence in which you would create times to post into payroll, for a typical week. It can be launched by clicking the **Time Cycle** toolbar button or selecting **Time Cycle** from the Help menu.



Paying Exo Time and Attendance Employees

Once your employees have been using the timeclock for more than a day you are able to **Poll the Timeclock** (download their times from the clock). You can poll all your clocks at once, and you have option of polling a timeclock located in another site/building through the use of a modem and a phone line.

- Step One: Poll Timeclocks (see page 67)
- Step Two: Print Daily Attendance Report (see page 83)
- Step Three: Maintain Times (see page 84)
- Step Four: Pay Period Times (see page 88)
- Step Five: Open Current Pay (see page 91)
- Step Six: Post to Payroll (see page 91)

TIP: An alternative method, and one you may use when you become more familiar with Exo Time and Attendance, is to access the various steps via the **menu (see page 5)** or **toolbar (see page 10)**.

Step One: Poll Timeclocks

The first step is to download the times. This “downloading” process is referred to as “polling the clock”. In order to perform the functions covered in the following section you must have first configured your Timeclock Setup (see page 15) as covered earlier.

Select Step One from the Time Cycle (see page 66) and the following window appears:

From this window, the following operations can be performed:

- Poll Time Clocks (see page 67)
- Delete Invalid Clockings (see page 70)
- Reprocess Times (see page 70)
- Special Clock Functions (see page 71)
- Delayed Polling (see page 82)

NOTE: If you are polling times from MYOB MyStaffInfo, you must always poll MyStaffInfo before performing any synchronisation operations from the MyStaffInfo Management Console.

Poll Time Clocks

Clicking the **Poll Time Clocks** button on the Poll Time Clocks window (see page 67) downloads times from the time clocks in use by the system.

Depending on the type of Timeclock you are using you will be presented with one of the following options. In all cases this process ends with a status screen which we will cover after detailing each clock type.

MYOB BundyPlus G6 Series Clock

Click **Poll Timeclocks** and the Polling screen appears. The polling process is automated. At the end of the process, the Timeclock status screen appears.

Promag Clock

If you have a Promag Timeclock you will be presented with the clocks polling menu. Choose <Read Data Buffer> by pressing <F2> and the software will download the clock times to the PC. When this process is finished you will be asked if you want to Clear the Data Buffer, If you are happy that the process was successful press <Y> for yes. Having done this choose <Exit> and the screen will return to a Time and Attendance processing screen.

TR1 Clock - Using TR1 Software

If you have a TR1 Timeclock you will be presented with the clocks polling menu. Choose **Store and Clear** by pressing F3 and the software will ask “All TR”. Press ENTER. You are then asked to confirm the file name - this is normally **TTRAK.DAT**. Press ENTER again and the system will download the clock times to the PC.

> **NOTE:** If the screen displays the message “File Exists Overwrite”. Always answer **N** for No. You will then be asked if you want to “Append”; answer **Y** for Yes. This message means that for some reason there is an existing clock file on the PC and the two files will be combined. **Failure to do this could result in loss of clock data.**

When this process is finished you will be returned to the TR1 menu. If you are happy that the process was successful press F10 to exit and the screen will return to a Exo Time and Attendance processing screen.

TR1 Clock - Using Exo Time and Attendance’s TRDOS or TRWIN Software

If you have a TR1 Timeclock and you are using the internal Time and Attendance polling functions of TRDOS or TRWIN you will not see anything happen while the system is communicating with the Timeclock. When the process is finished you will be returned to the Exo Time and Attendance Status screen.

Processing an ASCII Times File from another clock or system.

If you have another system such as a Till or Job Costing system that generates your Times File you will not see anything happen while the system is processing the file. When the process is finished you will be returned to the Exo Time and Attendance Status screen.

TR2 Clock, TR3 Clock, TR3IP Clock

The polling process for Timeclock models TR2 and later is virtually identical. Click **Poll Timeclocks** and the Polling screen appears. The polling process is automated. At the end of the process, the Timeclock status screen appears.

TR2 Clock - Using Exo Time and Attendance’s TR2DOS or TR2WIN Software

If you have a TR2 Timeclock and you are using the internal Time and Attendance polling functions of TR2DOS or TR2WIN you will not see anything happen while the system is communicating with the Timeclock. When the process is finished, you will be returned to the Exo Time and Attendance Status screen.

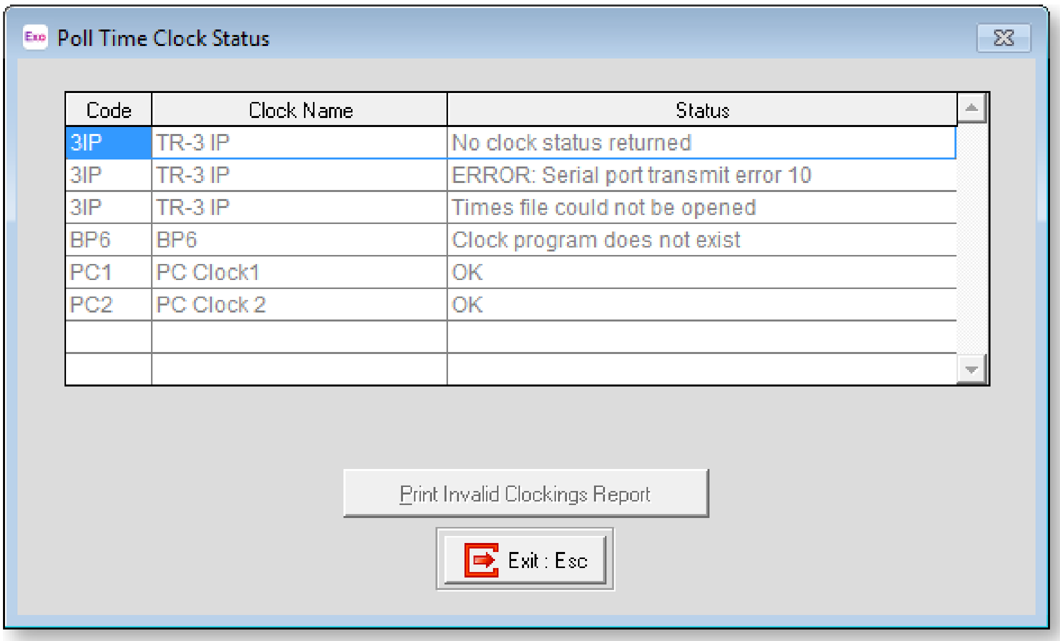
Amano and MR360 Polling Software

If you have an Amano or MR360 Timeclock and you are using their polling software, you will not see anything happen while the system is communicating with the Timeclock. When the process is finished you will be returned to the Exo Time and Attendance Status screen.

Timeclock Status

While Exo Time and Attendance is processing the times it will display the messages “Polling Timeclock” , “Processing Times” and “Processing Missing Days”. You may also be prompted that there was some invalid data in the times file; if this is the case please contact MYOB Support for details on what to do.

Once the times have been processed, the Poll Time Clock Status screen appears, displaying messages regarding the success or failure of the polling process.



The following messages are possible:

- **OK** - The polling was successful.
- **Times file is Invalid** - One of the timelines was not the correct format.
- **Clock Program does not exist** - The polling program could not be found.
- **Communication Problem** - The computer could not communicate with the clock.
- **Incorrect Project Length** - The Job number length set-up in Exo Time and Attendance is not the same as that set-up in the Timeclock.
- **No clock status returned** - The clock was not responding to the software.
- **Time file could not be opened** - The polling software did not create a file.

In general you will always get the **OK** message. Should you get one of the other messages, please ensure that your set-up is correct and that all cables are plugged in correctly.

Invalid Clockings Report

The **Print Invalid Clocking Report** button on the Poll Time Clock Status screen is enabled if, during the polling operation, the system came across some clockings which were not correct or the system did not know how to process them. Whenever this button is highlighted you should always print this report out to check what data was not correct and therefore could not be processed. You can choose to print to a Printer or Screen.

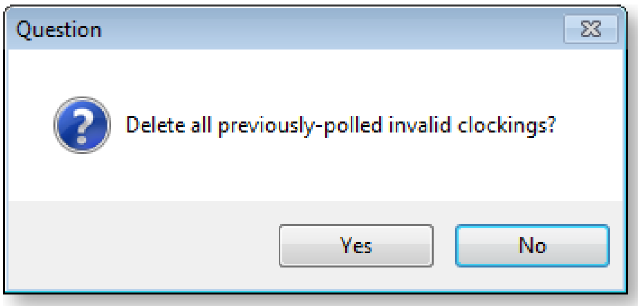
The report will display the clock transactions that could not be processed along with one of the following descriptions:

- **No Roster** - Meaning that a time has come in for an employee on a day that a roster was not set-up.
- **Invalid Card** - Meaning that a time has come in for an employee using a card that has not been assigned to an employee.
- **Invalid Company** - Meaning that a time has come in for a card that has a Company number (the first 3 digits) different to that set-up in Exo Time and Attendance.
- **Day Posted** - Meaning that a time has come in for an employee on a day that has already been Posted to Payroll. The purpose of printing this Report is so you can then attempt to rectify the problem i.e. Entering the Employees card in their masterfile. Having reviewed the problem clockings and where possible corrected the problem you would then reprocess the times.

Delete Invalid Clockings

The **Delete Invalid Clockings** option on the Poll Time Clocks screen (see page 67) is used to clear any clock transactions that have not been processed into hours because they were not valid. This would normally be done only under the direction of MYOB Support.

Clicking the **Delete Invalid Clockings** button displays a confirmation message:

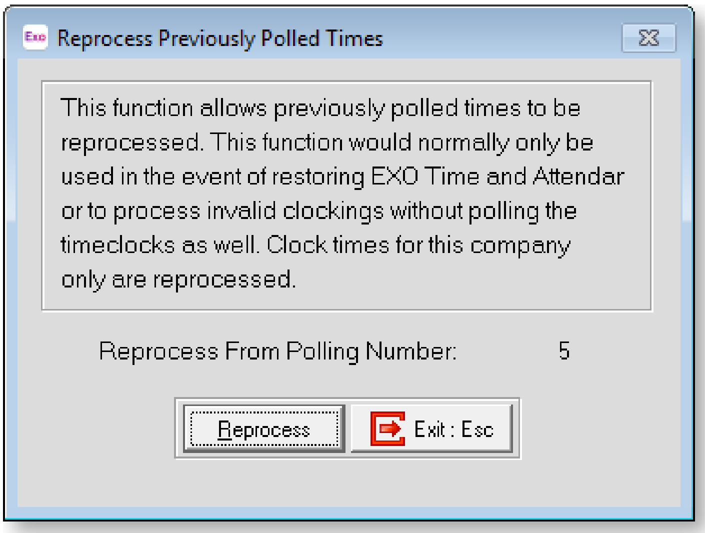


Choose **Yes** to clear the system of invalid clockings. Only invalid clockings made on or after today's date will be displayed on the Invalid Clockings report.

Reprocess Times

The **Reprocess Times** option on the Poll Time Clocks window (see page 67) processes any times that were previously invalid, without the need to poll the timeclocks. For example, a clocking is detected as invalid because the employee was assigned an invalid card number. After assigning the correct card to employee, you can reprocess the times and Exo Time and Attendance will reassign the clocking to the correct card and employee.

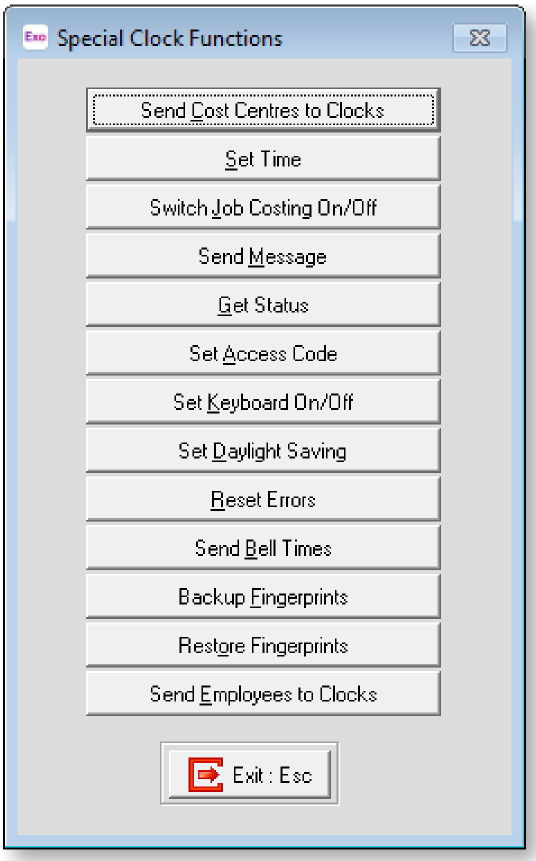
This function must be performed if you have just restored from a backup and you have had employees clocking between the time you made the backup and the time you restored it.



Click **Reprocess** to perform the reprocessing operation or **Exit** to cancel and return to the Poll Time Clocks window.

Special Clock Functions

The **Special Clock Functions** option on the Poll Time Clocks window (see page 67) provides access to a variety of special operations that can be performed on time clocks.



The following operations are available from the Special Clock Functions window.

- Send Cost Centres to Clocks (see page 72)
- Set Time (see page 74)
- Switch Job Costing On/Off (see page 74)
- Send Message (see page 75)
- Get Status (see page 76)
- Set Access Code (see page 77)
- Set Keyboard On/Off (see page 78)
- Set Daylight Savings (see page 78)
- Reset Errors (see page 78)
- Send Bell Times (see page 78)
- Backup Fingerprints (see page 79)
- Restore Fingerprints (see page 80)
- Send Employees to Clocks (see page 81)

Click **Exit** to return to the Poll Time Clocks window.

Send Cost Centres to Clocks

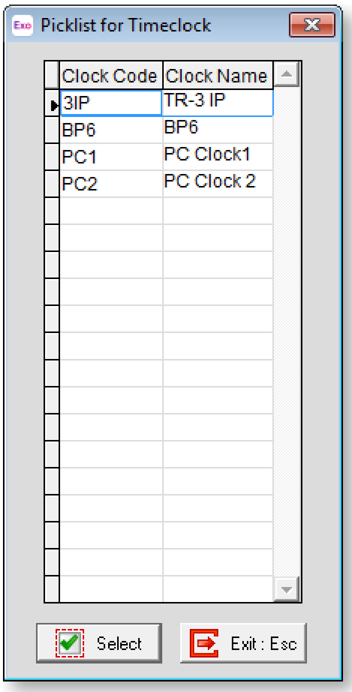
This Special Clock Function (see page 71) is only beneficial when the Timeclock is being used for Job Costing. When Job Costing is enabled on the Timeclock, the normal card or fingerprint reading will be taken, and a secondary prompt will appear on the digital display, requesting a Cost Centre code. The Timeclock will check the secondary input against the list of valid codes that you have relayed via this Special Clock Function, and then reject any invalid codes.

Preparation

Before performing this Special Clock Function, you will need to review various aspects of your Exo Time and Attendance setup.

1. First of all, you will need to review your Cost Centre Structure Setup (see page 20). In that screen, you will have the option to automatically create codes for cost centres that are input into the Timeclock, but do not already exist in Exo Time and Attendance. So instead of rejecting an invalid code, Exo Time and Attendance will simply assume that the code is valid, and cost the transaction to the newly-generated code. Exo Time and Attendance inherently supports a cost centre code of up to 12 digits. The cost centre code can optionally be broken down, i.e. “structured” into a maximum of four meaningful levels.
2. Having defined a suitable length for your Costing Structure, you will now be ready to add Cost Centre Structure Codes and Names for each type of component that may form a complete cost centre code - refer to the topic on Job Costing (see page 120).
3. Having defined a suitable naming convention for your Costing Structure, you will now be ready to add Cost Centre Codes to the Cost Centre masterfile - refer to the topic on Cost Centres (see page 123).
4. Once the Cost Centres have been added to Exo Time and Attendance, they now need to be transmitted to the Timeclock. You will need to review the Timeclock Setup (see page 15) screen, and make sure that the Send Cost Centres to Clock option is enabled for each Timeclock that is to be used for job costing.

5. The next step is to transmit the list of cost centres from your PC to the TimeClock. From the Special Clock Functions screen, click on “Send Cost Centres to Clocks”, in order to see a picklist of Timeclocks:



NOTE: MYOB BundyPlus G6 Series timeclocks must have the **Send Cost Centres to Clock** option enabled on the **Timeclock Setup Maintenance screen (see page 15)** before you can send Cost Centres to them.

6. Then, select the Timeclock to which you want to send cost centres.
7. Once the operation is complete, a confirmation message will appear. Click the **OK** button to proceed - Cost Centres will now be synchronised, and the TimeClock will now verify all Cost Centres/Job Numbers as entered.
8. You will need to activate one more Special Clock function, which is to Switch Job Costing (see page 74) on at the TimeClock.

   Having turned this option on, the employee will be prompted to enter a Cost Centre/Job Number each time they clock in or out or between jobs. Depending on what the employee is doing at the time will determine what they do when they swipe -

   If they are clocking In and they have no Job to work on, they can either enter a “Non Productive” code which will have be set up or they can push enter and they will be costed to their Home Cost Centre until they start their first Job.

   It is recommended that you use a “Non Productive” code as this gets the employee in the habit of entering Job numbers.

   If they are clocking In and they know the Job they are working, they enter the Job number which will have been set up and they push enter.

NOTE: The employee must push the Enter button on the Timeclock every time they swipe their card, or the clocking will not be accepted. If they are clocking between Jobs they simply swipe their card once and enter the Job number which will have been set up and they push enter. This will clock them off their last Job and on to the next one automatically. If they are going to lunch or finishing for the day they simply swipe their card and push enter. They do not need to enter a job number.

9. Whenever you add new Cost Centre Codes via the Exo Time and Attendance or Payroll Cost Centre maintenance screen, ensure that you perform the Send Cost Centres function again, before employees are due to start on the new jobs - this avoids the situation of the TimeClock working with an out-of-date data.

Set Time

This Special Clock Function (see page 71) synchronises your PC system time and date to the Timeclock. The method of synchronising depends on the type of Timeclock you use.

NOTE: Ensure that the time on your PC is set correctly before synchronising with Timeclocks.

TR3, TR3-IP, TR3-Bio

In Exo Time and Attendance, choose Transactions, Poll Timeclocks, Special Clock Functions, "Set Time". Once the operation is complete, a confirmation message appears. Click **OK** to proceed - the PC's time will now be synchronised with the timeclock's time.

TR2 Time Recorder

In Exo Time and Attendance, choose Transactions, Poll Timeclocks, Special Clock Functions, "Set Time". As the Date and Time are being downloaded you will see a blue screen, followed by a "Status" screen that will report if the files was transferred successfully of if there were any problems. You should just see "OK".

ProMag TR-500 Clock

1. Start Polling the clock as per normal.
2. Choose F1 - Real time clock settings.
3. Choose the clock ID starting with 00.
4. Press F1 to Choose to pick up the computer time for the clock.

TR-1 Time Recorder

1. Open a command prompt at the Payroll directory. To do this, select Run from the Windows Start menu, type "cmd" and press ENTER.
2. Enter "cd" followed by the directory that your MYOB software is installed in, e.g. "cd c:\payrollv\".
3. Type "TR1" and press ENTER.
4. Once the TR1 function menu comes up choose option 6 - set date & time.
5. Press ENTER on All TR.
6. Check the date, if OK press ENTER. If the time in incorrect, change the time in DOS as per the previous instructions.
7. Check the time, if OK press ENTER. If the time in incorrect, change the time in DOS as per the previous instructions.
8. Exit by pressing F10.
9. Type "exit" and press Enter to close the command prompt window.

Switch Job Costing On/Off

This Special Clock Function (see page 71) toggles Job Costing at the Timeclock on and off.

Click the **Switch Job Costing On/Off** function from the Special Clock Functions window, and a picklist of Timeclocks appears.

Select the Timeclock for whose Job Costing status you want to change. Exo Time and Attendance will query the Timeclock in question, in order to find its current status. To alter the status, select **Enabled** or **Disabled** and click **Save** or press F10 to confirm your changes.

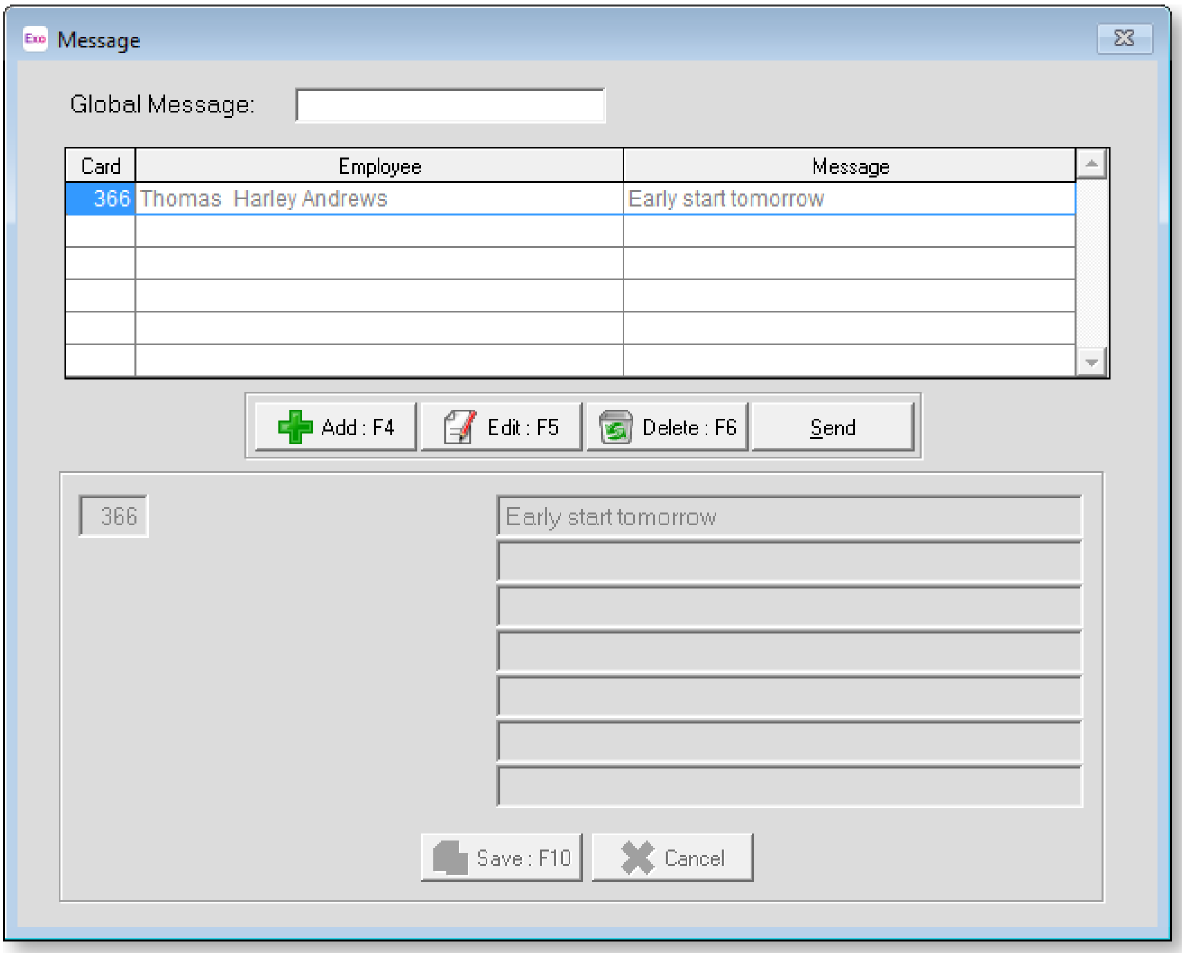
The new Job Costing status will then be transferred to the Timeclock. At the end of the transfer process, a message will appear, indicating that the newly defined status has been accepted by the Timeclock.

Send Message

The timeclock can be used as an Employee Message bulletin board with a message being displayed either to all employees or a specific message for a particular employee.

Select the **Send Message** function from the Special Clock Functions (see page 71) screen. A picklist of Timeclocks appears.

Select the Timeclock that you want to send a message to. The Send Message screen appears:



To send a message to all employees that use the timeclock, enter a message into the **Global Message** field.

To send a message to a specific employee:

1. Click **Add**. This enables the fields at the bottom of the window.
2. Enter the card number of the employee you want to receive the message into the small box on the left.
3. Enter the message into the fields on the right and click **Save**.

The personal message now appears in the area at the top of the window. Existing messages can be edited or deleted by clicking the Edit or Delete buttons.

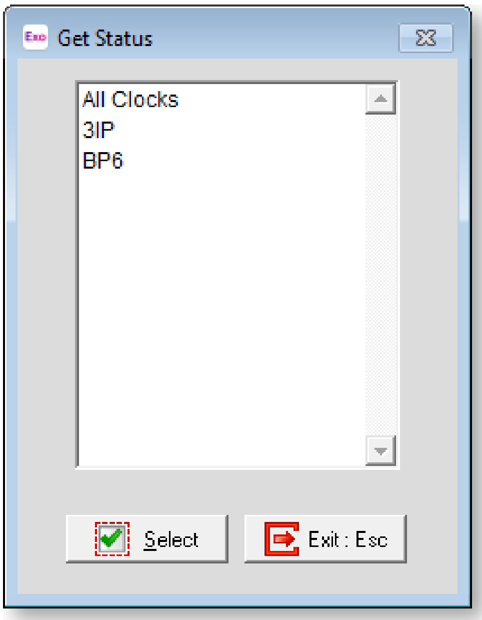
Once all messages have been entered, click the **Send** button. You will be asked to confirm the send operation.

Once the operation is complete, a confirmation message appears. Global messages will be visible on the timeclock once the digital display refreshes to the next minute; personal messages will appear when the specified employee(s) next perform a clocking.

Get Status

This Special Clock Function (see page 71) is used to check if the clock is communicating with the PC or to check the current settings of the clock(s). Normally, this function is performed at the direction of MYOB Support.

Click the **Get Status** button on the Special Clock Functions screen, and a picklist of Timeclocks appears:



Select a timeclock from the list in order to query the status of the hardware connection, i.e. the data cable and/or modems, that link your computer with the electronic timeclock. Alternatively, select **All Clocks** to query the status of all clocks. A Timeclock Status report that is free of errors indicates a successful connection:

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Demonstration Company

Timeclock Status Report

Clock Code: TR3

Clock Name: TR3-IP

Status File:

01 init_clock	00
01 get_status	00

Clock Status File:

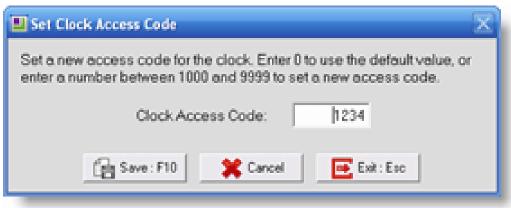
01 Job Costing	Disabled
01 Job Accept	Auto
01 Job Limit Match	Less or Equal
01 Job Table Match	Disabled
01 Job Table Check	Disabled
01 Emp Limit Match	Less or Equal
01 Bell Tables	Disabled
01 Bell2 Tables	Disabled
01 Pin Number	Disabled
01 Password	Disabled
01 Access Code	1234
01 Employee Limit	06
01 Job Limit	08
01 Job Levels	04
01 Job Level 1 Limit	02
01 Job Level 2 Limit	02
01 Job Level 3 Limit	02
01 Job Level 4 Limit	02
01 CPU Version	04.00
01 Display Version	04.00
01 Input Module	Fingerprint
01 Comms Module	TCP/IP

Set Access Code

This function changes the password that must be entered when accessing the keypad that is mounted directly on the face of the Timeclock. Regularly changing your password ensures added security.

Select the **Set Access Code** function from the Special Clock Functions (see page 71) screen. A picklist of Timeclocks appears.

Select the Timeclock for which you wish to alter the access code to see the Set Clock Access Code screen.



Enter a new 4-digit access code. Click **Save** to confirm your changes.

The new access code will then be transferred to the Timeclock. At the end of the transfer process, a message will appear, indicating that the new code has been accepted by the Timeclock.

Set Keyboard On/Off

Selecting this Special Clock Function (see page 71) will either Turn On or Off the Keyboard on the Timeclock. This is not normally done unless you are not using Swipecards and are having your staff use the keypad to clock In and Out. When you select this option you will be asked to select the clock you wish to change.

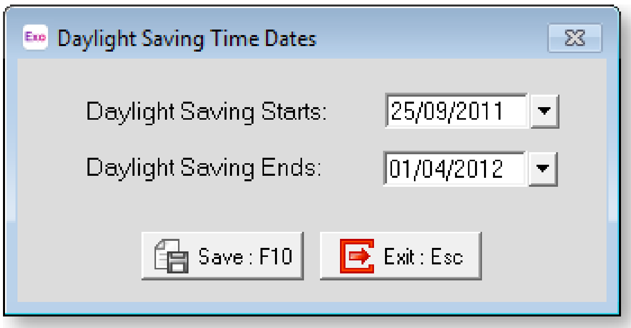
You will then be asked whether you wish to turn the option on or off. Click **Yes** or **No** when asked.

Set Daylight Savings

This Special Clock Function (see page 71) applies to the TR2 Timeclock only. It enables the clock to automatically adjust its time to day light saving times on appropriate dates.

Select the **Send Message** function from the Special Clock Functions (see page 71) screen. A picklist of Timeclocks appears.

Select a clock and enter the dates for when you Daylight Saving starts and finishes.



When you click **Save**, Exo Time and Attendance downloads the dates to the clock, which will automatically change on the appropriate days.

Reset Errors

This Special Clock Function (see page 71) should be used only under the supervision of MYOB Support.

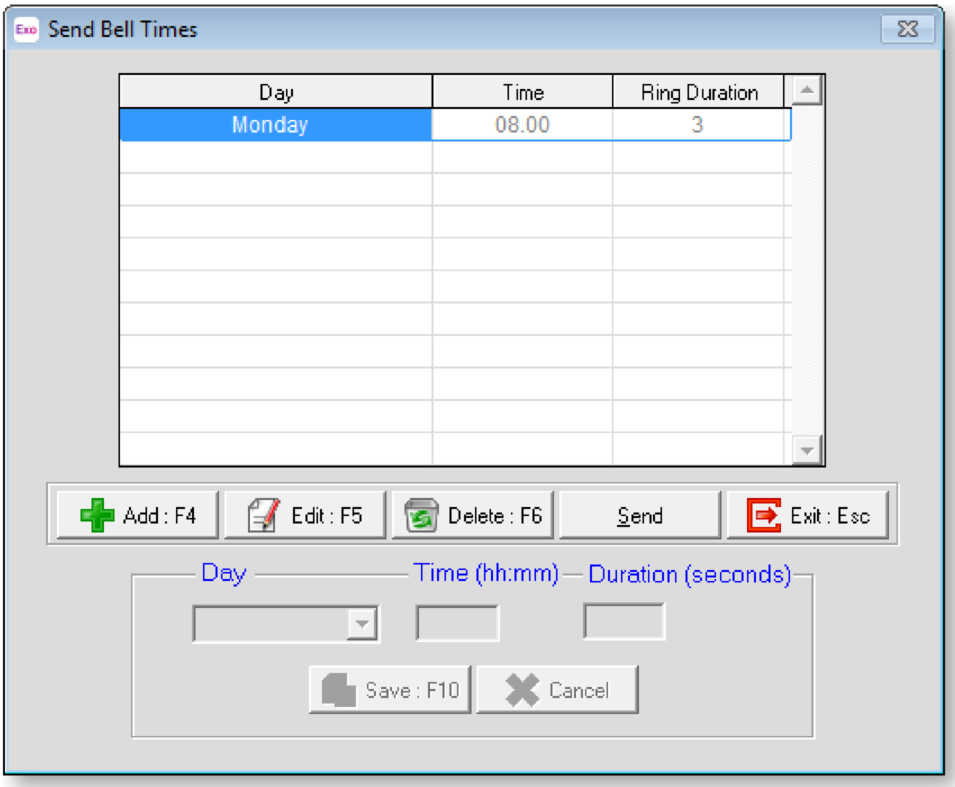
Send Bell Times

If you have bells in a factory/warehouse environment, in most cases you can wire these to your timeclock. Exo Time and Attendance can then set off the bells via electric relay at predetermined intervals, through use of a Bell Table.

A Bell Table is a file created on your PC and sent to the timeclock through use of the Send Bell Times function.

To create a Bell Table:

1. Select the **Send Bell Times** option on the Special Clock Functions (see page 71) screen. A picklist of Timeclocks appears.
2. Select the Timeclock for which you wish to send a message. You are presented with the Send Bell Times screen:



3. Click **Add** or press F4 to add a line. Each line represents one time.
4. Select a day from the Day list box.
5. Enter a time of day, e.g. 0800 into the Time field.
6. Enter a ring duration, i.e. how long the bell will ring for (in seconds).
7. Click **Save** or press F10.

NOTE: To edit a line, click on the appropriate gridline and click **Edit** or press F5.

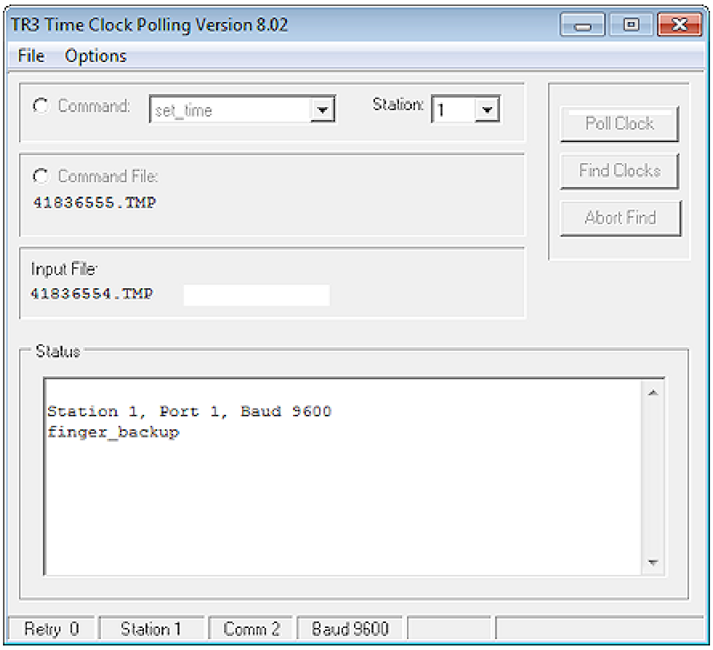
8. When you are ready to upload the times to the timeclock, click the **Send** button.

Backup Fingerprints

The TR3 Timeclock can optionally be fitted with a biometric fingerprint reader, as opposed to a magnetic swipe card reader. Therefore, instead of giving an employee a swipe card, you would be using the TR3 keypad to register new employees, with their own fingerprints being the mechanism by which clock-in and clock-outs are recorded. The backup feature preserves the details of “registered” fingerprints by archiving the index of “card numbers” and fingerprints.

Fingerprints should be backed up at least once a week – if they are not backed up, the ensuing process of re-registering all fingerprints can be time-consuming and disruptive. The Backup Fingerprints function is only applicable to TR3 Timeclocks.

1. Select the **Backup Fingerprints** option on the Special Clock Functions (see page 71) screen. A picklist of Timeclocks appears.
2. Highlight the Timeclock that you want to backup fingerprints from, then click on the **Select** button.

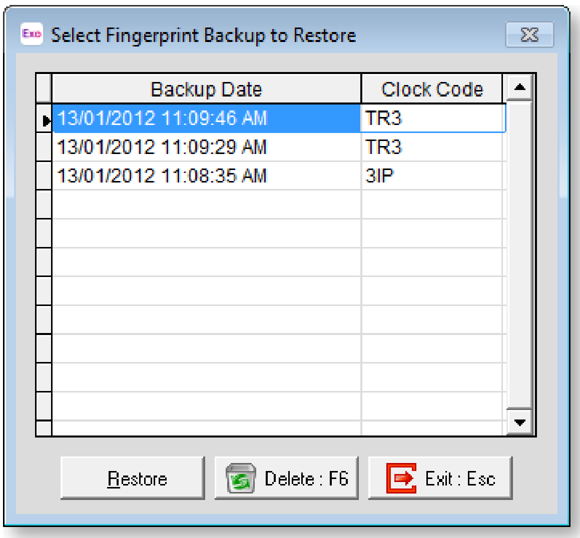


3. When the backup process is complete, a confirmation message appears. Click **OK**.

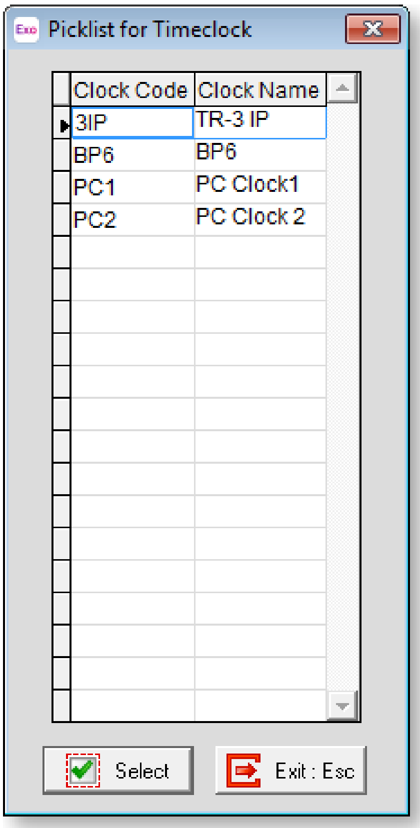
Restore Fingerprints

The Restore Fingerprints function is only applicable to TR3 Timeclocks, and should only be used under the guidance of Support. A Restore may be necessary if a Reset Errors function needs to be performed at some stage. For some installations, there may be a requirement to register users at more than one Timeclock access point, in which case a duplicate set of fingerprints may save considerable setup time.

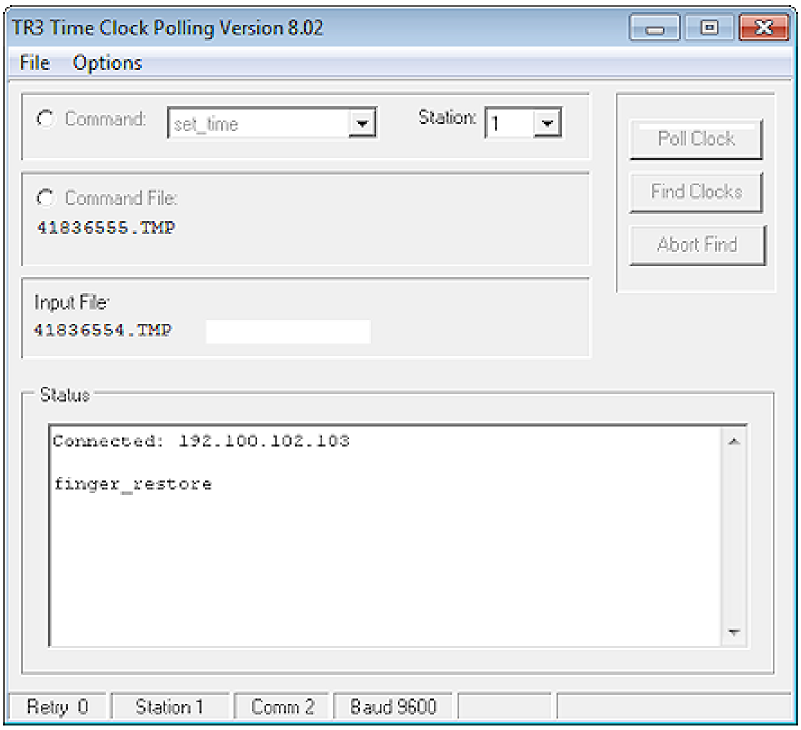
1. Highlight the backup archive containing the fingerprints to be restored, then click the **Restore** button.



2. Highlight the Clock you want to restore fingerprints to, then click the **Select** button.



3. The following screen will appear, showing the progress of the restore process.



4. Once the restore process is complete, a confirmation message appears. Click **OK**.

Send Employees to Clocks

This Special Clock Function applies to the MYOB BundyPlus G6 Series timeclock only.

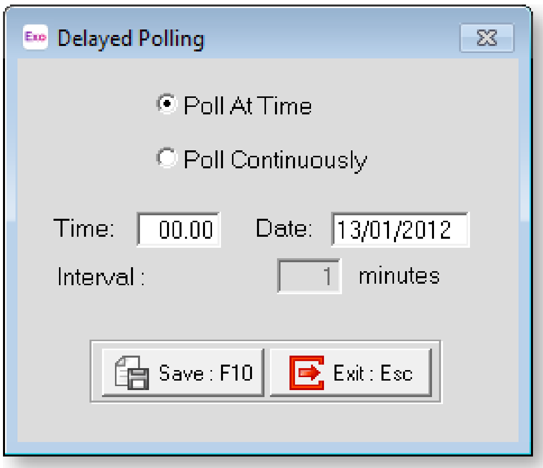
Select the **Send Message** function from the Special Clock Functions screen (see page 71). A picklist of Timeclocks appears.

Select a clock and click **Select**. Exo Time and Attendance creates an EMPLOYEES.TXT file for the timeclock and copies it to the location specified on the Time Clock Setup Maintenance screen (see page 15), where it will be picked up by the timeclock application.

> **NOTE:** The timeclock application returns a file called **ERROR.TXT** - this file can be examined to check that the employees were uploaded to the timeclock successfully. Exo Time and Attendance will only return an error if the **ERROR.TXT** file cannot be found.

Delayed Polling

The **Delayed Polling** option on the Poll Time Clocks window (see page 67) lets you determine the intervals at which the clocks are polled.



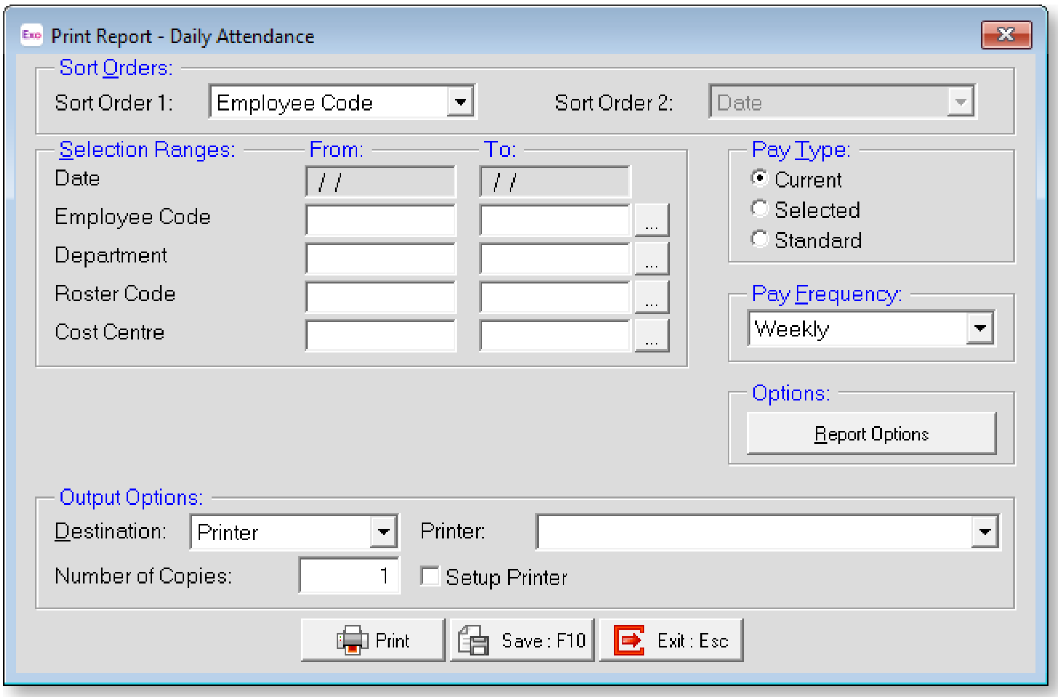
Two options are available:

- **Poll at Time** - clocks are polled once only. Selecting this option enables the **Time** and **Date** fields, allowing you to specify the time that the polling will occur.
- **Poll Continuously** - clocks are polled at a regular interval. Selecting this option enables the **Interval** field, allowing you to specify the polling interval (in minutes).

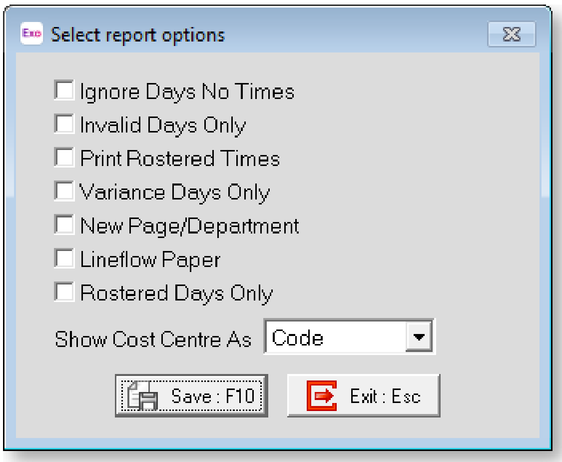
Step Two: Print Daily Attendance Report

Normally you would print a Daily Attendance report for the previous day or the period since you last polled the clock. This report shows you who was there and who wasn't. It also highlights any employee whose clock times were at variance to their roster or whose day was invalid due to not clocking in or out (or not clocking at all) on a day that was rostered.

Select Step Two from the Time Cycle (see page 66).



1. Choose the Sort Order for the report e.g. by Department, Employee Code or Employee Alpha.
2. Select the Date range that you want to print for.
3. If you want to print all Employees and Departments leave these field blank. For a selected Employee or Dept. enter their number in the Start and Finish fields.
4. Click **Report Options** to select extra options for the report.



5. Select an output destination and click **Print** or **Preview** to generate the report.

Reviewing the Daily Attendance Report

When Exo Time and Attendance processes Employee times after Polling, it will automatically round the times, anchor the times, calculate the hours and overtime and deduct the meal breaks, as set up in the Rule Groups earlier. In some situations an Employee may have forgotten to clock in or out, not clocked at all or may have clocked at a time which you wish to change. These anomalies are highlighted on your Daily Attendance report by specific headings that appear on the report. In particular you should be looking for the following descriptions against an Employees times:

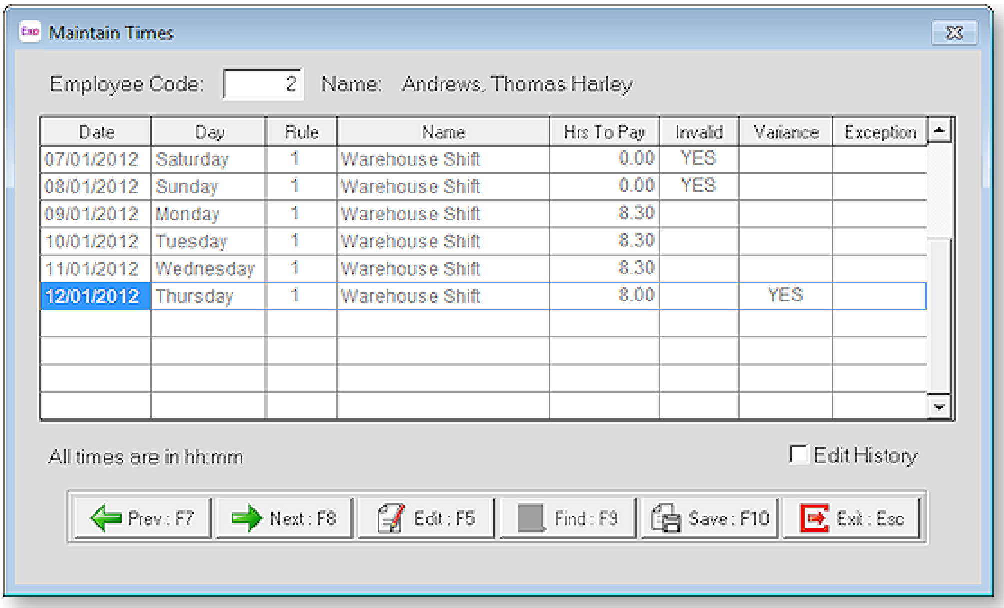
- **Invalid** - This occurs when an employee has been rostered to work and does not clock in or out. When an employee has an uneven number of clockings i.e. clocked in or out only. And finally when you are using the clock for Job costing and the employee has entered an Invalid Job number at the clock.

- **Variance** - This means a clocked time is more than a set number of minutes outside the rostered times i.e. clocked in more than 10 minutes early. You should also check for other times that look unusual.

Step Three: Maintain Times

Having polled the clock and printed the Daily Attendance report you may need to edit, add or maintain an Employees clocked times. This is done again under the **Transactions** menu.

Having noted the changes you want to make, choose **Maintain Times** from the Transaction Menu and you will be presented with the following screen:



Enter the number of the employee you want to edit and press ENTER. If you do not know the employee's number press ENTER and a list of Employees will be displayed.

The Maintain Times screen displays each of the days the Employee has worked and where appropriate their hours worked. This is a summary screen, with the actual times screen behind each day. The following headings are displayed:

Date The date the Employee worked.

Day The day of the week, for each day.

Daily Rule The Daily Rule that applied to that day.

Name The name of the Daily Rule that applied to that day.

Hrs to Pay The hours worked.

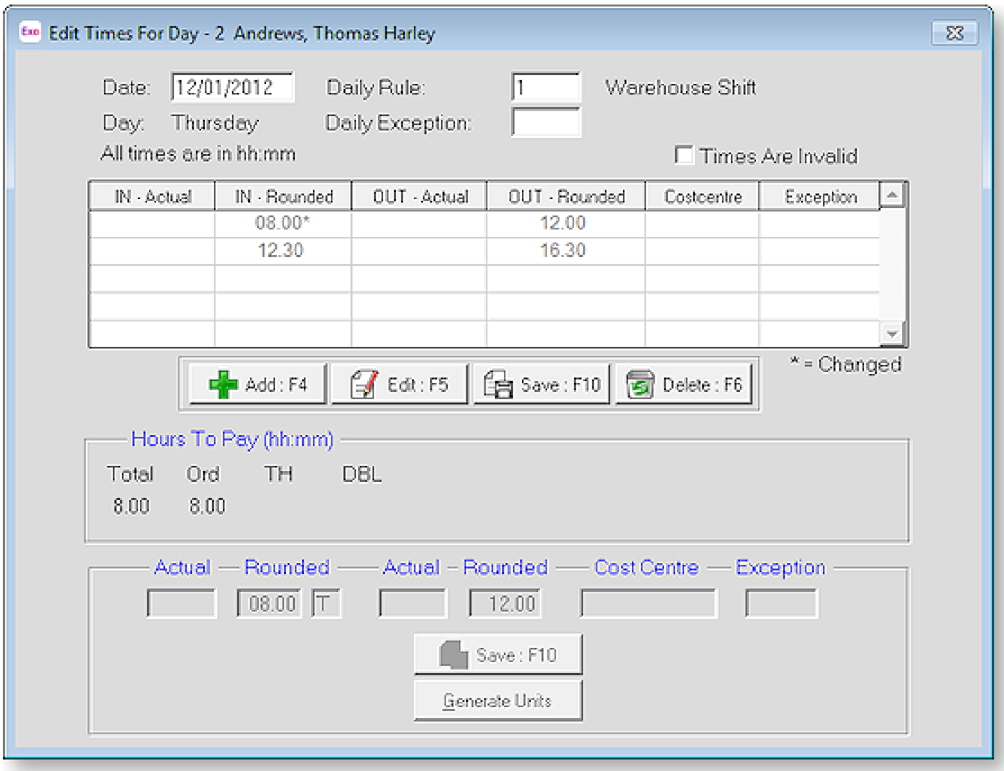
Invalid If the day is Invalid (no hours would be displayed in this case).

Variance If the clocked times are outside the Roster Variance Warning Limit as defined in Exo Time and Attendance Setup.

Exception If the day has an Exception code applied to it.

Editing Times

Select the day you want to edit and click **Edit**. You are presented with the following window:



This window contains the employee's Daily Rule for the day, their actual and rounded times for the day and the hours to pay for the day.

There are several scenarios when you may want to edit this screen:

Wrong Daily Rule

If the employee was on the wrong Daily Rule, enter the correct rule and the system will recalculate the hours, overtime and meal breaks.

Adding an Exception Code

If you want to use an Exception (see page 117) code to highlight something about the day, enter the applicable code into the **Daily Exception** field.

Wrong times clocked

Where an employee has clocked at the wrong time and you want to change their rounded IN or OUT times, select the line that needs to be changed and click **Edit**.

The cursor will move to the editing line at the bottom of the screen, where you can enter the correct IN or OUT time. Click **Save** to save this change and you are returned to the top of the screen and the system will recalculate the day and hours, including putting in a meal break where appropriate.

> **NOTE:** An asterisk appears next to any times that have been modified. This asterisk also appears on the Daily Attendance report, to indicate the manual adjustment.

Missed clocking In or Out

Where the employee missed a clock In or Out and you want to enter the missing time, the system will assume the Rostered times and make the day Invalid. In this case, you must make the day Valid - Exo Time and Attendance will not pay any times that are marked as invalid, either before or after an adjustment has been made to the time lines.

To correct this, select the line that needs to be changed and click **Edit**. Enter the correct time and click **Save**. Then de-select the **Times are Invalid** option to make the day valid.

Didn’t clock In or Out at all

If the employee missed clocking In and Out, the day is made Invalid. You must enter the correct times and make the day valid as above. The system recalculates the day and hours, including putting is a meal break where appropriate.

> **TIP:** If, when you come into this screen, the assumed times from the Roster are the correct times for the employee, you do not need to edit the time lines. Just make the day valid and the system will recalculate the day and hours.

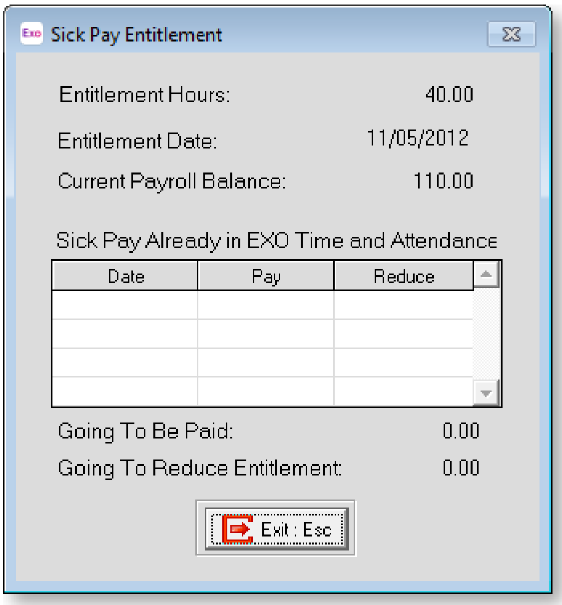
Changing a Cost Centre

To change the Cost Centre associated with a line, enter a new Cost Centre code directly into the **Costcentre** column of the main grid at the top of the window - you do not need to click **Edit**. (You cannot change the Cost Centre in the **Cost Centre** field at the bottom of the window.)

Missing times due to leave - Full Day

If the employee failed to clock In and Out due to the fact that they were on Holiday, Sick or taking a Day in Lieu and you want to pay them, enter the appropriate Daily Rule Code - HOL for Holiday, SP for Sick Pay etc. (For a list of Codes, delete the existing Daily Rule Code and press ENTER.)

You are presented with a window showing the status of the employee's entitlement (Holiday, Sick or Alternative Leave Accrued). This way you can make a decision whether you will pay it or not.



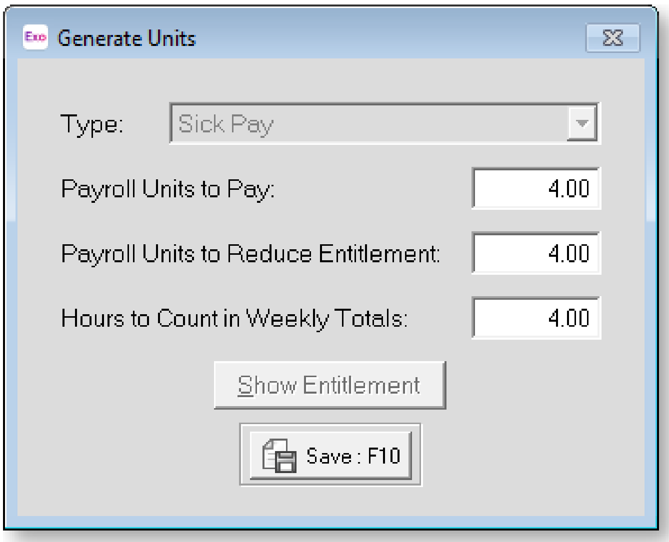
NOTE: If you are entering more than one day, this screen will only display the employee's total entitlement as shown in the Employees masterfile and does not reduce as days are entered.

Click **Exit** to close the window, then de-select the **Times are Invalid** option to make the day valid. The system recalculates the day and hours, including putting is a meal break where appropriate.

Missing times due to leave - Part Day

This scenario applies if the employee clocked In and Out for less than a full day due to the fact that they were on Holiday, Sick or taking a Time in Lieu for part of a day and you want to pay them leave.

To correct this, click the **Add** button to add a new line. Enter the correct times if you want to record the actual times the employee was absent; otherwise leave it as 00:00 and 00:00. Enter the Exception code (see page 117) for a part day Holiday, Sick leave etc. into the **Exception** field. When you do this, the **Generate Units** button becomes available. Click this button and enter the number of Hours or Days you want to pay.



NOTE: Where this screen refers to “Units” it is decimal, i.e. 1.5 = one and a half, whereas when it refers to “Hours” it is in hours and minutes i.e. 1.30 is 1 hour and 30 minutes.

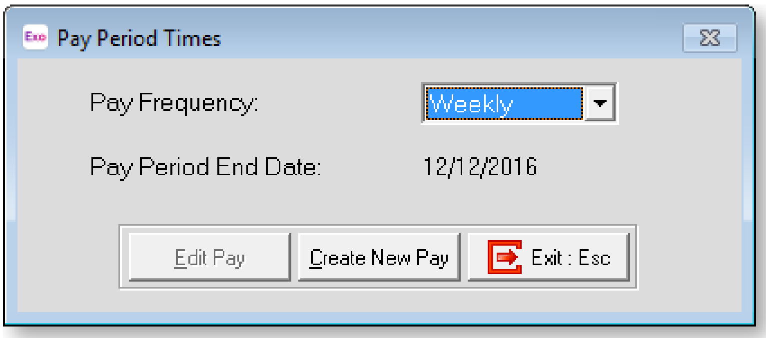
Click **Save** to close the Generate Units window, then **Save** again to save the line. De-select the **Times are Invalid** option to make the day valid. The system recalculates the day and hours, including putting is a meal break where appropriate.

Step Four: Pay Period Times

Having maintained all your Employees times for the Pay Period it is now time for us to look at preparing the data for sending to the Payroll or producing a Report of the Employees times for the period, for manual Payroll preparation.

This process will perform a number of functions, including calculating the Hours for the Period, including Ordinary and Overtime, calculating Allowances, Holiday and Sick Pay. For integrated systems where you are accruing Holiday Pay in Days, it will also determine the number of Days Paid.

Select Step Four from the Time Cycle (see page 66). The following window appears:



If this is the first time you have entered this screen for the Pay Period the window will display two fields:

Pay Frequency Select a pay frequency: Weekly, Fortnightly or Bimonthly. The default is “Weekly”.

Pay Period End Date This will display the date for which the times and information will be calculated up to and including.

Click **Create New Pay** to create the Time and Attendance Pay Period

If you have previously been into this screen and created a Pay, the **Edit Pay** button will be enabled, as the pay period is now started.

Once you have created the Pay Period Times you will be presented with a blank Pay Period Times screen. At this stage you can do one of two things. You can either Print out the Payroll Posting Report or you can cycle through each Employees screen and check the information on screen. We recommend you print the Report as this is your Hard copy and it should be kept.

NOTE: Once you have created the Pay Period Times all editing of Employee Times for the current week will be done in this area. The only data that will be in the Maintain Times screen will be days for the coming period.

Verifying Times from the Payroll Posting Report

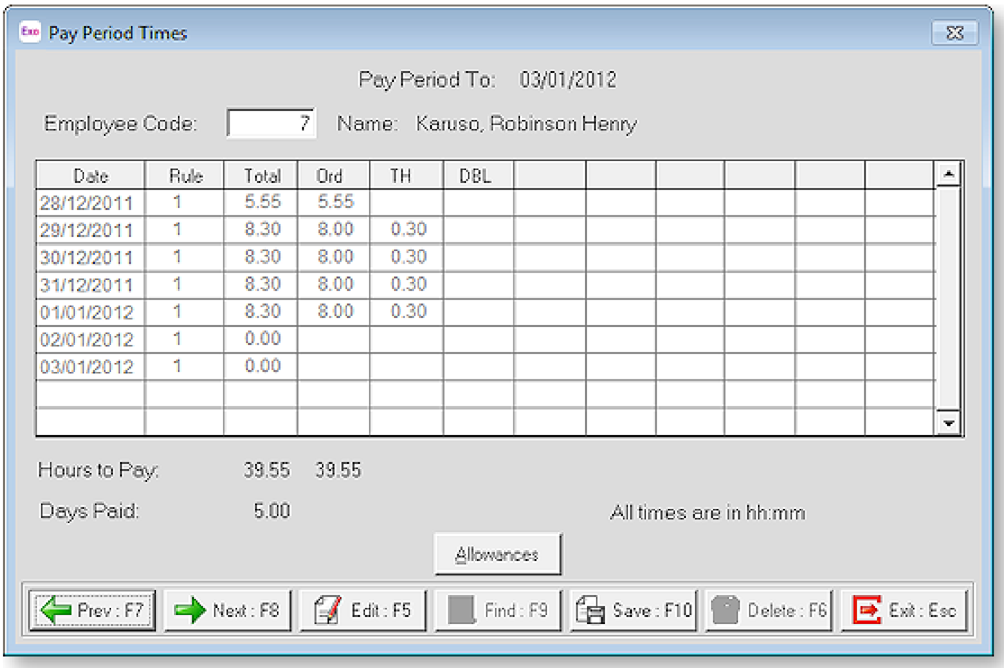
To print the Payroll Posting Report escape from the Pay Period Times screen and move to Reports on the Exo Time and Attendance menu. Having accessed the Report screen you have a number of options to select. Firstly you must decide if you want to print in Employee or Department order. Having done this move the cursor the “Current Pay” switch and press enter, followed by a selection for which pay frequency you are working on.

Having selected the appropriate options you can now print the report by press <F9> (for more details see Reports). Once the report is printed you should go through it thoroughly to ensure there are no errors or omissions. This report will show you the hours the Employee has worked each day and for the week. This will include Ordinary and Overtime, plus any Allowances, Holiday, Sick Pay etc.

If during this checking you find anything that needs to be corrected you should return to the Pay Period Times screen and make you corrections in the same way you would have Maintained the Employees times during the week.

Verifying Pay Period Times on Screen

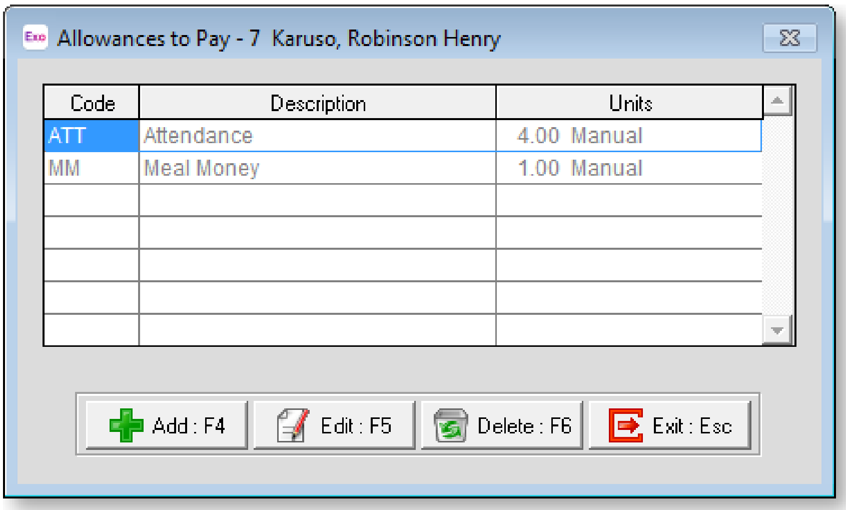
After clicking the **Create New Pay** or **Edit Pay**, you will be presented with the Pay Period Times screen, with the cursor in the Employee Code field. Enter the code of the Employee you wish to view or edit.



This screen contains a summary of the Pay week for each Employee including - Each day they worked, the number of hours per day (including ordinary and overtime) and the number of hours worked for the week.

NOTE: The total number of hours for the week may not always reflect the sum of the hours per day, as your Daily and Weekly rules may have an effect on the overall Hours. The total Hours to Pay are in fact the Worked Hours to Pay, and therefore excludes holiday and sick pay. The reason behind this is that some companies choose to value sick pay and/or holiday pay in terms of days rather than hours. Therefore the system would not know how many hours to pay for 1 day of holiday, because not all employees can be assumed to be working 8 hours a day.

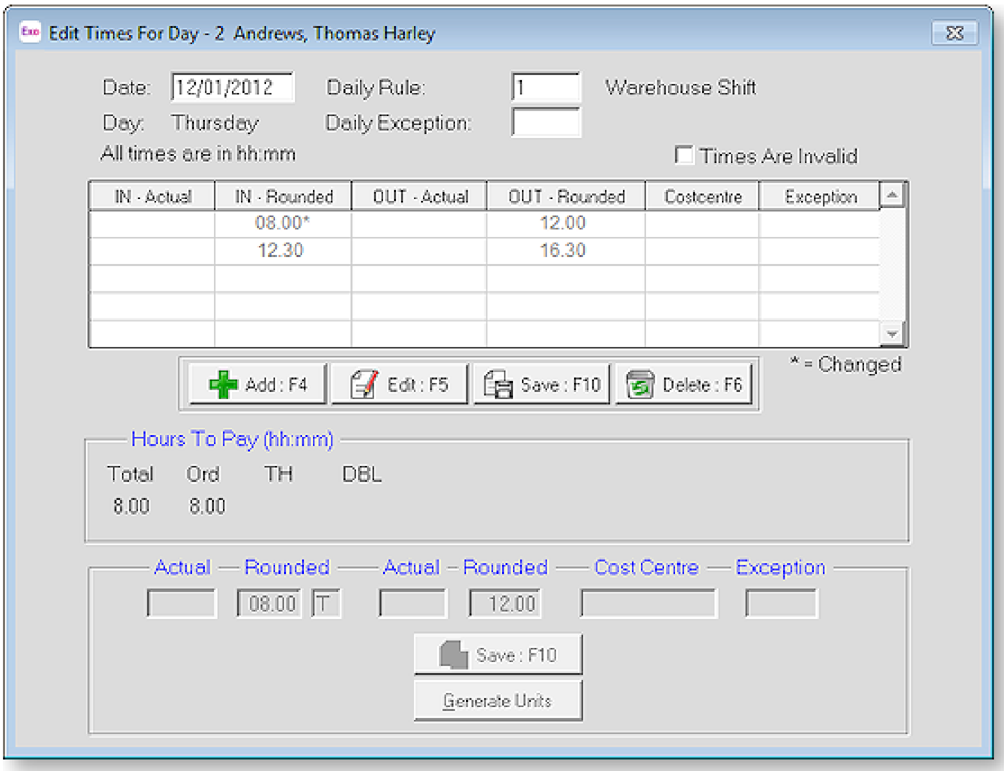
There is also an **Allowances** button at the bottom of this window. This is where any Allowances that the Employee has accrued for the week will be displayed. These Allowances will be generated by the system automatically but if required you have the ability to Manually add Allowances.



To do this select this button and then enter on Add in the next screen. You will be presented with a list of the Exo Time and Attendance Allowances from which you can choose the required Allowance. Allowances can only be added one at a time in this way.

Editing Days in Pay Period Times

If during your checking of the Payroll Posting Report you found there was a need to correct an Employees times or you may have omitted to enter some Holiday Pay etc., you can still make these change in the same way as you did under Maintain Times. Simply scroll to the day concerned, press <enter> and you will be presented with the Edit Times screen.



Edit or add data on this window in the same way as in the Maintain Times step (see page 84) - the system automatically recalculates whenever you make a change to an employee's day.

Once you have made the required changes to this employee you can return to the Time Cycle by clicking **Save** or pressing F10, then pressing ESC to close the pay period times screen. Alternatively, you can move on to the next or previous employee by pressing F7 or F8.

After exiting from the Pay Period Times window, a message asking whether or not you want to print the Payroll Posting Report appears. Click **Yes** to reprint this report. Doing so ensures that you have an accurate hard copy of what will be posted to the payroll (if you have an integrated system) or for preparing your payroll by another method.

Step Five: Open Current Pay

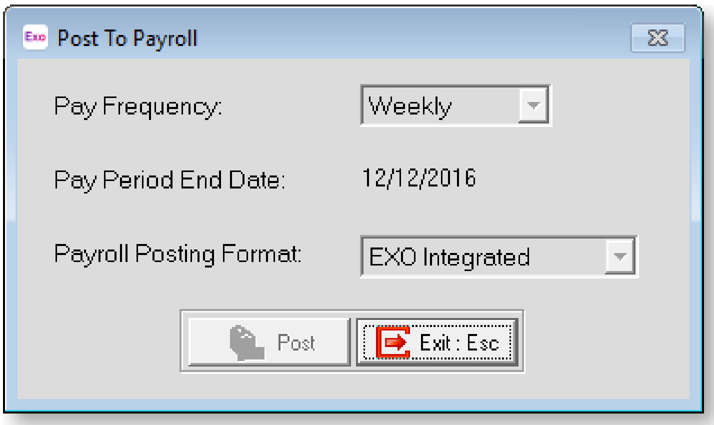
This step only applies if you are using MYOB Exo Payroll. If you do have Exo Payroll, at this point you will need to select Step Five from the Time Cycle (see page 66) to ensure you have an open current pay with the same pay period end date as that of your Exo Time and Attendance pay. Creating and editing Current Pays is covered in Online Help for the Exo Payroll system.

Step Six: Post to Payroll

This function closes off the Pay Period and updates the Exo Time and Attendance History.

When you are sure that all changes have been made to the times in the Exo Time and Attendance pay period, choose Post to Payroll from the Transactions Menu.

You will be presented with the following pop-up screen. This screen displays the Pay Frequency and Pay Period End Date as seen earlier when creating the Exo Time and Attendance Pay Period.



If this information is correct, click **Post**. You will be asked if you want to Post to Payroll. Click **Yes**.

You will be asked if you want to mark the days as Posted. If you are sure, click **Yes**.

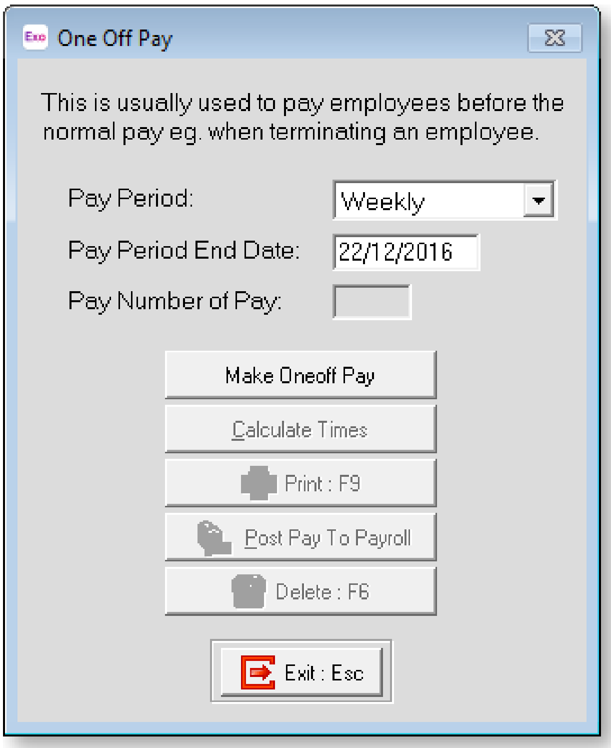
Before the data is Posted, you will be asked to insert a backup disk so a Full Backup of the system can be performed before Posting. This is done to ensure that if something goes wrong during this process, then we can Restore the system to a pre Posting stage and correct the problem. NOTE: If you say you do not wish to perform the Backup or you do not have a Disk in the drive, so the Backup cannot be done, then the Posting will not be performed.

When this process is finished, the Pay Period Times will automatically be closed off, a backup will be performed**,** and your task will be done!

One Off Pay Times

This function is generally used to pay employees before the next Current Pay. For example, if an employee is leaving on a Friday and the next pay period end date is a Wednesday, a One Off Pay may be necessary.

Select **One-Off Pay** from the Transactions menu. The following window appears:



Make Oneoff Pay

Enter the following details and click **Make Oneoff Pay** to create the pay:

- **Pay Period** Select from the list of Pay frequencies. This value may only be altered prior to creating the One-Off Pay.
- **Pay Period End Date** This date represents the end date of the accounting period that encompasses payroll expenditure, primarily wages and salary earned by employees. This will default to today's date and may be altered prior to creating the One-Off Pay.

Pay Number of Pay The ID number assigned to the pay by the system. This value is automatically created when the One Off Pay is created.

Once the One Off Pay has been made, the other buttons on the One Off Pay window become available.

NOTE: You cannot start a new One-Off Pay until the current one has been finished or deleted.

Calculate Times

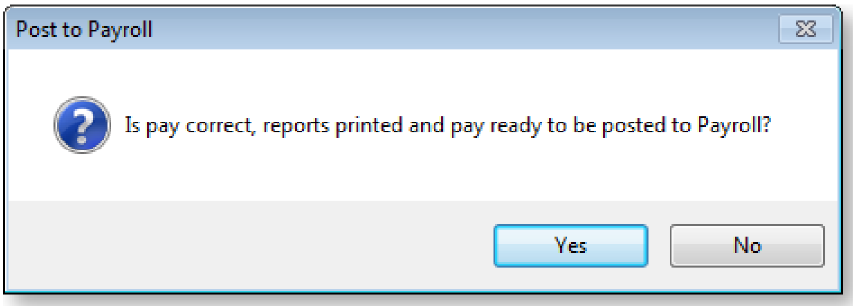
This button opens the Pay Period Times (see page 88) window, allowing you to enter the times for the One Off Pay for the relevant employee(s).

Print

This button opens the Select Reports (see page 104) window, where you can print out the Daily Attendance report, or any other reports as required.

Post to Payroll

Clicking this button displays a confirmation message:



Click **Yes** to proceed. You will then need to perform a backup of the system; once this is complete, the One Off Pay is posted.

Delete

Click this button if you do not want to continue with this One Off Pay and want to delete it completely.

You will be asked to confirm this. Click **Yes** and the pay will be deleted.

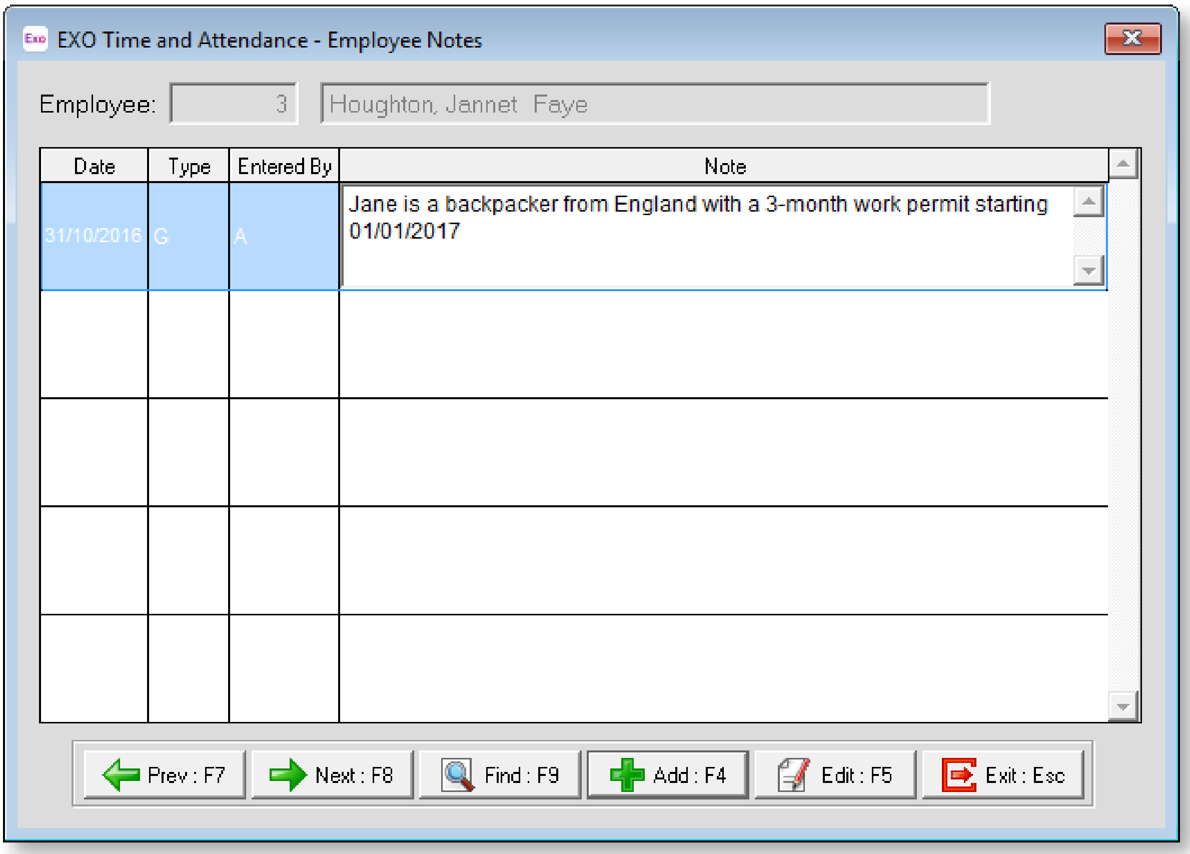
Other Activities

Notes

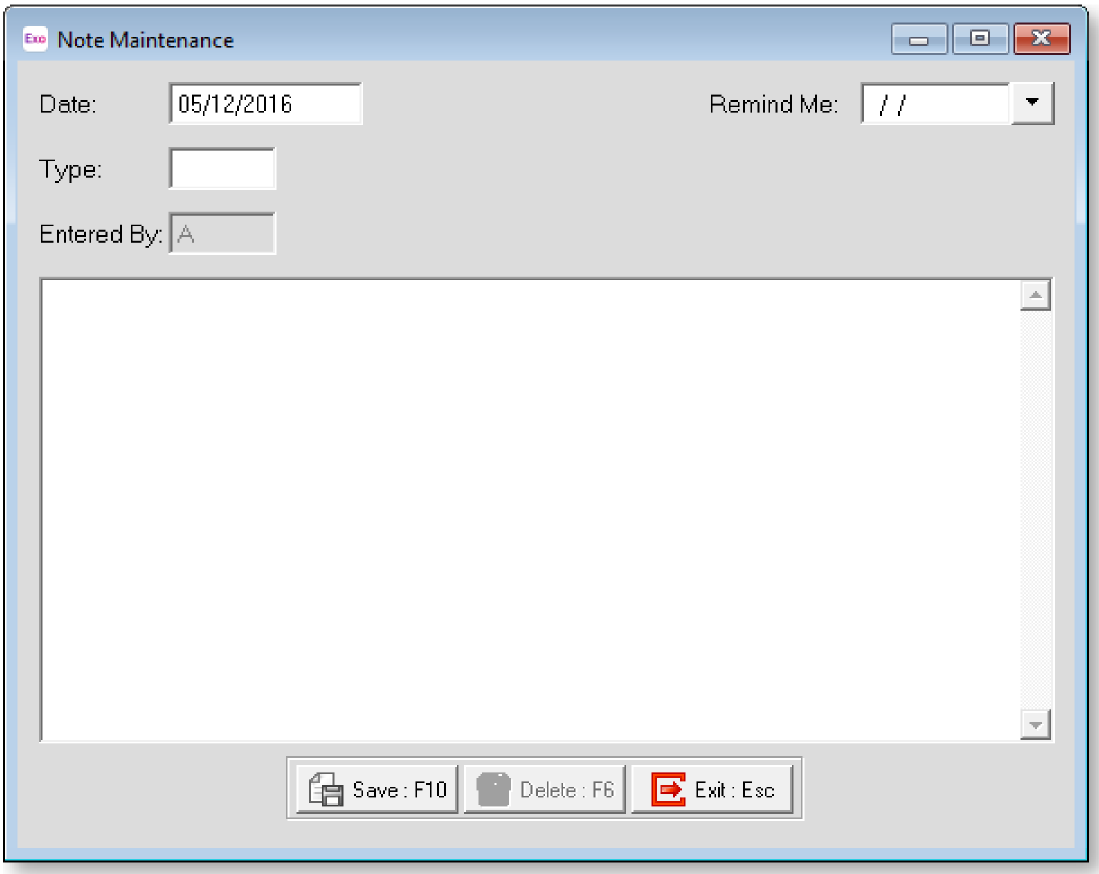
This facility enables you to make or edit notes on any employee. This provides you with a powerful tool to track Attendance, Tardiness and other Employment related issues.

Automatic entries are made when an Exception (see page 117) is allocated to a day for an Employee where that Exception was set up with a default note, or when an employee is terminated or reinstated (see page 98).

Notes can be entered or edited by clicking the **Notes** button of the Employees window (see page 55), by selecting **Notes** from the File menu or by pressing the F12 key at any time. In the latter two cases, you must select an employee before the Notes window is displayed.



From the Notes Tab, click **Add** or press F4 to add a Note. The following screen appears.



Date The cursor will move to the date field, which will be the current date. This would normally be left unchanged.

Entered By Shows who entered the note originally.

Type Select one of the note types set up on the Note Types screen (see page 124). In some cases a Default note will be automatically entered by the system, such as when an employee takes Annual Leave. These default notes can still be edited at a later stage.

Reminder Me Here you can enter a date to turn this note into a Reminder note. Reminder Notes pop up on the Show Reminders screen when you log in to Exo Time and Attendance. When the date is removed, the note will no longer appear as a reminder.

To edit an existing note, select the note and double-click it, or click **Edit**. This opens the same screen used to add notes, allowing you to edit the note's details.

Click **Save** or press F10 to save when you are finished editing.

Upgrading

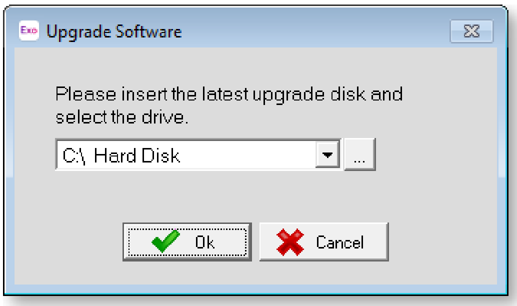
Several options are available to upgrade Exo Time and Attendance from within the program itself.

Upgrading Software

You can upgrade your current version of MYOB software by selecting **Upgrade Software** from the Help menu.

> **NOTE:** If several users are operating MYOB software across a network, they all must exit their MYOB software before you start the upgrade process.

Selecting this option opens the Upgrade Software window:

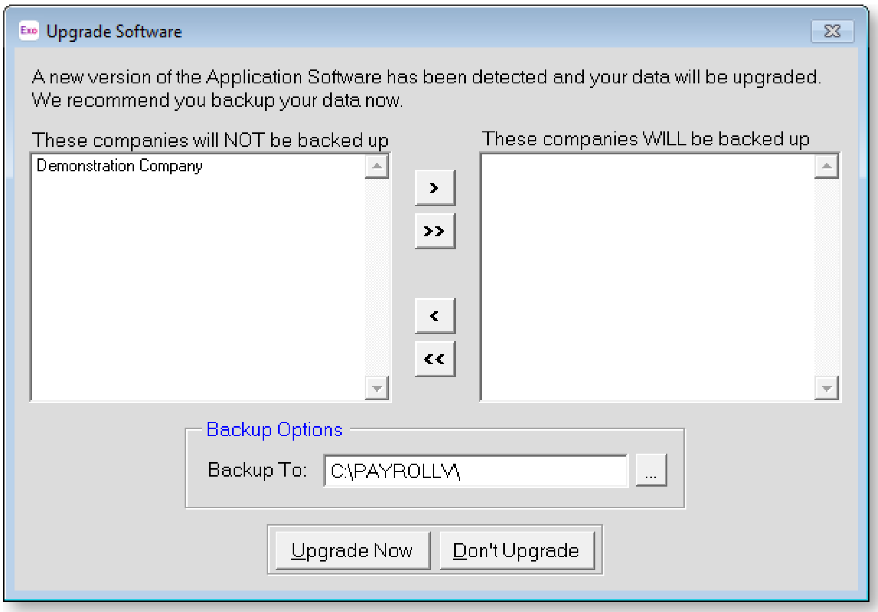


Either:

- Use the combo box to select the disk drive holding your MYOB CD.
- Click the ... button to specify the location of the upgrade program (**upgrades.exe**), which can be stored on a file server, and run from that location on the server.

Once you have selected the location of the upgrade, you will be exited from your MYOB software, for the upgrade process to begin. Follow all onscreen prompts to complete the upgrade of the Exo Time and Attendance software. A restart may be required. After the restart, open Exo Time and Attendance in the normal way. If a restart is not required, Exo Time and Attendance is started automatically following the upgrade.

When you restart Exo Time and Attendance, the upgrade process for your company files will begin automatically. The Upgrade Software window appears, prompting you to specify which companies you want to back up during the upgrade process.



Select which companies you want to back up and click the **>** button to move them to the list on the right. During the upgrade, a backup will be made for each company listed on the right of the screen.

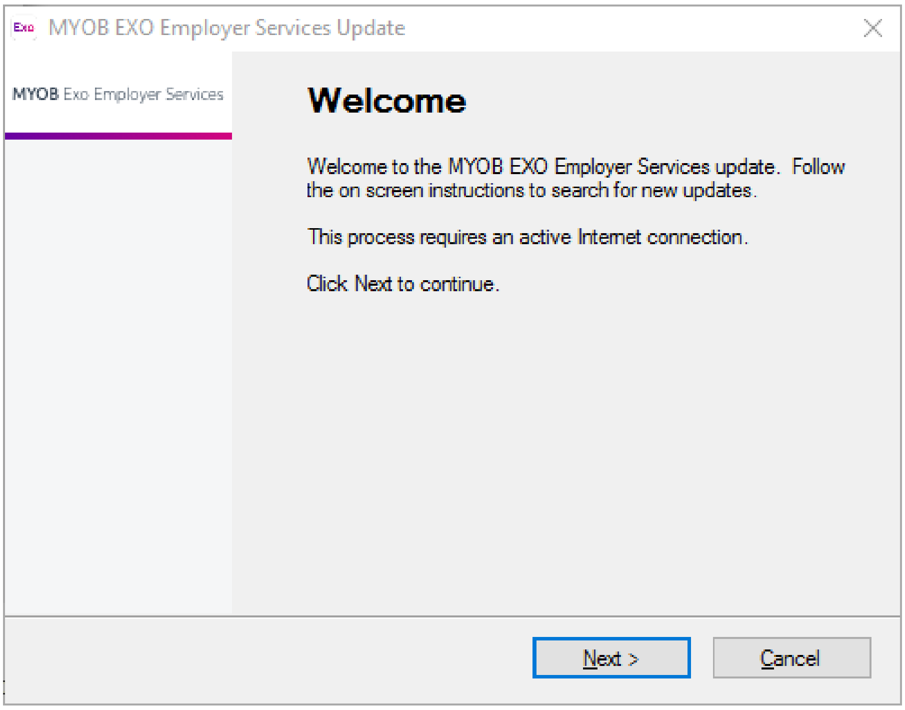
If you chose to back up your companies, the backup is performed before that company's data is upgraded. As each company is upgraded, the names of the files being upgraded are displayed in the top right corner of the screen. **Do not interrupt this process. It may take several minutes.**

You may be prompted to "Convert 3.0 resource file to 6.0 format". Click **Yes**.

Once the upgrade process has finished, you will be returned to the company selection window. You can now continue using the software in the normal way.

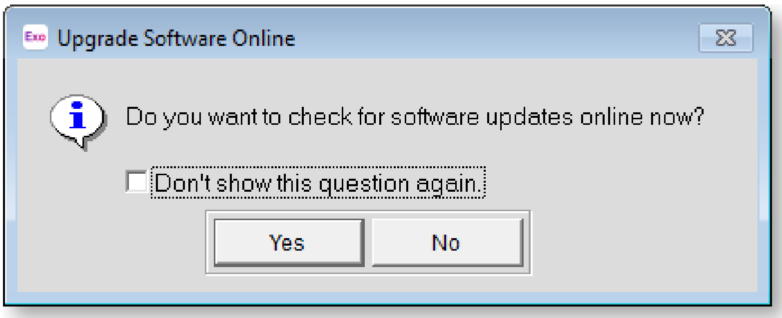
Upgrading Software Online

From within Exo Time and Attendance you can check if any updates are available online, and if so, download and install them immediately. Select **Upgrade Software Online** from the Help menu. The following window is displayed:



Follow the onscreen instructions to update your software online.

If you haven't updated your software for a while, a window will be displayed to remind you to check for updates when you exit out of the software:

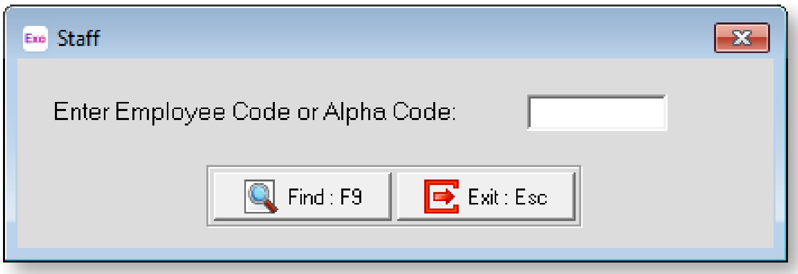


Terminate/Reinstate Employees

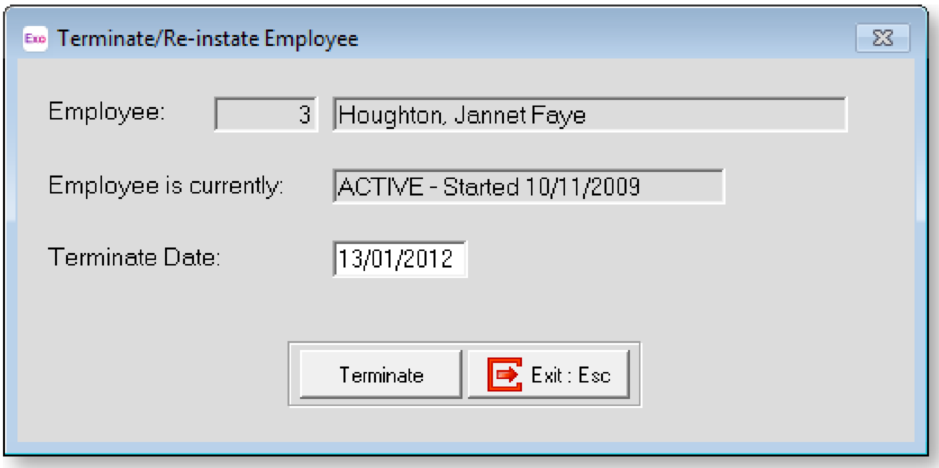
Employees can be terminated or reinstated at any time. Terminated employees will not appear in future Exo Time and Attendance pay periods.

> **NOTE:** Terminated employees will still appear in any report that covers a period in which they attended work.

To terminate an employee or reinstate a previously terminated employee, select **Terminate/Reinstate** from the File Menu. You will be asked to select an employee:



Enter the code for the employee you want to terminate/reinstate and the following window appears:



Employee Displays the code and full name of the selected employee.

Employee is currently Displays the employee's current status. This will be one of:

- ACTIVE, followed by the employee's start date
- TERMINATED, followed by the employee's termination date

If the employee is currently active, a **Terminate Date** field and **Terminate** button appears below. If the employee is currently terminated, a **Reinstate Date** field and **Reinstate** button appear.

Enter the date of the employee's termination or reinstatement then click **Terminate**/**Reinstate** to terminate/reinstate the employee.

You will be asked to confirm that you want to proceed. Click **Yes** to continue.

Scheduling

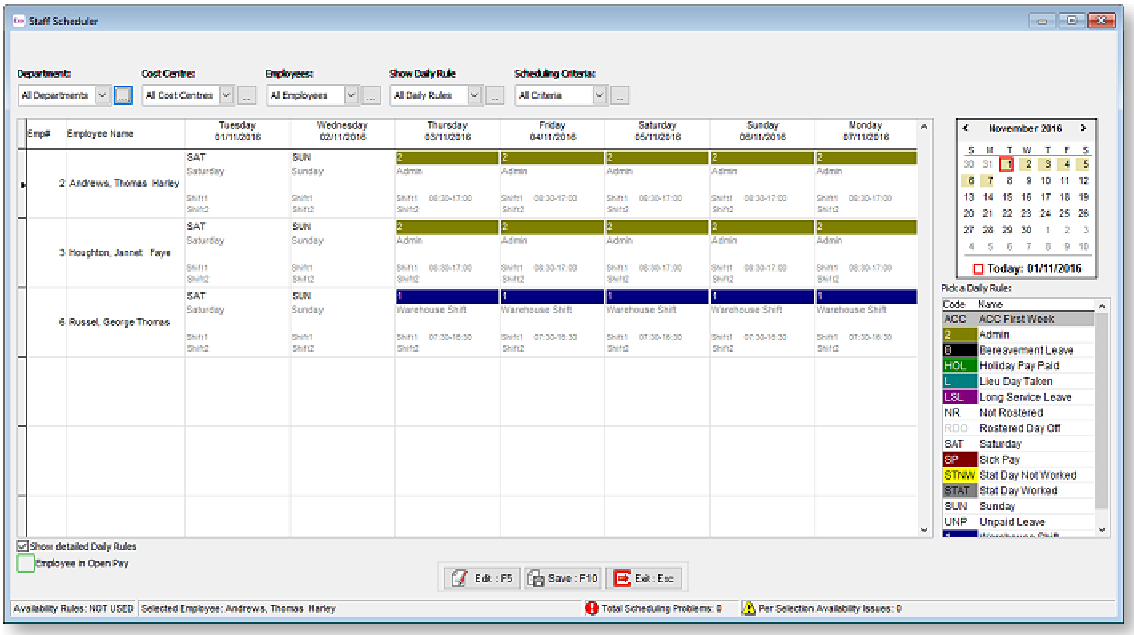
Staff Scheduler

The Staff Scheduler is a powerful planning tool, which makes it easier to judge staffing levels for any given cost centre or department on a daily basis. It enables you to plan annual leave and time away from the workplace in advance.

Select **Staff Scheduler** from the Scheduler menu to open it.

Company View

The Staff Scheduler has two tiers. When starting the Staff Scheduler, you are presented with a view showing schedules for the whole company:



A green highlight appears around each cell that contains a daily rule for a day that is within the span of the current pay period times.

> **TIP:** Take care when re-scheduling days that are close to a pay run. The pay clerk may be attempting to finalise a pay, and may be in the process of signing off on a variety of calculations involving ordinary time. overtime, leave and allowances. Many of these calculations are sensitive to changes made to daily rules for the week just gone. The Scheduler is only intended for use on current and future calendar days.

Filters

To reduce your schedule to its most relevant form, you can filter the display by the following scheduling-related items:

- Departments
- Cost Centres
- Employees
- Daily Rules
- Scheduling Criteria

Choose from the list to see the scheduling for a single filter item code only.

Click on the  button to the right of the appropriate scheduling item to see the scheduling for multiple codes of that item type.

Calendar

A calendar of the currently available dates for the month is available at the top right. Click on the appropriate date in order to highlight it. The screen will refresh to show the schedule for the new date.

To see the dates for a different month, click on the **<** and **>** buttons at the top of the calendar, in order to skip to the desired month.

Pick a Daily Rule

At centre right is a list of the currently available Daily Rules (see page 29). Click on the appropriate Daily Rule to highlight it, and then click on any cell in the grid to apply the rule to that cell.

When rescheduling a day that belongs to the currently open pay period times, it is advisable to check in the maintain times/pay period times screen that the day has not been marked as Invalid. Invalid days will not form paid remuneration in Payroll, regardless of the daily code that has been used. In general, rescheduling of days for leave purposes should be done before the Pay Period Times have been created.

> **NOTE:** For quick access to scheduling colours for any given daily rule, right-click on the desired daily rule from the palette at bottom right, then select the **Edit daily rule** option.

Editing Employees

For quick access to the Employee Maintenance window (see page 55), right-click on an employee's name in the main grid and select **Employee Details**.

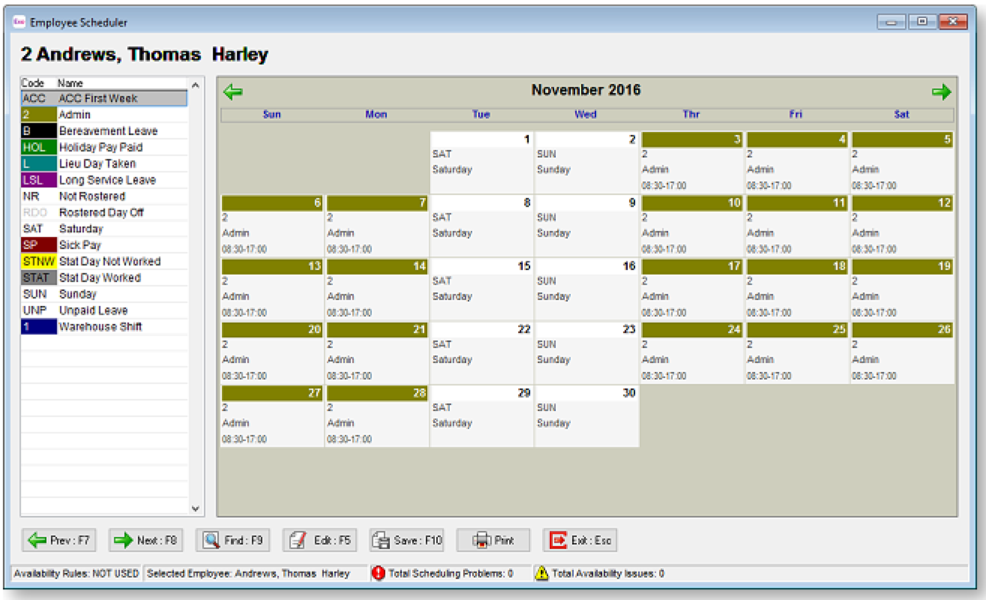
Show Detailed Daily Rules

If the **Show detailed Daily Rules** option at the bottom left of the window is not selected, the Company View will display only the daily rule code, so as to reduce visual clutter.

If the **Show detailed Daily Rules** option is selected, more information will show against each cell, such as the Daily Rule name, and shift start/finish times.

Employee View

Clicking the **Edit** button from the Company view takes you into the Employee view of the Staff Scheduler:



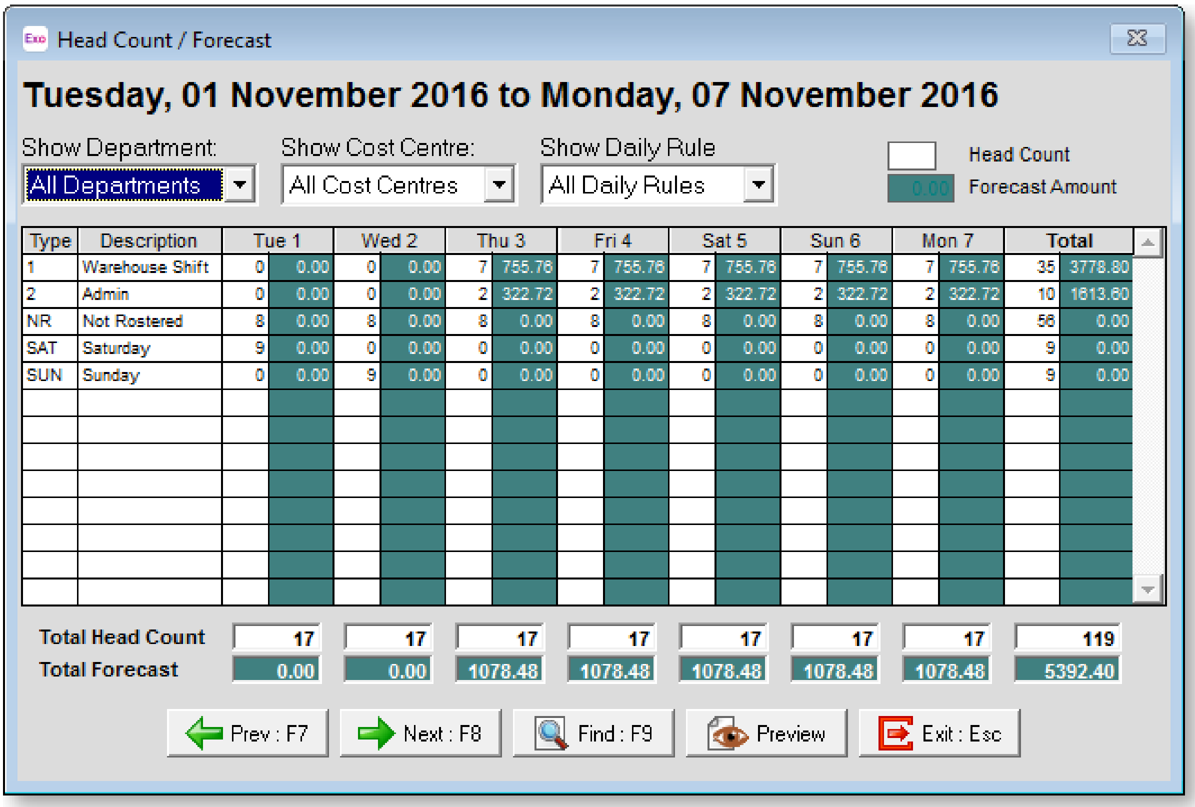
> **NOTE:** You can also right-click on an employee's name and select **Employee Schedule** to access this view.

To assign a Daily Rule to a day, click to highlight one of the Daily Rules from the top left hand corner of the screen. Then click on the appropriate date button for the employee. The cell takes on a new colour and description.

Head Count / Forecast

The head count screen displays and counts the number of workers scheduled for jobs per day, across all day types/daily rules. The contents of this screen are reported in the Head Count report.

Select **Head Count / Forecast** from the Scheduler menu. The following window appears:



Show Department Shows the head count for a particular department only.

Show Cost Centre Shows the head count for a particular cost centre only.

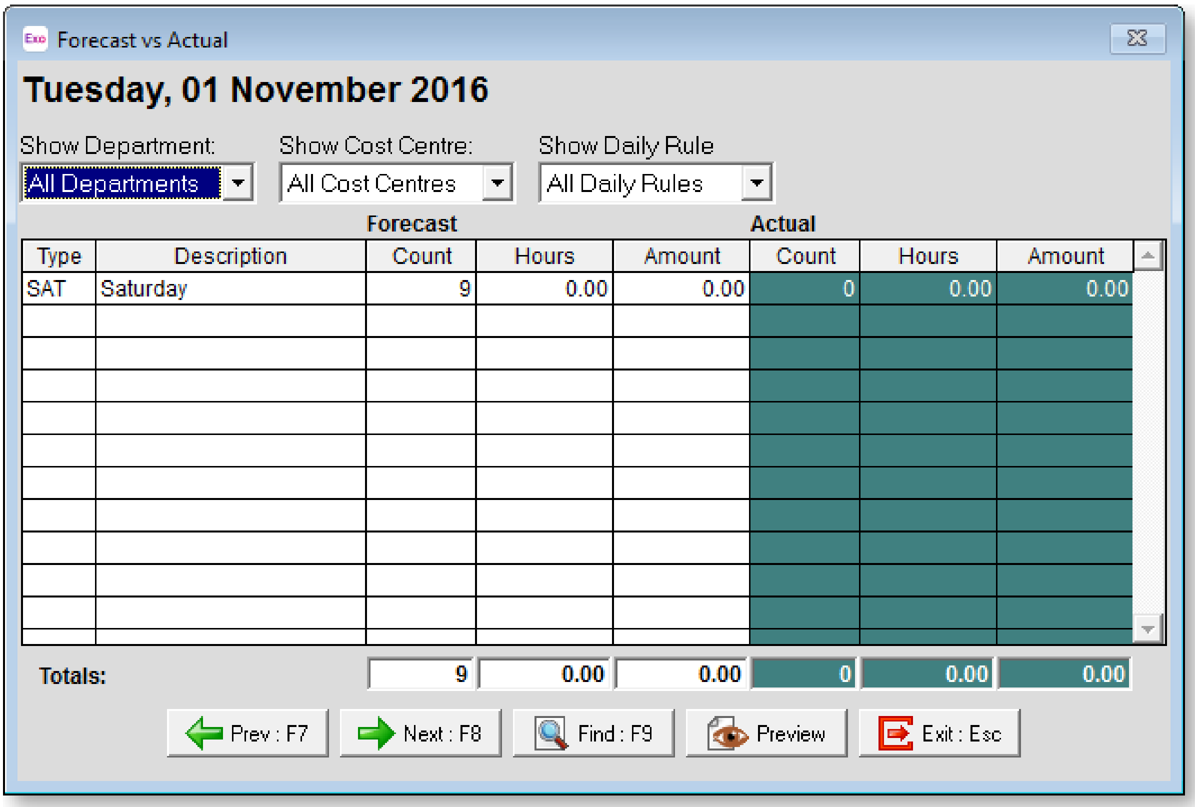
Show Daily Rule Shows the head count for a particular daily rule only.

Click **Preview** to display the Head Count report on screen and optionally print it.

Forecast vs Actual

This screen takes the information in the Head Count/Forecast (see page 101) screen a step further by comparing it on a daily basis with the actual times clocked in Exo Time and Attendance.

Select **Forecast vs Actual** from the Scheduler menu. The following window appears:



Show Department Show budget vs actual for a particular department only

Show Cost Centre Show budget vs actual for a particular cost centre only

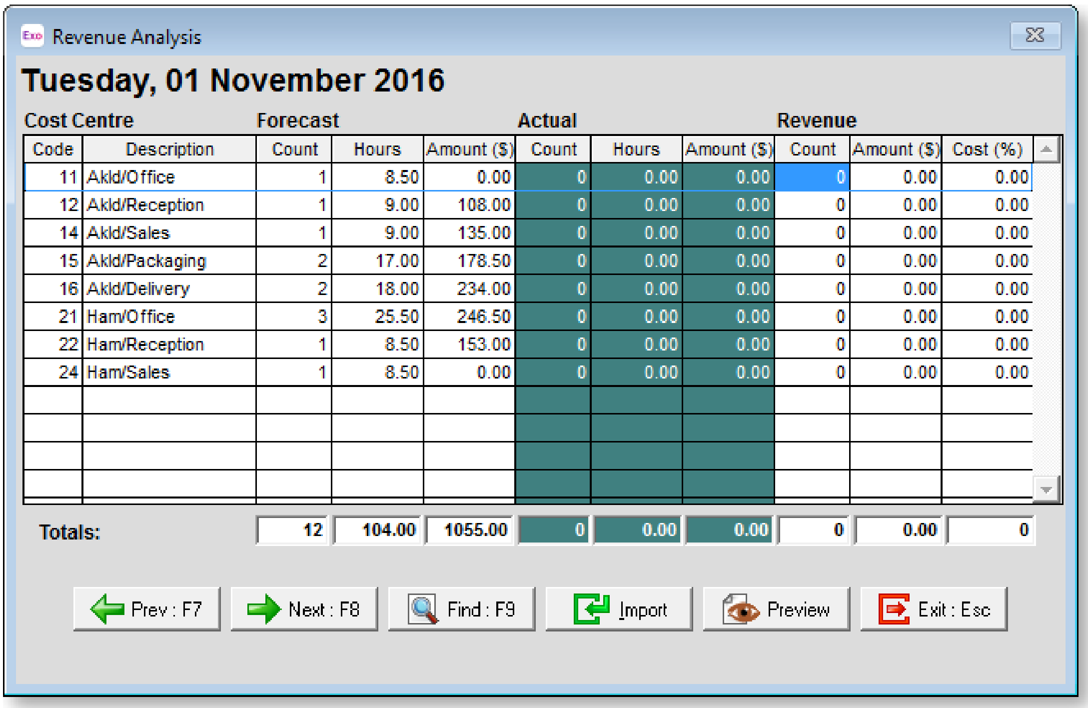
Show Daily Rule Show budget vs actual for a particular daily rule only

Click **Preview** to display the Forecast vs Actual report on screen and optionally print it.

Revenue Analysis

This screen provides an overall picture of Staff Scheduler activity, broken down employee default cost centre, and/or daily rule.

Select **Revenue Analysis** from the Scheduler menu. The following window appears:



Forecast

Count - Head Count of staff scheduled for this day

Hours - Total number of hours work rostered for this day

Amount - Result of multiplying hours x hourly rate (productive cost per hour) for each person then summing for all applicable staff

Actual

Count - Head Count of staff who clocked in on this day

Hours - Total number of hours clocked on this day

Amount - Result of multiplying hours worked (including leave) x hourly rate for each person then summing for all applicable staff.

Revenue

These fields are provided for you to compare your Revenue per cost centre as recorded in a revenue spreadsheet. Revenue data is sourced externally from the Staff Scheduler and is therefore gathered via the **Import** button.

The import process looks for a CSV (comma-separated value) file containing the revenue data, for example:

11,22/01/2001,1,1000

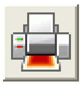
12,22/01/2001,1,1000

14,22/01/2001,1,2000

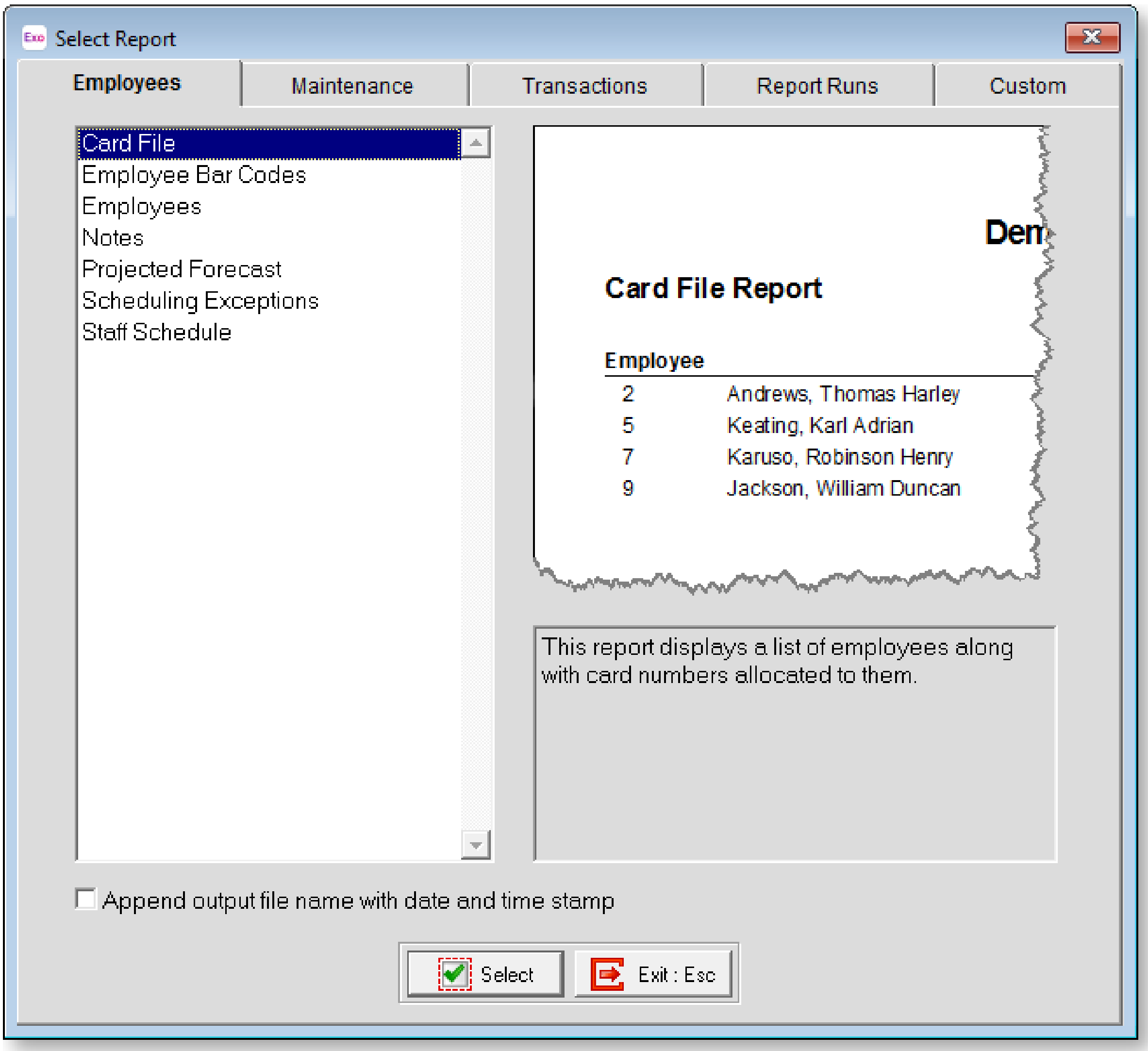
Click **Preview** to display the Revenue Analysis report on screen and optionally print it.

Reporting

Printing Reports

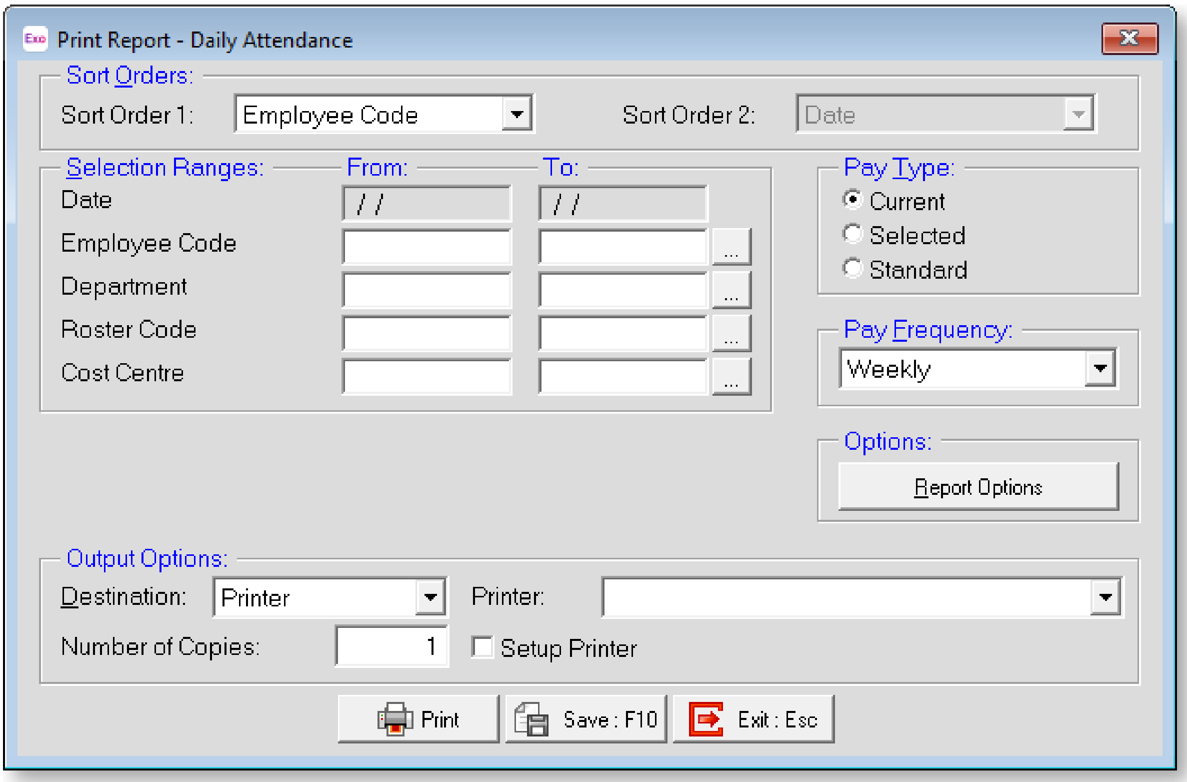


Selecting **Print Reports** from the Reports menu or clicking the Print Reports button on the toolbar opens the Select Report window.



This screen shows the list of reports (see page 107) you can print information from, arranged into tabs. This also shows you what each report is used for.

Double-click on the report that you want to print or highlight it and click **Select**. This opens the Print Report options screen:



Reports can be printed in a variety of ways, depending on the options selected here.

Sort Orders

Sort Order 1 If a choice of primary sort order is available for a particular report, the first choice will be highlighted. The options in the list could include:

- Employee Code
- Employee Alpha
- Department
- Date
- Roster
- Cost Centre

Sort Order 2 If a secondary sort order is available, the first choice will be highlighted. This means that the Sort Order 2 option will only be available if you have something other than Employee Code or Alpha highlighted in Sort Order 1, e.g. Department. The options in the list could include:

- Date
- Employee Code
- Employee Alpha

Selection Ranges

Date The **From:** and **To:** dates are only available if the date range is other than the Current Pay Period.

The other choices under Selection Range would normally be left blank to ensure that all items in the range are included.

Employee Code Enter values here if you want a report for a particular employee or range of employees. These fields validate that you have entered a correct code. To look up a list of employee codes, enter zero here.

Department Enter values here if you want a report for a particular department or range of departments. These fields validate that you have entered a correct code. To look up a list of department codes, enter zero here.

Roster Code Enter values here if you want a report for a particular roster code or range of codes. To look up a list of department codes, enter zero here.

Cost Centre Enter values here if you want a report for a particular Cost Centre or range of Cost Centres. These fields validate that you have entered a correct Cost Centre code. To look up a list of department codes, enter zero here.

Pay Type

This determines the date\pay period to which the report relates. Select the type required. Choose from:

- Current - The Current Pay Period
- Selected - A selected date range
- Standard - The Standard Pay

Pay Frequency

Select the desired pay frequency from:

- Weekly
- Fortnightly
- Bi-Monthly
- 4 Weekly
- Monthly
- Any - This option will provide a report on any frequency used within the period the report is called for. This option is only available if you select "Selected" or "Standard" for the Pay Type.

Options

If the report has other options specific to that report (see page 109), these can be accessed by clicking the **Report Options** button.

Output Options

Destination Select where the report should be directed to. Choose from:

- Printer
- Screen
- File (PDF)
- CSV Output
- Excel Output (XLSX)

Printer This displays the name of the printer that you are printing to. Select the **Setup Print** option to display printing options before the report is printed; otherwise the report will be sent directly to the printer using the default options.

File Name This displays the name of the file that will be created when "File" or "CSV Output" are selected.

Number of copies The default number of copies is 1. Enter the number of copies you require.

Available Reports

Employees

Report	Description
Card File	This is a listing of each Swipe card and who is using it.
Employee Bar Codes	Provides a list of employees in bar code form, for use in conjunction with the Cost Centre Bar Codes report for scanning in jobs with infra-red scanners.
Employees	Full employee details report.
Notes	Notes can be assigned to exceptions to automatically track unusual attendance and any observations made in relation to that attendance. You can also add General notes against any employee for any reason, at your discretion. Particular notes can be filtered in or out of this report via the Note Type.
Projected Forecast	This is report displays a daily count of employees who are rostered for a given daily rule. Also attached to the day is a dollar amount, which is derived from the rostered hours for the daily rule, multiplied by the employee's productive cost per hour.
Scheduling Exceptions	Shows employees who have worked more than a certain number of hours in a day, and / or employees who have not had a certain length of break time between shifts.
Staff Schedule	This is a report in the form of daily planner, from which you can view the scheduled daily rules for each day. The scheduled daily rules are initially derived from each employee's roster cycle and roster calendar.

Maintenance

Report	Description
Allowances	This is a Masterfile report that provides details of how each Time and Attendance Allowance is set-up.
Cost Centre Bar Codes	Provides a list of cost centres in bar code form, for use in conjunction with the Employee Bar Codes report for scanning in jobs with infra-red scanners.
Cost Centres	This is a Masterfile report that provides details of each Cost Centre
Daily Rules	This is a Masterfile report that provides details of how each Daily Rule is set-up.
Departments	This is a Department listing.

Employee Groups	This is a Masterfile report that provides details of how each Employee Group is set-up. When an employee is allocated an employee group, that employee receives an array of Time and Attendance rules. The rules for each group are listed underneath each group code, in this report.
Exceptions	This is a Masterfile report that provides details of how each Exception is set-up to cater for attendance that is different from the norm, e.g. paid leave.
Note Types	This is a Masterfile report, which provides details of each Note Type code, and any relevant default text that may be auto-generated, whenever a note with that note type is added to an employee.
Rosters	This is a Masterfile report that provides details of how each Roster is set-up.
Rounding Groups	This is a Masterfile report that provides details of the rounding increment and cutoff point for each Rounding Group.
Scheduling Criteria	This is a list of attributes of an employee which bear relevance to the question of whether to include or exclude that person from the roster for the day in question.
Statutory Holiday Groups	This is a Masterfile report that provides details of how each Statutory Holiday Group is set-up, in terms of the daily rule and exception to be applied if the employee works on the public holiday in question.
User Security	This report lists all the users that have access to the system and the areas they can access.
Weekly Employee Roster	This is used for printing out the expected Rostered Times for Employees for a particular week and is useful for posting a Weekly Roster on a Notice Board.
Weekly Groups	This is a Masterfile report that provides details of how each Weekly Group is set-up, in terms of how many hours per week the employee must work in order to qualify for overtime.

Transactions

Report	Description
Costing	For those using Time and Attendance for Job Costing this is a Report that provides details of Times x Job x Employee. You may cost by way of Daily Rules (Costing by Days) or Weekly Rules (Costing by Pay Period).
Daily Attendance	This is one of your primary reports. It provides details of who worked when and where and for how long. Also who didn't work and who worked times outside those expected. This would normally be printed Daily.
Exception History	This report captures only the days that were, for whatever reason, an exception to the norm. Days generally have an exception attached because they contain non-productive hours, as is the case for paid and unpaid leave, lateness and absenteeism.
Invalid Clockings	This is a report that provides details of clockings that the system could not process and therefore deemed Invalid. See Polling The Clock for details.
Missing Employees	Shows Employees who were expected to work a particular day and not clock in or out.
Payroll Posting	This report shows you full details of the Hours etc. for an Employee for the Pay Period and also what is going to be Posted to the Payroll.
Revenue Analysis	Where the Forecast screen providers a count, hours and amount by daily rule, this screen provides a count, hours and amount by cost centre, and can optionally be compared against sales figures.
Transaction Listing	This is a sequential listing of Clock Times that shows exactly when an Employee or group of Employees clocked. It is useful when you wish to check who is clocking in before or after an Employee.

Exo Time and Attendance Report Options

Employees

Card File

- Print each department/cost centre on a new page - starts a new page for each department, if the primary sort order is set to department, or a new page for each cost centre, if the primary sort order is set to cost centre.

Employee Bar Codes

- Print each department/cost centre on a new page - starts a new page for each department, if the primary sort order is set to department, or a new page for each cost centre, if the primary sort order is set to cost centre.
- Print payslip name - show the payslip name as given in the Open Employee screen, as opposed to Surname, First Name.
- Label Layout - enables you to use normal A4 paper or LC24 / Avery L7159/1560/DL20 sticky labels.
- Top margin offset - enables you to increase the top margin if labels don't line up properly on your printer
- Left margin offset - enables you to increase the left hand margin if labels don't line up properly on your printer

Employees

- Detailed Report - This will display an additional column for the employee's roster. In other words, for the date range specified, a line for each day, containing the date rostered, the daily rule code and name, and rostered hours to be worked.
- Show Hourly Rates - This will display the employee's current hourly rate - useful for ascertaining the productive cost of the roster.

Notes

- Print each department/cost centre on a new page - starts a new page for each department, if the primary sort order is set to department, or a new page for each cost centre, if the primary sort order is set to cost centre.
- Show terminated employees - hide ex-employees from the report.

Projected Forecast

None.

Scheduling Exceptions

- Show details - This will display an extra line for the date of the exception, and the nature of the exception, e.g. if the employee has worked more than a set number of hours on a given day.
- Show hourly rate - This will display the employee's currently hourly rate - useful for ascertaining the productive cost of the exceptional day.

Staff Schedule

- Show start & finish times - Normally, each cell contains the daily rule code for the day in question, turn on this option to show the rostered start and finish times inside each cell.
- Show terminated staff -Normally, the report does not show ex-employees, as it is used for future planning. If you wish to see roster activity from the past, you may also wish to see employees who were a part of that activity, but are no longer active.
- Excel - Show Daily Rule Code - Set the report destination to Excel file and turn on this option to show the daily rule code inside each cell (recommended).
- Excel - Show Daily Rule Name - Set the report destination to Excel file and turn on this option to show the name of the daily name inside each cell, instead of the daily rule code.
- Excel - Show Start & Finish Times - Set the report destination to Excel file and turn on this option to show the rostered start and finish times inside each cell , instead of the daily rule code.
- Print each employee/department on a new page - Set the primary sort order to Employee/Department and turn on this option to start printing at the top of a new page each time an employee/department grouping is encountered. This extra flexibility will enable you to give a printout to each individual, detailing his/her upcoming roster. Alternatively, you may be able to give a printout to a department supervisor for checking, as opposed to the supervisor having to log into Exo Time and Attendance for the on-screen version.
- View Type
  - Week - shows seven columns, one for each day of the week. Note that because there are less cells to display, each cell can now contain more information. Usually, the option to show start and finish times would also be enabled – this gives the employee a clearer idea of when they are supposed to work.
  - Month - shows one column for each day of the month

Maintenance

Allowances

- Print Employees - shows which employees are eligible for the allowance in question.

Cost Centre Bar Codes

- Show in the Report – enables you to display the entire cost centre, or alternatively only the relevant part of the cost centre analysis. This may be more suitable, if your cost centres are structured for hierarchical job costing. You could print your primary cost centre part codes on one sheet, and then your secondary part codes on another sheet. Swiping bar codes can then be a dynamic process of mixing and matching the relevant cost centre parts.
- Clock Type - choose from Datapen (handheld infra-red pen scanner) or TR3 (wall mounted slot-based scanner).
- Label Layout - enables you to use normal A4 paper or LC24 / Avery L7159/60 sticky labels.
- Top margin offset - enables you to increase the top margin if labels don’t line up properly on your printer.
- Left margin offset - enables you to increase the left hand margin if labels don’t line up properly on your printer.

Cost Centres

None.

Daily Rules

- Show Scheduling Information - displays extra information, which governs how the daily rule is represented visually on the Staff Scheduler, as held in the Daily Rules Maintenance screen.

Departments

None.

Employee Groups

None.

Exceptions

None.

Note Types

None.

Rosters

None.

Rounding Groups

None.

Scheduling Criteria

- Detailed Report - This will display an additional line for each employee to whom the Scheduling Criteria item is assigned.

Statutory Holiday Groups

None.

User Security

None.

Weekly Employee Roster

None.

Weekly Groups

- Print Roster Code - shows the appropriate daily roster code for the day
- Print each department/cost centre on a new page - starts a new page for each department, if the primary sort order is set to department, or a new page for each cost centre, if the primary sort order is set to cost centre.

Transactions

Costing

- Cost By Pay Periods - displays only the last pay period, with Ordinary time and Overtime split according to the rules in the Weekly Groups.
- Detail Report - displays the costing on a daily basis, with hours and costing for each day.
- Print each department on a new page - starts a new page for each department, if the primary sort order is set to department.
- Productive Cost – there are three possible choices to select from here:
  - Do Not Show – do not show the estimated cost of the productive labour at all.
  - Use Exo Time and Attendance Productive Cost per Hour – takes the hours worked and multiplies by the employee's productive cost per hour (from Exo Time and Attendance's Open Employee screen) to give a dollar value. In other words, take Exo Time and Attendance's estimate of what the employee is worth in terms of their productivity per hour.
  - Use Pay Rate Type 1 for Wage Employees – source the hourly rate from what the employee is currently being paid (from Payroll's standard pay screen).

Daily Attendance

- Ignore Days No Times - hides days for which no in or out times were clocked
- Invalid Days only - hides days in which in and out times were clocked, and also hide days with odd numbers of clockings provided they are not invalid
- Print Rostered times - shows the employees' intended working hours for that day
- Variance days only - hides days in which the times were within the daily roster variance limits for that day
- New page/department - starts a new page for each department, if the primary sort order is set to department
- Lineflow Paper - formats the report for US standard fanfold paper size, used by many dot matrix printers
- Rostered Days Only - wherever you have applied a daily rule starting with the letters NR, and that day is valid, and there are no hours clocked for that day, the day in question will be hidden from the report - NR meaning that an employee is not rostered to come in but may be called in if circumstances require it.
- Show Cost Centre as - select from either Code or Name, whichever is more meaningful in the context of this report.

Exception History

- Show Exception Hours Percentage - indicates the proportion of non- productive hours as a percentage rate.
- Print each department/cost centre on a new page - starts a new page for each department, if the primary sort order is set to department, or a new page for each cost centre, if the primary sort order is set to cost centre.

Invalid Clockings

- Print each department/cost centre on a new page - starts a new page for each department, if the primary sort order is set to department, or a new page for each cost centre, if the primary sort order is set to cost centre.

Missing Employees

- Invalid Days Only - hides days in which in and out times were clocked, and also hide days with odd numbers of clockings provided they are not invalid
- Print each department/cost centre on a new page - starts a new page for each department, if the primary sort order is set to department, or a new page for each cost centre, if the primary sort order is set to cost centre.

Payroll Posting

- Decimal Hours - shows the total hours to pay in decimal rather than base 60, useful for reconciling with the payroll which pays in decimal hours.
- Show Invalid Days – shows days in which no in and out times were clocked, and also show days with odd numbers of clockings provided they are invalid.
- Ignore days with no times - hides days for which no in or out times were clocked, useful for flexible rosters.
- Lineflow Paper - formats the report for US standard fanfold paper size, used by many dot matrix printers.
- New page/department - starts a new page for each department, if the primary sort order is set to department.

Revenue Analysis

None.

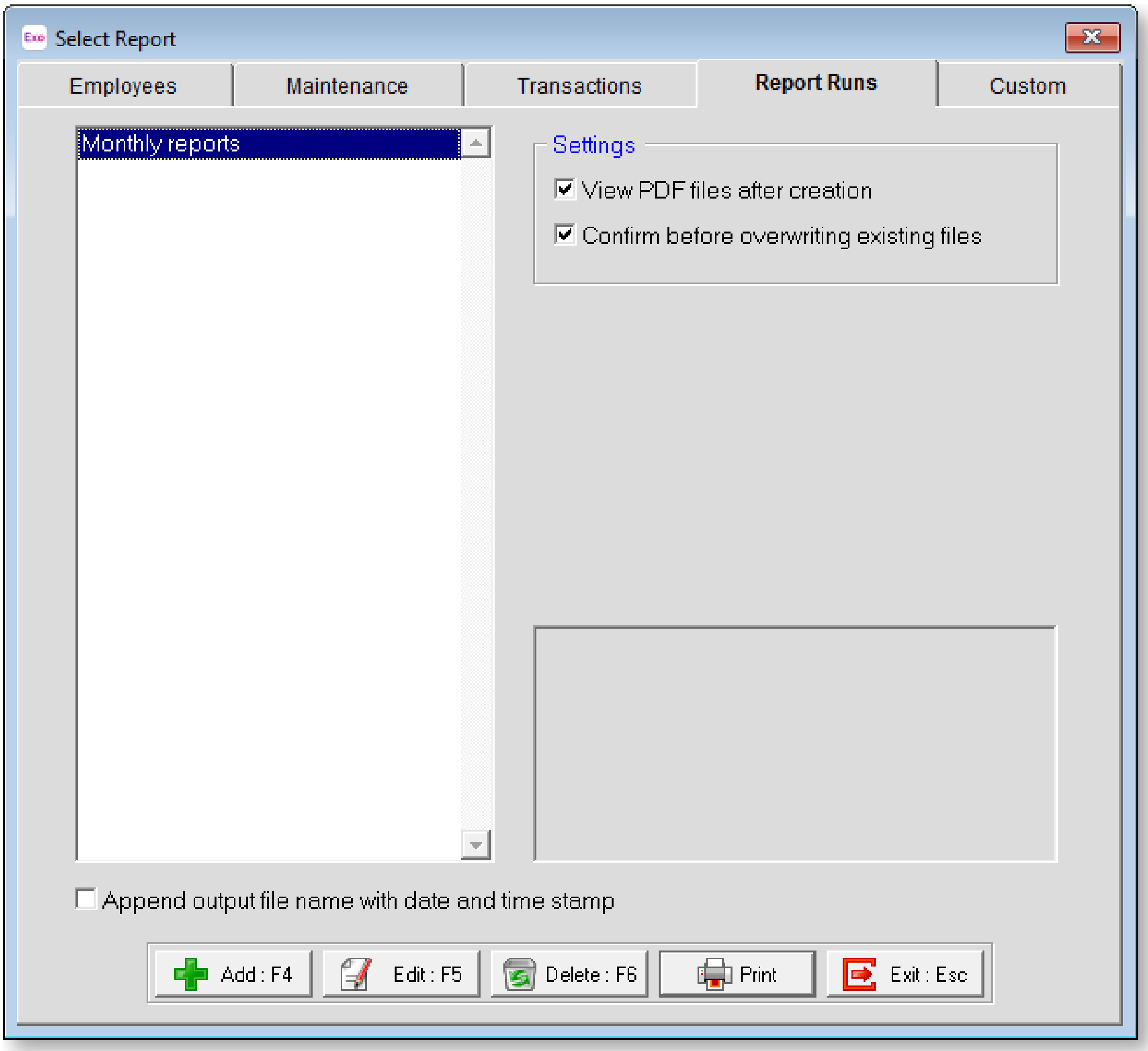
Transaction Listing

- New page/department - starts a new page for each department, if the primary sort order is set to department

Report Runs

A report run is a way of grouping reports together to process several at a time. This saves the repetitive task of having to navigate to, set up, preview, and print the same reports from the Select Report screen every time you need them. When a report is in a run, it can be customised permanently for that run.

Report runs are set up and run from the Report Runs tab of the Select Report window (see page 104). Selecting **Report Runs** from the Reports menu opens the Select Report window with the Report Runs tab automatically selected:



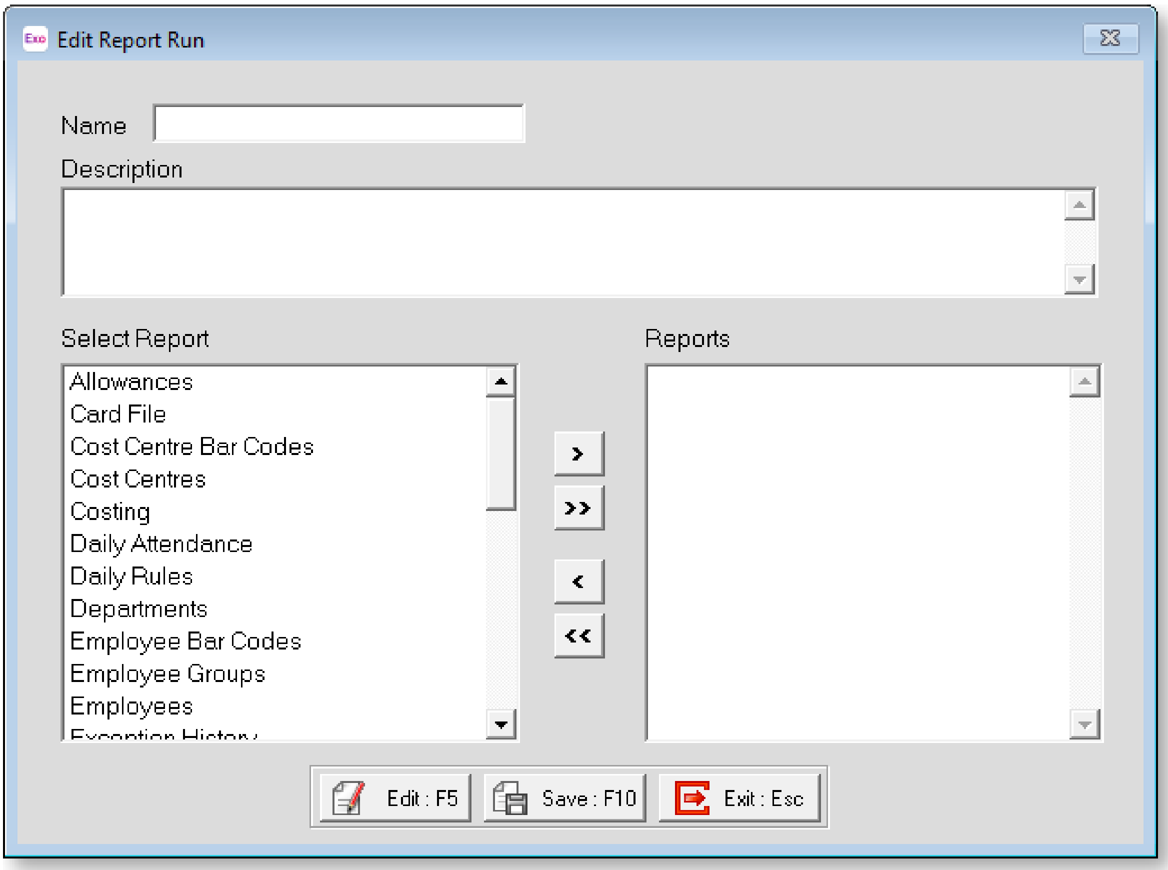
The following options are available on the Report Runs tab, which affect all reports generated from report runs:

- View PDF files after creation - if this option is ticked, PDF reports will be opened in your default PDF viewer application when they are created.
- Confirm before overwriting existing files - if this option is ticked, you will be asked for confirmation if any of the report files you are generating will overwrite an existing file. If it is not ticked, files will be overwritten automatically. This option is disabled if **Append output file name with date and time stamp** is ticked, as files will always be unique in this case.

Adding Report Runs

To add a Report Run:

1. Click **Add** or press F4. The Edit Report Run screen appears:



2. Enter a **Name** and **Description** for this report run.
3. From the **Select Report** window on the left, select any report for inclusion into the report run. Double-click on a report, or select the report and click the **>** button to move the selected report to the **Reports** window. Reports in the Reports window can be re-ordered by dragging them up and down.
4. Customise each report. You do not need to customise a report if the default settings suit you; however, it is a good idea to check how the current defaults.

   To customise a report, double-click on a report in the reports window, or select the report, then click **Edit** or press F5. The Print Report screen (see page 104) for that report appears.

   Enter values into the selection ranges to print for specific departments/cost centres as necessary.

   Set the report destination for each report.

   TIP: This lets you send certain reports to go to certain printers. You can set all reports' destinations to "Screen" to preview each report before it goes to the printer.

   You can set any number of options (see page 109) to do with what to show or what to hide on the report, choose between summary and detail view, or choose the page orientation.

5. Once you have finished customising the report, click **Save** or press F10 to permanently save your settings, then click on **Exit** or press ESC to return to the Edit Report Run screen.

   Click **Save** or press F10 to save the report run (and the reports in it) and return to the report run selection screen, from which you can proceed to print the run.

Editing Report Runs

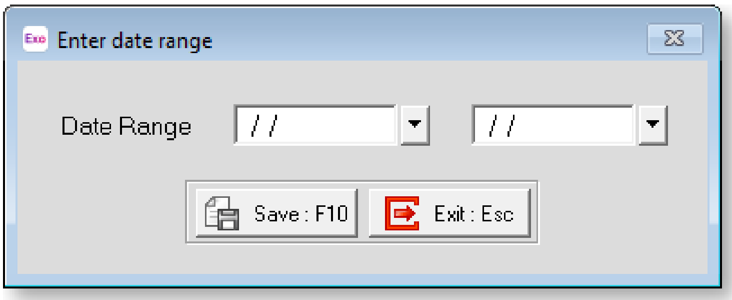
You can select an existing report run on the Report Runs tab and click **Edit** or press F5 to add, remove or edit the reports in that report run.

Clicking **Delete** or pressing F6 removes the currently selected run from the report run list.

Printing Report Runs

Click **Print** to print the currently selected report run. All of the reports in the run are printed in one sequence.

Some reports require a date range. If this is the case for any of the reports in the currently selected run, the following window appears:



Enter the date ranges you want to report on, then click **Save** or press F10 to continue the run.

Maintenance

Exceptions

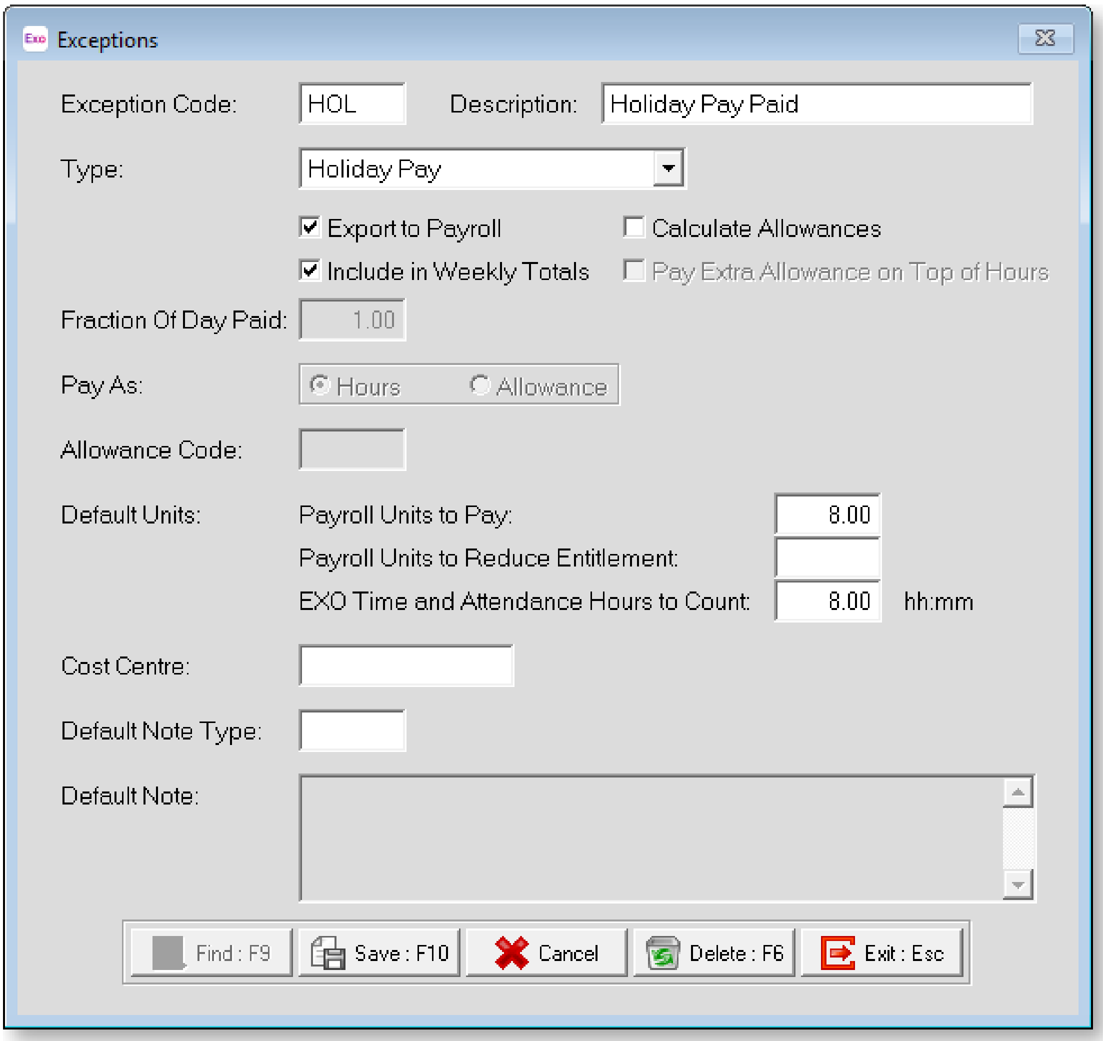
Exception codes can be used for a number of things and are assigned to an Actual Worked Day or Rostered Day to automatically control situations such as:

- A way to control how an employees worked hours for a day or part day will be handled.
- A way of highlighting or tagging a day as being different from the Norm.
- A way to tag a day so Exo Time and Attendance will automatically enter a Note in the Employees Notes File. This could be for recording Absenteeism, Tardiness, Warnings etc.
- A way to automatically link Exo Time and Attendance to your payroll Leave Types.

The Exo Time and Attendance system comes with a number of Default Exception Codes for handling some of the situations noted above. These defaults will need to be edited depending on how you want to handle the pay and recording of Leave Entitlements.

Adding an Exception Code

Select **Exceptions** from the Time and Attendance maintenance menu.



Exception Code Enter an alphanumeric code for the Exception you want to create.

Description Enter a description for this Exception code.

Type Select the type of exception. Choose from:

- **Normal -** Use this option if you want to tag a day as being different in some way but you don't want to change how the day is calculated, or if you want to use Exo Time and Attendance's ability to automatically generate Notes (see page 94).
- **Holiday Pay -** Use this option if you want to use this Exception Code to pay or roster an employee's Holiday Pay.
- **Sick Pay -** Use this option if you want to use this Exception Code to pay or roster an employee's Sick Pay.
- **Generate Units -** This option is used where you want to have the hours an employee is paid for paid as an Allowance rather than hours.
- **Shift Leave -** Use this option if you want to use this Exception Code to pay or roster an employee's Shift Leave.
- **Other Leave -** Use this option if you want to use this Exception Code to pay or roster an employee's Other Leave.

- **Long Service Leave -** Use this option if you want to use this Exception Code to pay or roster an employee's Long Service Leave.
- **Bereavement Leave -** Use this option if you want to use this Exception Code to pay or roster an employee's Bereavement Leave upon the death of a loved one.
- **Public Holiday -** Use this option if you want to use this Exception Code to pay or roster an employee's' Public Holiday pay. Meaning that the employee did not work on the Public Holiday, but is rostered on for the day of the week on which the Public Holiday fell, and is therefore entitled to be paid. .
- **Alternative Leave Accrued -** Use this option if you want to use this Exception Code in a Statutory Holiday Group to award an employee an Alternative holiday in exchange for working on a Public Holiday.
- **Alternative Leave Paid -** Use this option if you want to use this Exception Code to Pay or Roster an Employee for an Alternative Day taken.
- **Unpaid Leave -** Use this option if you want to use this Exception Code to withhold a day's pay, due to absence from the workplace.
- **Domestic Violence Leave** - Use this option if you want to use this Exception Code to pay or roster an employee's Domestic Violence Leave.

Export to Payroll If you have an Integrated system or are exporting your Exo Time and Attendance data to a payroll, this option would normally be enabled. The only time you would disable this option would be if you were using this Exception Code to track hours for employees who weren't going to be paid.

Include In Weekly Totals This option is used to determine whether the Hours or Units paid to an Employee under this Exception code will be used to calculate Overtime on a Pay Period basis. This setting is enabled by default.

In some cases an employee must be physically at work in order to accrue overtime; therefore if they were away sick, the hours paid to them as Sick Pay would be excluded from the Pay Period Overtime calculation. This is not very common. If this applies to your employees, disable this option.

Calculate Allowances This option is used to determine whether the Hours or Units paid to an employee under this Exception code will be used to calculate Allowances on a pay period basis. This setting is normally enabled if you are using this Exception Code to merely tag a day and disabled if you are using it for Holiday Pay etc. as these day would not normally accrue allowances.

Pay Extra Allowance on Top of Hours This option applies when "Normal" is selected for the **Type**.

Fraction Of Day Paid This option is only used for organisations who are paying their Holiday Pay by days. The normal setting here would be "1", or ".5" if this Exception Code was to cover a part day.

Pay As If you have an Integrated system these options are system controlled. If you have a Standalone system you can specify whether the hours paid under this Exception code will treated as Hours or Allowances.

Allowance Code This is the Allowance Code that will be used to pay the Employee.

Default Units If you select "Generate Units" for the **Type**, these fields control how many units an employee will be paid under this Exception Code, and how many hours will be included when calculating the Weekly Overtime.

Units to Pay Enter the number of Allowance units to be Paid for this Exception Code if this Exception Code was being used for an 8 hour Stat Day you would enter 8 and the Employee would be paid 7 x the Stat Day Allowance.

Hours to Count If the Units to be paid under this Exception Code are to be factored in to the Weekly Overtime Limits, enter the number to be included. If a Sick Day was to count as a Normal Day enter 8 here.

Units to Reduce Entitlement By If your system is Integrated and you are paying leave, enter the number of Hours or Days that you want to reduce the employee's entitlement by when paid for this day. This value would normally be 1 unless the leave entitlement is being measured in hours, in which case it would be 8, representing an 8-hour day. A typical setup for an Alternative Day paid would be 8 units to pay, 8 hours to count, and 1 unit to reduce entitlement by.

Cost Centre If Hours paid under this Exception Code should be costed to a particular cost centre when paid, enter that cost centre here. If you want to use the employees default cost centre leave this field blank.

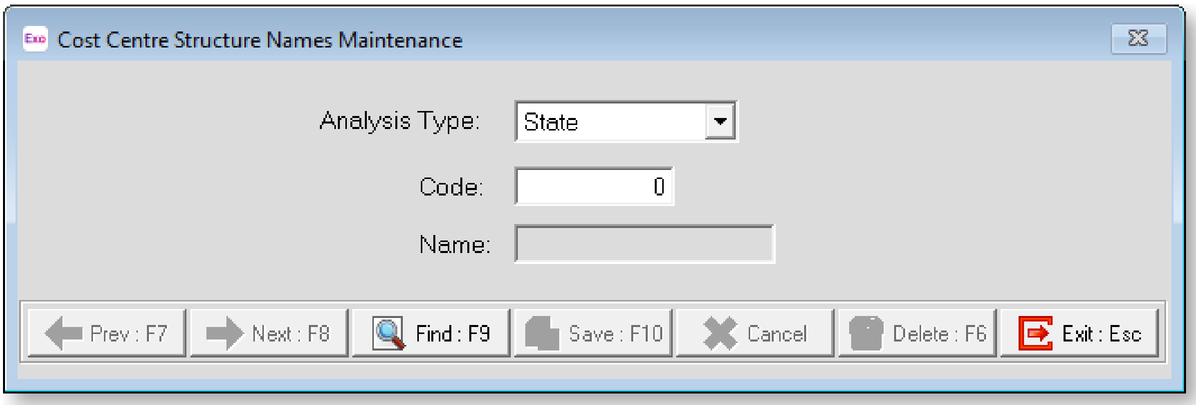
Default Note Type If you are using Exception Codes to tag a day for generating an Automatic Note enter the Note Type Code here (Refer to Note Types for creating new Note Types). Having entered a Note Type code you can also add a Default Note that will be recorded against an employee's masterfile every time this Exception Code is entered on a day for that employee.

Job Costing

Cost Centre Structure Names

This is where you would enter codes and meaningful descriptions for your company's cost centre structures.

From the Maintenance menu, select Job Costing, and then Cost Centre Structure Names, the following screen will appear:



Analysis Type This denotes the name of the costing tier, or level, in question. In the above example, the uppermost tier is the Centre, therefore there will be a breakdown of costs per Centre on the Costing report.

Code Type in the code you wish for this level of the cost centre structure, up to 12 digits (999999999999) in length. Remember to follow the structural limits that you have predefined in the Cost Centre Structure Setup screen.

Name Type in the name you wish to call this level of the cost centre structure, up to 20 characters in length and press the Enter key.

Once you have made your changes, press F10 to confirm.

If you have more than more one "Centre", you may wish to add more codes of a similar length, and name them accordingly. For example, 102 Northern, 103 Southern, etc.

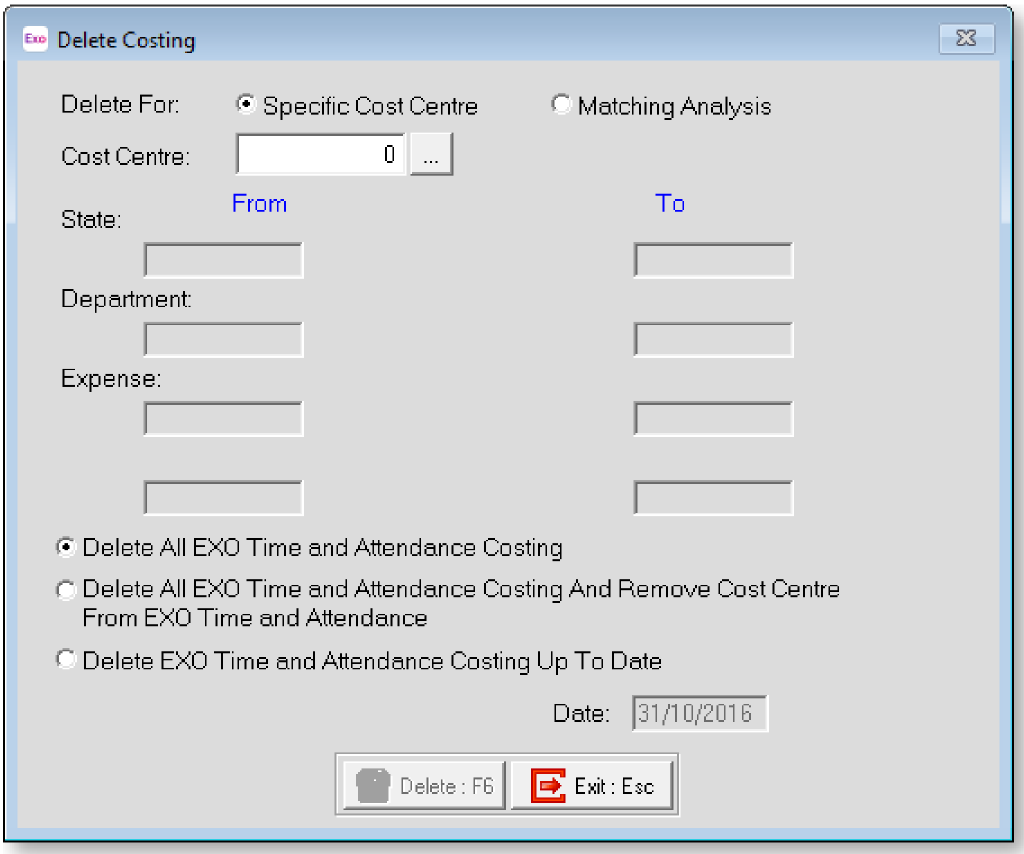
You will then need to set the analysis level to the next tier down, and add more codes and names in a similar fashion. For example, your "Work Areas" within your "Centres" may be 101 Sales, 102 Support, etc.

When Cost Centres are eventually added to the Cost Centre (see page 123) maintenance screen, you will see your naming convention being applied.

For example, keying a new code of 101101 will automatically generate a name of Head Office/Sales.

Delete Costing

Over time you may find that some of your job cost centres become redundant. For simplicity you are able to delete old costing from the Exo Time and Attendance Costing report and even remove the cost centre from Exo Time and Attendance and Payroll Entirely.



There are several options for deleting cost centres:

Delete All Exo Time and Attendance Costing for a Specific Cost Centre

Any times attached to this cost centre will be assigned to the employee's cost centre, i.e.. for reporting purposes the cost centre in question will no longer exist. Take care that this only involves clockings made in previous (closed) pay periods.

Delete All Exo Time and Attendance Costing - Matching Analysis

Here you can enter a range of cost centres to remove. The range is relative to each as part of the cost centre structure, as shown below.

Delete All Exo Time and Attendance Costing and Remove Cost Centre From Exo Time and Attendance

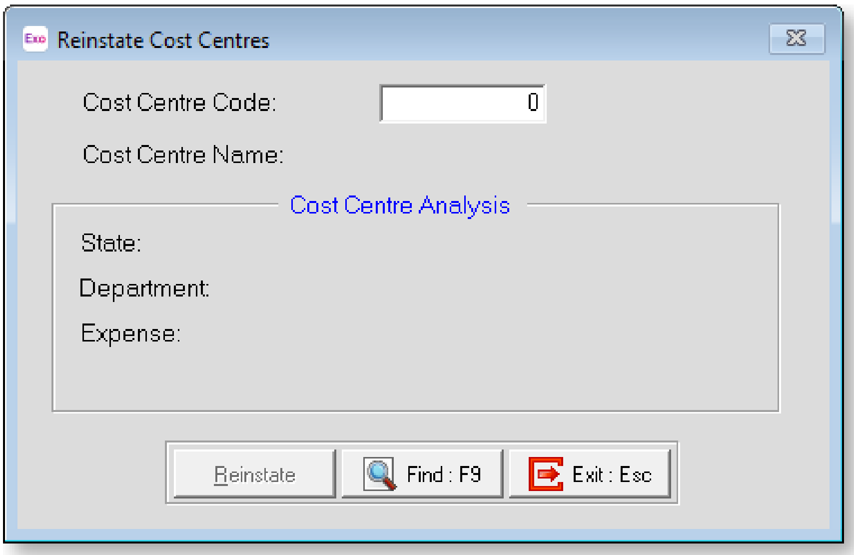
Any times attached to this cost centre will be assigned to the employee's cost centre, i.e.. for reporting purposes the cost centre in question will no longer exist. The cost centre will be removed from the cost centre masterfile.

Delete Exo Time and Attendance Costing Up To Date

Same as the first method but stops deleting costed times at a date of your choice. Useful if you perform this function periodically.

Reinstate Costing

This reinstates cost centres which have previously been deleted from the cost centre masterfile. It does not reverse the action of “Deleting All Exo Time and Attendance Costing”. Press F9 for a cost centre picklist, select a cost centre then click Reinstate.



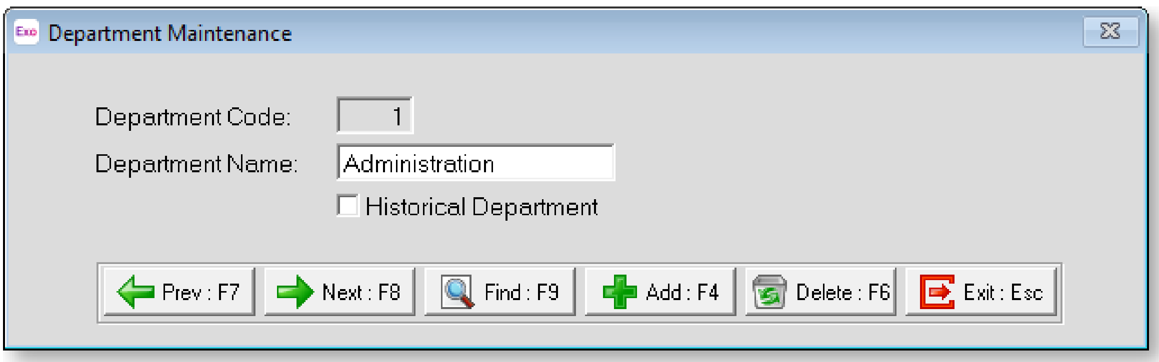
Departments

A department can be one of two things. If your company is to be used to record clockings from other physical locations then make your departments match the number of the locations you are going to be recording clockings for. i.e.. A company has 3 branches in 3 locations and they are all going to be clocking using the same company, so the departments should match the 3 branches. The second case is if the company is for one site only - in this case, the departments should be the departments within this one site.

NOTE: The Departments masterfile is shared with MYOB Exo Payroll. Any changes made in Exo Time and Attendance will affect Exo Payroll and vice versa.

Select Departments from the Maintenance menu to open a window where you can select the deduction to edit.

Press F9 or click **Find** to select an existing department and edit it, or press F4 or click the **Add** button to create a new department.



Department Code Enter a number, of up to 4 digits, that you wish to use for the department’s numeric code.

Department Name Enter a name for this department, up to a maximum of 20 characters.

Historical Department Over a long period of time, you may find that some department codes are no longer required. To avoid having to scroll through long lists of unnecessary codes, you can hide obsolete codes from the code lookup screens by marking them as historical. You cannot mark a department as historical if it is currently assigned to an employee. You can reverse the historical setting at any time, making the code current again.

> **NOTE:** There is an exception to the rule above: you can mark a department as historical if the only employees it is associated with are terminated employees; however, if a terminated employee is reinstated, any historical records associated with them will be reactivated, i.e. the **Historical Department** option will become disabled.

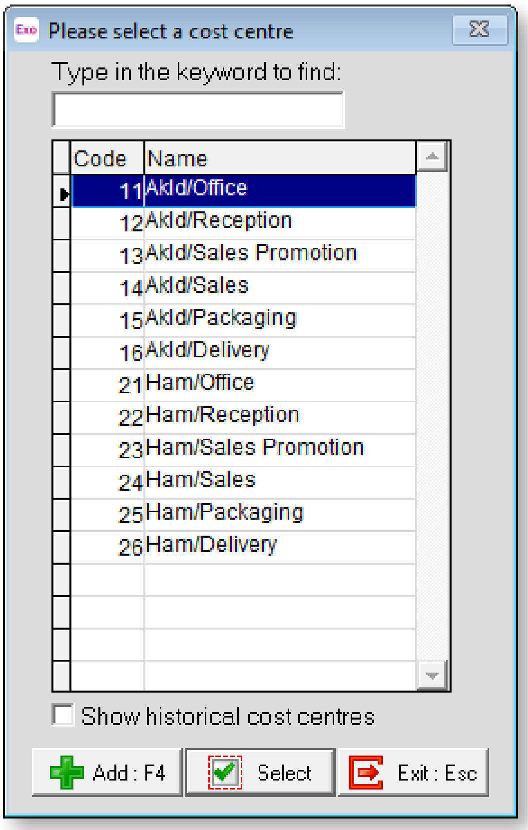
Once you have made all necessary additions or alterations, click **Save** or press F10 to continue adding further departments, then click **Exit** or press ESC to return to the Payroll Setup Cycle.

Cost Centres

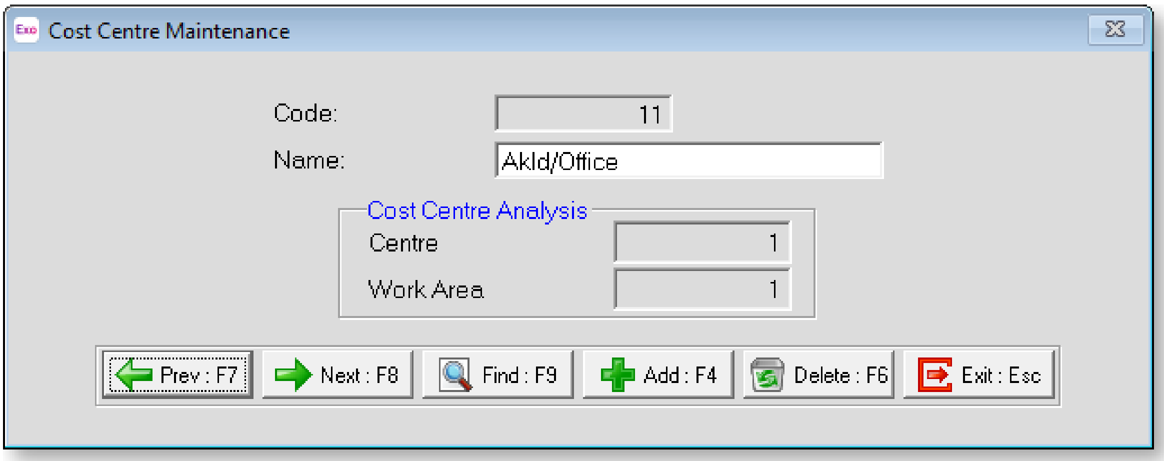
This is where you enter any Cost Centre numbers & descriptions of these Cost Centre numbers. You may also attach General ledger codes to these Cost Centres if the **Use General Ledger** option is enabled in MYOB Exo Payroll. The Cost Centres that you create must match the structure you created in the Cost Centre Structure section during Step One.

> **NOTE:** The Cost Centre masterfile is shared with MYOB Exo Payroll. Any changes made in Exo Time and Attendance will affect Exo Payroll and vice versa.

Select **Cost Centres** from the Maintenance menu and the following window appears:



Click the **Add** button to continue.



Code Type in the code you wish for this cost centre up to 12 digits (999999999999) in length. Remember to follow the structure that you created in the Setup Exo Time and Attendance screen.

Name Type in the name you wish to call this cost centre up to 20 characters in length.

Cost Centre Analysis This will appear automatically on the screen showing you the breakdown of the code you have just entered according to the structure you have created. This is where you can see if the cost centre number or structure needs altering.

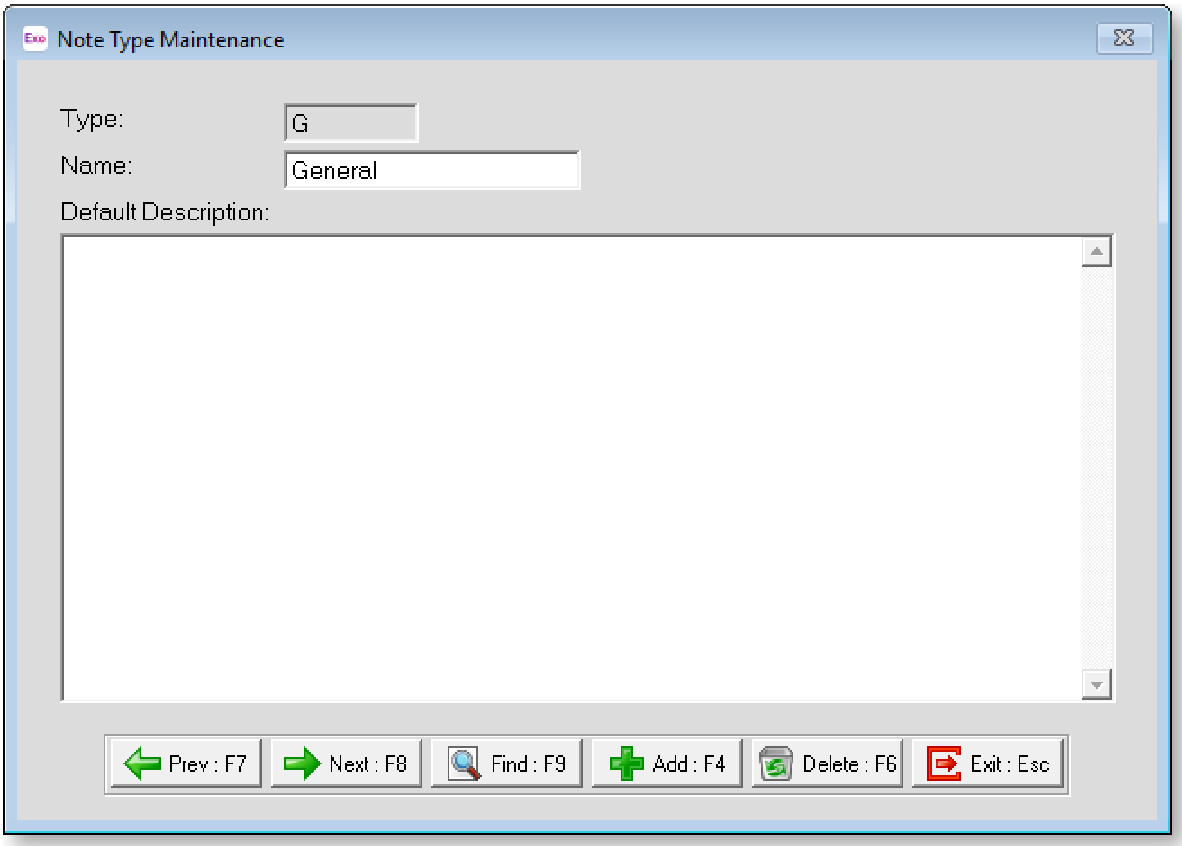
Note Types

Exo Time and Attendance automatically inserts notes into an employee's Notes file (see page 62) when certain conditions occur. Notes are inserted automatically into an employee's Notes file when:

- A Lieu Day is paid or taken (Type D)
- Domestic Violence Leave is paid (Type DVL)
- Annual Leave is paid (Type H)
- Other Leave is paid (Type OL)
- Long Service Leave is paid (Type L)
- An employees' salary is altered (Type P)
- An RDO is accrued or taken (Type RDO)
- Personal Leave is paid (Type S)
- Shift Leave is paid (Type SH)
- An employee is terminated or reinstated (Type T)
- An employees' hourly rate is altered (Type W)

These notes build up in the employee's Notes file creating a pay activity history that can be reported on at any time via the Notes report (see page 107). You can create your own Note Types and add them to the automatically created notes.

Select **Note Types** from the Maintenance menu to open the Note Types Maintenance window. Press F9 or click **Find** for a list of all Note Types. Press F4 or click **Add** to add a new Note Type:



Note Type Enter the Note Type code that you wish to use. It can be letters, numbers, or a combination of the two. Note Types are also case sensitive so you may choose between upper and lower case letters.

Description Enter a name to describe the Note Type.

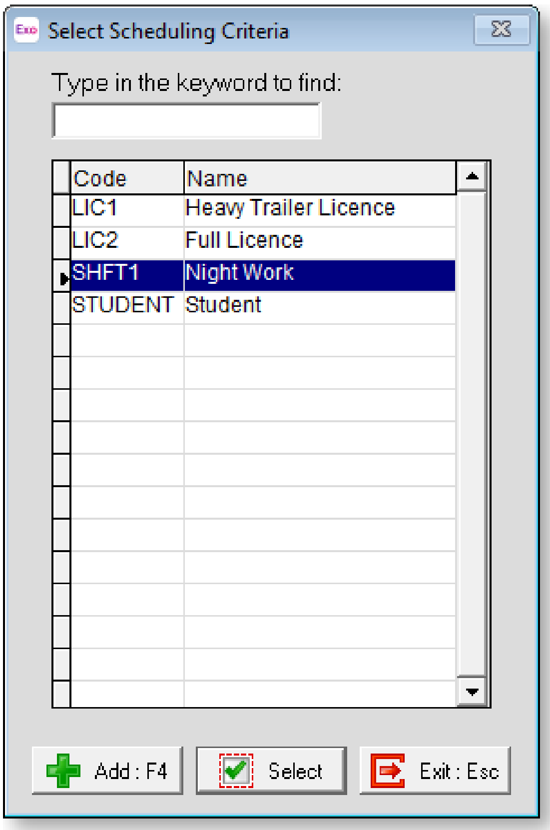
Default Note Enter a default note or template to be added whenever a note of this type is created. Using a default note saves typing in the same information repeatedly and ensures conformity in notes added by users. The default note can be edited or added to if necessary.

Scheduling Criteria

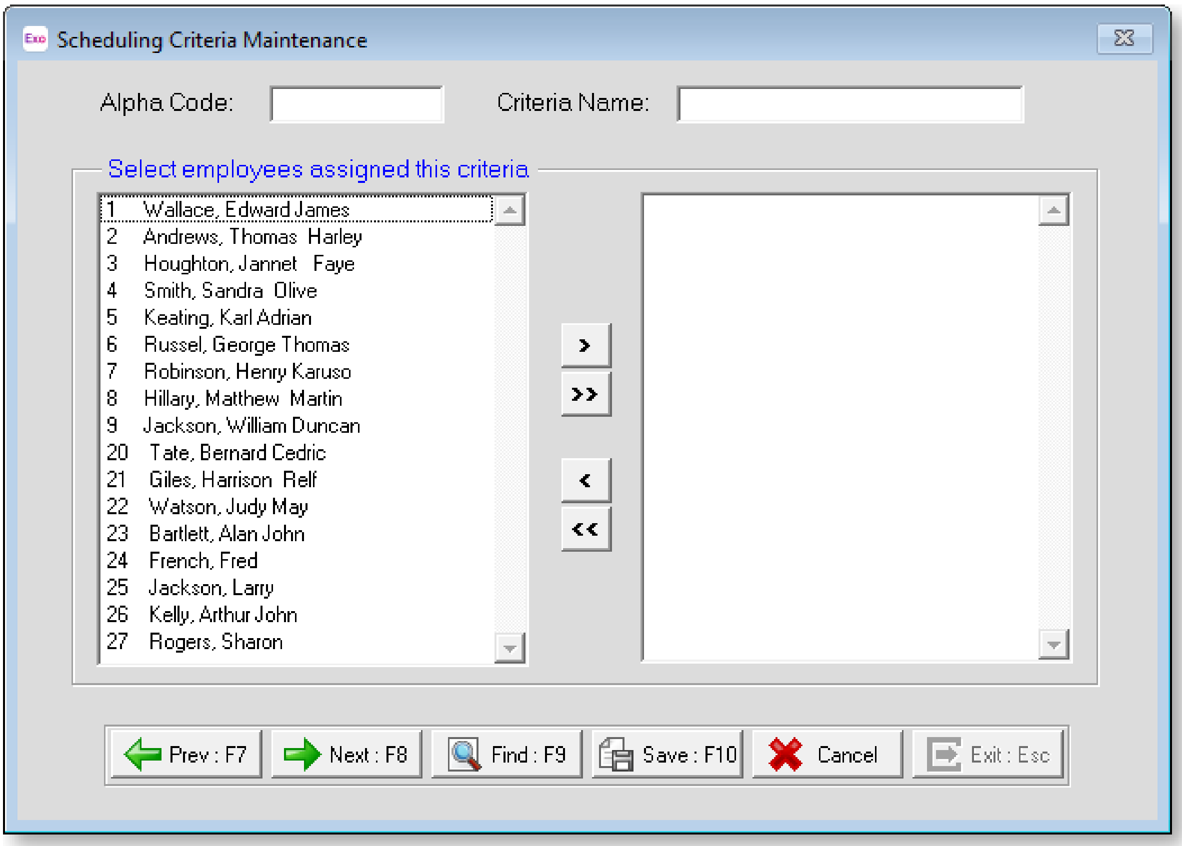
Scheduling Criteria serves as an open-ended mechanism for listing and assigning the attributes of an employee which bear relevance to the question of whether to include or exclude that person from the roster for the day in question.

By filtering out the attributes that you don't want to see in the Company View of the Scheduler, you can work with a large list of employees and still be able to eliminate individuals who are not suitable for the roster, for any reason that you see fit to add beforehand, as a Scheduling Criteria item.

From the Maintenance menu, select Scheduling Criteria, the following screen will appear:



Click the **Add** button to continue.



Alpha Code This is an alphanumeric short code, which can be used to uniquely identify the criteria item.

Criteria Name This is the full name of the criteria item.

Select employees assigned this criteria This portion of the screen controls which employees do and do not meet the criteria item in question. To link an employee to this item, you would move that person to the Selected side of the mover-list.

To move an employee from the Available window to the Selected window, you can:

- Select the employee and then click the 

button.
- Click the 

button (this will assign all employees).
- Click and drag the employee to the Available window.

To move an employee from the Selected window to the Available window, you can:

- Select the employee and then click the 

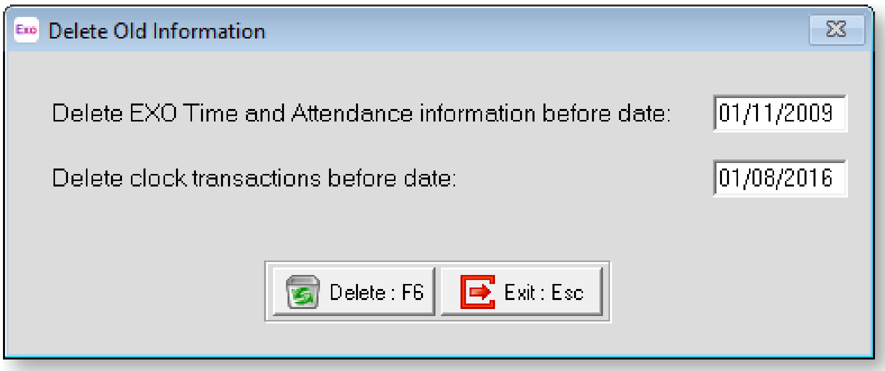
button.
- Click the 

button (this will un-assign all employees).
- Click and drag the employee back to the Selected window.

Utilities

Delete Old Information

The **Delete Old Information** option in the Utilities menu is used for deleting old information and clearing out old terminated employees. Exo Time and Attendance retains a minimum of seven years worth of historical information and one year of posted batches. You can only use this option after you have been running the Exo Time and Attendance for seven years. Only use this option if your hard drive space is at a premium.



Delete Time and Attendance information before date The date in this field is seven years before the current system date. Any information after these dates will not be deleted, always keeping at least seven years worth of information. It is a good idea to do a backup before deleting information and then placing the backup disk in a safe place as an archive.

Delete clock transactions before date All imported time clock transactions before the selected date will be deleted.

Troubleshooting

Costing Setup and Structure

Exo Time and Attendance allows for a very simple or very complex cost centre structure depending on what you require. Numeric codes are used. You can select the levels and possible number of cost centres by the number of digits you use to make up that code number.

A typical costing setup would start with a cost centre code of 12. The first digit would represent a Centre, say 1 = Auckland, 2 = Hamilton and so on up to nine centres. The second digit could be used to represent a Work Area like 1 = Office, 2 = Sales, 3 = Dispatch and so on up to nine work areas. A Cost Centre code number like 11 would represent Auckland/Office, 21 would represent Hamilton/Office. 13 = Auckland/Dispatch 23 = Hamilton/Dispatch

The first step is to set up the **structure** that your company will be using:

1. On the Utilities menu choose Setup Exo Time and Attendance, Cost Centre Structure Setup.
2. In the section 'Cost Centre Structure' in Analysis Code 1 enter a Name of Centre and length of 1 (digit).
3. In Analysis Code 2 enter a Name of Work Area and a length of 1.

Second you need to specify the possible **valid cost centres** for your business, and their names:

1. On the Maintenance menu choose Cost Centres.
2. Add codes and descriptions. Note that the codes are 2 digits, meaning that they have combined the two structures you created in Exo Time and Attendance setup.

Thirdly, you need to assign the cost centre to the appropriate employees. Note that you can assign a cost centre to a dollar amount in several ways:

- To the employee's default cost centre - thus rendering all pay for that employee to go to the one cost centre
- To an individual wage transaction - useful for job costing or employees who work in various areas of the business
- To a shared cost centre for holiday, or sick pay
- To an allowance

One employee can have several cost centres. You can assign expected proportions of costing for salaried or waged employees by choosing Costing in the standard pay screen. Exo Time and Attendance can handle in excess of 10,000 cost centres.

You can capture this information in the costing analysis report. Similarly you can sort most reports by the employee's default cost centre. If necessary you can link a corresponding general ledger account to any given cost centre, for accounting purposes.

The important issue for each user to decide is, what do you want to analyse in relation to wages and salary paid out?

A Restaurant owner may only want to know what wages/salary costs in each restaurant. He would use a single level code, maybe only one digit. If he wanted to know what wages cost in the Kitchen, Waiting, and Administration areas for each restaurant then he would need to include another level in his structure. Maybe one digit for each level, a total of two digits would be sufficient.

Up to 12 digits can be used in the cost centre field to identify centres. These digits can be divided into (up to) Four Levels

Example you may wish to have a cost centre like the following :

Auckland / Workshop / Steel Vats / Job No . To achieve this you select the number of digits to always represent each level.

For the four level structure, Auckland / Workshop / Steel Vats / Job No, the user would need to decide on the number of digits likely to be used for each level.

One digit allows up to 9 Cost Centres. Two digits allow up to 99. Three digits up to 999

Level Description Digits used

Code 1 Area________________ ? (the first digit/s left to right)

Code 2 Department___________ ? (the next digit/s) to right

Code 3 Job Type_____________ ? (the next digit/s) to right

Code 4 Job Number___________ ? (the next digit/s) to right

Total digits used must not exceed 12 All digits and all levels do not need to be used

NOTE: Creating Departments and Cost Centres are two separate issues in Exo Time and Attendance; Departments are used as a means of grouping employees and being able to report on those groupings and obviously total hours for a department will be reported on those reports.

How To Pay

How to Pay Holiday Pay

If you know in advance that an employee will be taking holidays, go into Exo Time and Attendance, Employees, enter the employee code, select Roster, Calendar, and add the appropriate Daily Rule (HOL) to the relevant days.

If you want to enter holidays into Exo Time and Attendance at the time of running the pay, use the following method:

Choose Exo Time and Attendance, Transactions, Maintain Times/Pay Period Times, enter the employee code, and Edit the Times for the appropriate day.

Because the employee will not have clocked in on this day Exo Time and Attendance assumes the days is invalid, so make the times valid and put the person on a HOL daily roster.

Whole Day Holiday Pay

1. Select **Maintain Times** from the Transactions menu.
2. Once you are in the Maintain times window, select the appropriate employee by entering their Employee Code or clicking the **Find** button.
3. Once the employee is on the screen double-click on the Daily Rule you want to change. (Check the date of the Daily Rule on the left to make sure you change the right day.)
4. Once you have selected the appropriate Daily Rule the Edit Times for Day window appears. Change is the Daily Rule to the Holiday Pay Daily Rule. (If you do not know the holiday Pay Daily Rule code make sure the Daily Rule box is blank then press enter; this will display a list of all available Daily Rules for you.)
5. If the employee did not clock in on the day in question, Time and Attendance may have invalidated the day. To reverse this, untick the **Times Are Invalid** option at the top right.
6. Click the **Generate Units** button. On the Generate Units window, adjust the number of Payroll Units to Pay. (The default is 8.00 units to pay - if this is not correct, change the number of units to the appropriate amount.)

7. Click **Save** on the Generate Units window, then **Save** on the Edit Times For Day window Maintain Times screen, and finally click **Save** on the Maintain Times window.

Part Day Holiday Pay

1. Select **Maintain Times** from the Transactions menu.
2. Once you are in the Maintain times window, select the appropriate employee by entering their Employee Code or clicking the **Find** button.
3. Once the employee is on the screen double-click on the Daily Rule you want to change. (Check the date of the Daily Rule on the left to make sure you change the right day.)
4. Once you have selected the appropriate Daily Rule the Edit Times for Day window appears. Change is the Daily Rule to the Holiday Pay Daily Rule. (If you do not know the holiday Pay Daily Rule code make sure the Daily Rule box is blank then press enter; this will display a list of all available Daily Rules for you.)
5. The next step is then to add a new time line for the day. Click the **Add** button. This enables the fields at the bottom of the window, where you can enter the hours the employee was on holiday. Once you have entered the hours the next step is to move across to the Exception field and enter the code for Part Day Holiday Pay. (This is normally HOLP).
6. Click the **Generate Units** button. On the Generate Units window, adjust the number of Payroll Units to Pay. (The default is 4.00 units to pay - if this is not correct, change the number of units to the appropriate amount.)

   NOTE: You should enter a something in each field, taking care to enter hours and minutes when asked for hours, and hours and decimals when asked for units, e.g. 4 and a half hours would be entered at either 4:30 hours or 4.5 units.

7. Click **Save** on the Generate Units window, then **Save** on the Edit Times For Day window Maintain Times screen, and finally click **Save** on the Maintain Times window.

How to Pay Sick Pay

Whole Day Sick Pay

1. Select **Maintain Times** from the Transactions menu.
2. Once you are in the Maintain times window, select the appropriate employee by entering their Employee Code or clicking the **Find** button.
3. Once the employee is on the screen double-click on the Daily Rule you want to change. (Check the date of the Daily Rule on the left to make sure you change the right day.)
4. Once you have selected the appropriate Daily Rule the Edit Times for Day window appears. Change is the Daily Rule to the Sick Pay Daily Rule. (If you do not know the Sick Pay Daily Rule code make sure the Daily Rule box is blank then press enter; this will display a list of all available Daily Rules for you.)
5. If the employee did not clock in on the day in question, Time and Attendance may have invalidated the day. To reverse this, untick the **Times Are Invalid** option at the top right.
6. Click the **Generate Units** button. On the Generate Units window, adjust the number of Payroll Units to Pay. (The default is 8.00 units to pay - if this is not correct, change the number of units to the appropriate amount.)
7. Click **Save** on the Generate Units window, then **Save** on the Edit Times For Day window Maintain Times screen, and finally click **Save** on the Maintain Times window.

Part Day Sick Pay

1. Select **Maintain Times** from the Transactions menu.
2. Once you are in the Maintain times window, select the appropriate employee by entering their Employee Code or clicking the **Find** button.
3. Once the employee is on the screen double-click on the Daily Rule you want to change. (Check the date of the Daily Rule on the left to make sure you change the right day.)
4. Once you have selected the appropriate Daily Rule the Edit Times for Day window appears. Change is the Daily Rule to the Sick Pay Daily Rule. (If you do not know the Sick Pay Daily Rule code make sure the Daily Rule box is blank then press enter; this will display a list of all available Daily Rules for you.)
5. The next step is then to add a new time line for the day. Click the **Add** button. This enables the fields at the bottom of the window, where you can enter the hours the employee was on holiday. Once you have entered the hours the next step is to move across to the Exception field and enter the code for Part Day Sick Pay. (This is normally SPP).
6. Click the **Generate Units** button. On the Generate Units window, adjust the number of Payroll Units to Pay. (The default is 4.00 units to pay - if this is not correct, change the number of units to the appropriate amount.)

   NOTE: You should enter a something in each field, taking care to enter hours and minutes when asked for hours, and hours and decimals when asked for units, e.g. 4 and a half hours would be entered at either 4:30 hours or 4.5 units.
7. Click **Save** on the Generate Units window, then **Save** on the Edit Times For Day window Maintain Times screen, and finally click **Save** on the Maintain Times window.

MYOB Timeclock File Format

MYOB Exo Time and Attendance accepts a generic data file for import into Exo Time and Attendance. The file format for the data file is specified below.

File Name: times.dat

File Type: Plain text, comma-separated value (CSV). No column headers.

File Column	Description	Format	Example
Clock ID	Clock or Station ID. Number. 2-digit identifier.	NN	2
Date	Date of the clocking. Note this is a 2 digit year.	DDMMYY	130111
Time	Time of the clocking in 24 hour time format.	HHMM	1654
Card ID	A combination of a 3-digit company identifier and a 3-digit card ID.	NNNNNN	999001
Cost Centre	12-digit cost centre code. Multi-level codes are concatenated together.	NNNNNNNNNNNN	123

BundyPlus Timeclock File Format

The MYOB BundyPlus G6 Series Timeclock produces a data file for import into Exo Time and Attendance. The file format for the data file is specified below.

File Name: TRANSACTIONS.TXT

File Type: Plain text, comma-separated value (CSV). No column headers.

Field Name	Data Type	Length	Description
SiteID.ClockID	Numeric	4.4	The Site ID and Clock of the clock where the employee clocked in/out. Composed of the four-digit Site ID and four-digit Clock ID separated by a period, i.e. NNNN.NNNN.
EmployeeID	Numeric	6	The identification of the employee that clocked in/out. Composed of the Company Card number (padded with zeros if less than three digits) and Employee Card number (padded with zeros if less than three digits).
Date	Character	10	The date that the employee clocked in/out, in the format DD/MM/YYYY.
Time	Character	8	The time that the employee clocked in/out, in the format HH:MM:SS.
Department	Numeric	11	Optional field. Denotes the department code the employee used when they clocked in/out.
Cost Centre Code Level 1	Numeric	13	Optional field. Denotes the Cost Centre code (level 1) the employee used when they clocked in/out.
Cost Centre Code Level 2	Numeric	13	Optional field. Denotes the Cost Centre code (level 2) the employee used when they clocked in/out.
Cost Centre Code Level 3	Numeric	13	Optional field. Denotes the Cost Centre code (level 3) the employee used when they clocked in/out.
Cost Centre Code Level 4	Numeric	13	Optional field. Denotes the Cost Centre code (level 4) the employee used when they clocked in/out.
Cost Centre Code Level 5	Numeric	13	Optional field. Denotes the Cost Centre code (level 5) the employee used when they clocked in/out. Should be left blank, as Exo Time and Attendance supports four levels of Cost Centres only.

Card Order Form

A printable Order Form for swipe cards (magstripe or barcode) is available in the MYOB Exo Time and Attendance Help. Go to the topic **Order Forms > Card Order Form** and click the link to open a PDF order form that can be printed out, completed and sent to MYOB.

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