

# MYOB Exo Employer Services

NZ Edition

2017.01

Release Notes



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# Introduction

## What's New in this Release?

The focus of the 2017.01 release is on addressing the legislative changes that take effect from 1 April 2017. It also adds new features to the Exo Employer Services system, including the ability to create test companies, and includes enhancements to existing features, such as updates to the Employee List and Pay List windows.

(This release can be installed prior to 1 April 2017; compliance changes are not activated in the product until the relevant date, e.g. changes to tax codes are applied when a pay ending on or after 1 April 2017 is run.)

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

- The **Installation** section provides an overview of the installation process, including pre-installation requirements and post installation steps.
- The **New Features** section describes all new features introduced in this release.
- The **Resolved Issues** section describes all issues that have been addressed by this release.
- The **Known Issues** section details any issues in this release that have been identified as requiring attention.

**Need assistance?** If you have any questions or you need assistance with installing this update, contact MYOB Exo Support from 8:30AM to 5.00PM, Monday to Friday on 0800 MYOB Exo (0800 696 239) or via e-mail at [anzpayrollsupport@myob.com](mailto:anzpayrollsupport@myob.com).

# Installation

## Pre-Install Requirements

Requirements for PCs running Exo Employer Services components are detailed in the Minimum System Requirements document, available on the [MYOB website](#).

## Installing Exo Employer Services

Information on installing and upgrading MYOB Exo Employer Services is maintained on the MYOB Enterprise Knowledgebase. See the following articles:

- [Upgrading MYOB Exo Employer Services Online](#)
- [Upgrading MYOB Exo Employer Services Manually \(New Zealand\)](#)
- [How do I run Network.exe?](#)

**Note:** Check the Known Issues section on page 27 for any known installation issues.

## Post-Installation

After the installation is complete, the version numbers of all MYOB Exo Employer Services applications should be as follows:

Application	Version
MYOB Exo Employer Services	2017.01
MYOB Exo Payroll (NZ)	2017.01
MYOB Exo Health and Safety	2017.01
MYOB Exo Employee Information	2017.01
MYOB Exo Time and Attendance	2017.01
Runtime Files	09.00.0000.7423

To ensure that this release installed successfully, check that the versions displayed on the About window (**Help menu > About**) match the versions listed here.

# New Features

## Important Upgrade Notice

This release includes a new version of the MYOB PDF Converter, which is compatible with Windows 10. If you have experienced the error “OLE error code 0x8007007e: The specified module could not be found.” when generating PDFs on Windows 10, this version will correct the error. Installing Exo Employer Services locally will update the MYOB PDF Converter on the local PC—you must run **Network.exe** to reinstall the converter on all networked PCs.

## Tax Updates

The compliance changes and features introduced in Exo Employer Services 2017.01 are listed below.

### ACC Rates and Thresholds

Changes to ACC come into effect on 1 April 2017. MYOB Exo Payroll has been updated to incorporate the following changes:

Detail	Current Value	New Value
ACC earner levy rate	1.39%	1.39%
ACC income maximum	\$122,063.00	\$124,053.00
Maximum ACC earner levy	\$1,696.67	\$1,724.33

These changes affect all tax code calculations.

### Student Loan Thresholds

This release updates the student loan thresholds for the 2017-2018 financial year. The new thresholds are:

Period	Value
Annual	\$19,136.00
Monthly	\$1,594.66
4-weekly	\$1,472.00
Fortnightly	\$736.00
Weekly	\$368.00

## Changes to the WT Tax Code

Rules around schedular payment rules, for which the WT tax code is usually used, are changing as of 1 April 2017:

- Voluntary schedular payments have a standard rate of 20%.
- Most contractors will have the ability to set their own withholding rate, subject to a minimum of 10%. (If the contractor provides their name and IRD number but does not choose a rate, the standard rate for the type of payment is to be used.)
- The “No-notification” rate, i.e. the rate for contractors who have not supplied their own withholding rate, is changing to 45%.

We recommend that you review the tax rates entered for all employee records with the WT tax code.

The IRD has also advised that contractors on the WT tax code should not have KiwiSaver payments deducted from their pay or included in the Employer Monthly Schedule (IR348). This release includes updates to Exo Payroll to address this:

- If a new employee is created and given the WT tax code, KiwiSaver deductions will be turned off for that employee by default.
- Any time Exo Payroll detects an employee on the WT tax code who also has KiwiSaver payments set up, e.g. when configuring an employee’s KiwiSaver details or when creating pays, it will automatically remove the KiwiSaver payments from the employee’s pay. A warning message will give details of what has been done.

## Employee Maintenance Update

Edit buttons have been added to the Cost Centre and Department fields on the Employee Details tab of the Employee Maintenance window, making it easier to select a Cost Centre and Department for an employee:

The screenshot shows the 'Employee Maintenance' window with the 'Employee Details' tab selected. The 'Required Information' section contains the following fields:

- Code: 1
- Surname: Wallace
- First Names: Edward James
- Alpha Code: WALLACE
- Start Date: 30/03/2014
- Service: 2.6
- Cost Centre: 1 (with a dropdown arrow)
- Department: Akld/Sales (with a dropdown arrow and a red box around it)

To the right of the 'Required Information' section, the following fields are visible:

- IRD Number: 097-798-796
- Tax Code: M (dropdown menu)
- ACC Code: 24354 (with a dropdown arrow)
- ESCT Rate: Calculated (dropdown menu) 10.5 %

## Updates to List Views

### Holiday Pay List

A new Holiday Pay list window is available to provide easy access to Holiday Pay information for all employees in the system. Open the Holiday Pay window by selecting **Report Views > Holiday Pay** from the Reports menu.

**Note:** Access to the Holiday Pay window is controlled by the **Report – Holiday pay** option on the Access Rights tab of the User Security window. The Report Views option also contains links to the Employee List and Pay List windows (if the user has access rights to view them).

Code	Alpha Code	Surname	First Name	Department	Cost Centre	Permanent Part-time	Outstanding Days	Outstanding Rate	Outstanding Amount	Accrued Days	Accrued Rate	Accrued Amount	Advanced Days	Advanced Amount	Total Days	Total Amount
1	WALLACE	Wallace	Edward James	2 - Akid, Sales	14 - Akid/Sales	No	22.00	123.53	2717.66	8.16	123.53	1008.00	0.00	0.00	30.16	3725.66
2	ANDREWS	Andrews	Thomas Harley	3 - Akid, Dispatch	15 - Akid/Packaging	No	0.00	72.00	0.00	8.16	72.00	587.52	13.00	1005.97	-4.84	-418.45
3	HOUGHTON	Houghton	Jannet Faye	1 - Akid, Administration	12 - Akid/Reception	No	15.00	96.00	1440.00	4.11	96.00	394.56	0.00	0.00	19.11	1834.56
4	SMITH	Smith	Sandra Olive	4 - Ham, Administration	22 - Ham/Reception	No	10.00	148.80	1488.00	4.11	148.80	611.57	0.00	0.00	14.11	2099.57
5	KEATING	Keating	Karl Adrian	3 - Akid, Dispatch	16 - Akid/Delivery	No	0.00	88.00	0.00	5.04	88.00	443.52	5.00	500.00	0.04	-56.48
6	GEORGE	George	Thomas Russell	4 - Ham, Administration	21 - Ham/Office	No	0.00	112.00	0.00	5.04	112.00	564.48	11.00	1370.47	-5.96	-805.99
7	KARUSO	Karusso	Robinson Henry	3 - Akid, Dispatch	15 - Akid/Packaging	No	10.00	96.00	960.00	3.89	96.00	373.44	0.00	0.00	13.89	1333.44
20	TATE	Tate	Bernard Cedric	1 - Akid, Administration	11 - Akid/Office	No	0.00	144.00	0.00	8.16	144.00	1175.04	5.00	720.00	3.16	455.04
21	GILES	Giles	Harrison Reif	4 - Ham, Administration	21 - Ham/Office	No	3.00	160.00	480.00	4.11	160.00	657.60	0.00	0.00	7.11	1137.60
22	WATSON	Watson	Judy May	5 - Ham, Sales	24 - Ham/Sales	No	10.00	31.38	313.80	1.97	31.38	61.82	0.00	0.00	11.97	375.62

Use the dropdowns at the top of the window to filter the list. Click **Clear Filters** to reset all dropdowns to their defaults. The Show/Hide Column button ( ) lets you choose which list columns to display and which to hide.

Double-click on an employee, or select them and click the **View Employee** button at the bottom of the window, to open the Employee Maintenance window for that employee.

Click the **Copy** button to copy the contents of the list to the clipboard. If Microsoft Excel is installed, this button is replaced with an **Export** button, which exports the contents of the list to an Excel file in the .XLSX format.



## Resetting Pays

It is now possible to reset all employees' pays when accessing an open pay from the Pay List window. A **Reset All** button has been added to the Pay Details window that opens when a pay has been selected:

The screenshot shows the 'Pay Details' window with the following sections:

- Pay Details:** Pay Number: 5, Physical Pay Date: 17/10/2016, Staff Count: 12, Frequency: Weekly, Pay Type: Current, Gross Paid: 7160.30, Pay Status: Open, Pay Period: 11/10/2016 - 17/10/2016.
- Filters:** Salary/Wage: All, Department: All, Employment Status: All, Cost Centre: All.
- Custom Views:** View: (dropdown menu).
- Table:** A table with columns: Code, Name, Alpha Code, Department, Cost Centre, Employment Status, Salary Wage, Days Paid, Gross, Taxable Allowances, Pre-tax Deductions, Leave Amount, PAYE, Net. It lists 22 employees.
- Toolbar:** Add: F4, Edit: F5, Payslip, **Reset All** (highlighted with a red box), Export, Exit: Esc.

Clicking the **Reset All** button lets you clear or reset the pays of all listed employees (i.e. only those employees who match the current filter settings will be affected, which may not be all employees in the pay). You are asked to confirm the operation, and then select the operation to apply to the employees:

The 'Reset Pays' dialog box contains the following elements:

- Title:** Reset Pays
- Options:**
  - ☐ Clear all employees' Current Pays
  - ☒ Reset all employees' pays to Standard Pay
- Buttons:** OK (with a green checkmark icon), Cancel (with a red X icon).

**Note:** While the **Reset All** button resets the pays of all employees in the list, the **Reset Pay** right-click menu option lets you reset the pay of the individual employee who was right-clicked on.

**Note:** This release introduces changes designed to avoid accidentally clearing an employee's pay. The default option is now to reset the pay to the employee's Standard Pay. If the option to clear the employee's pay is selected, a warning message now appears before the pay can be cleared. This applies when resetting pays from the Pay List and when resetting them from a Current or One-Off Pay.

## Custom Views

The Employee List, Pay Details and Holiday Pay list windows all feature a new **Custom Views** section, which lets you save the current filtering settings and column layout as a reusable view. Custom views can be private, i.e. only available to the logged in user, or public, which means once saved they are available for all users.



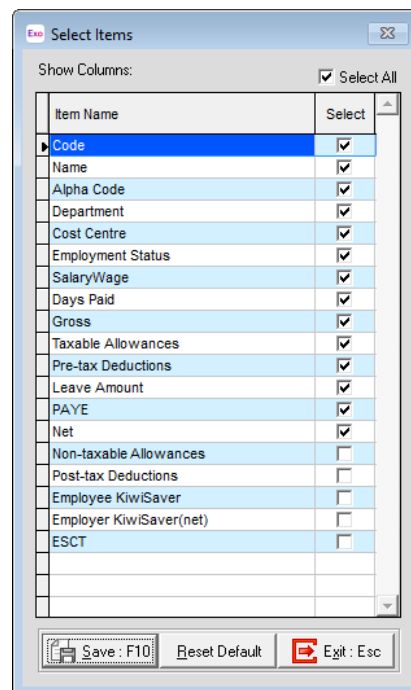
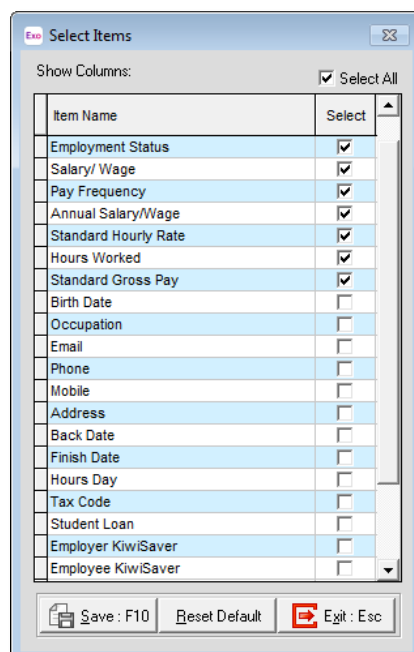
The Custom Views section includes the following controls:

- Dropdown of all available views
- Create View button
- Save View button
- Load View button
- Auto-size Columns button
- Show/Hide Columns button

## New List Columns

New columns are available on the Employee List, giving access to a wide variety of employee properties, including a new **Time and Attendance** column, which is available when Exo Time and Attendance is installed. This column contains “Yes” or “No”, to indicate if employees have been added to the Exo Time and Attendance system.

New columns have also been added to Pay Details window that opens from the Pay List. In both cases, the new columns are not displayed by default; they can be selected by clicking the Show/Hide Columns button (see above):



## Pay List Default Filtering

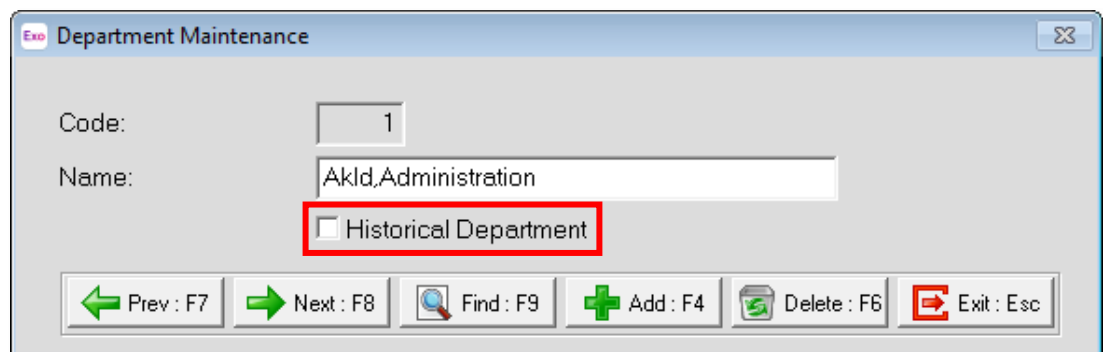
The Pay List now shows only pays from the last 12 months when it is first opened—this ensures that the window will not take a long time to open when there are a large number of pays in the system. Once the window is open, you can use the date filters to show pays that are more than 12 months old if you want to.

## Historical Records

Previous releases added the ability to mark certain records as historical. This release expands these features across multiple Exo Employer Services products.

## Departments

Department records can now be marked as historical in Exo Payroll and Exo Time and Attendance.



Ticking the **Historical Department** option marks the record as historical, which means that it will no longer appear on Department lookup windows, so that users can avoid having to scroll through long lists of obsolete records. When selecting Departments to appear on reports, an option to show or hide historical records is available.

**Note:** As with other historical records, you cannot mark a record as historical if it is currently in use, e.g. assigned to an employee record or included an employee's Current, One-Off or Standard Pay.

## Cost Centres in Exo Time and Attendance

Exo Time and Attendance now recognises when Cost Centres have been marked as historical in Exo Payroll. Historical Cost Centres are hidden by default on lookup windows, so that users can avoid having to scroll through long lists of obsolete Cost Centres.

## Reporting Changes

The Maintenance reports for Deductions, Allowances, Cost Centres and Departments all now include a new **Historical** column that contains "Yes" or "No" to indicate whether or not the record has been marked as historical.

## Report Updates

### Updates to the Custom Payslip

The Payslip Summary Report section of the Custom Payslip (which is printed when the **Print Summary Slip** report option is ticked) now displays ESCT amounts. The summary is now organised into sections, and displays total amounts more prominently:

Payslip Summary Report	
Period Ended: 24/10/2016	
Salary	2,200.00
Wages	4,840.00
Holiday Pay	0.00
Sick Pay	0.00
Long Service Leave	0.00
Other Leave	0.00
Shift Leave	0.00
Bereavement Leave	0.00
Public Holiday	0.00
Alternative Leave	0.00
Taxable Allowances	0.30
Pre-Tax Deductions	0.00
<b>Gross Taxable Earnings</b>	<b>7,040.30</b>
<b>PAYE (Includes Student Loan)</b>	<b>1,103.69</b>
Includes Student Loan repayments of	
Standard Student Loan repayments	0.00
SLC/R repayments	0.00
SLBOR repayments	0.00
Non-Taxable Allowances	8.00
Post-Tax Deductions	58.00
Tax Credits For Payroll Giving Donations	0.00
Employee KiwiSaver Contribution	24.00
Employee Superannuation Contribution	0.00
<b>Net Pay</b>	<b>5,862.61</b>
Employer KiwiSaver Contribution (Net)	21.48
KiwiSaver ESCT	2.52
Employer Superannuation Contribution (Net)	0.00
Superannuation ESCT	0.00
<b>Number of Payslips</b>	<b>12</b>

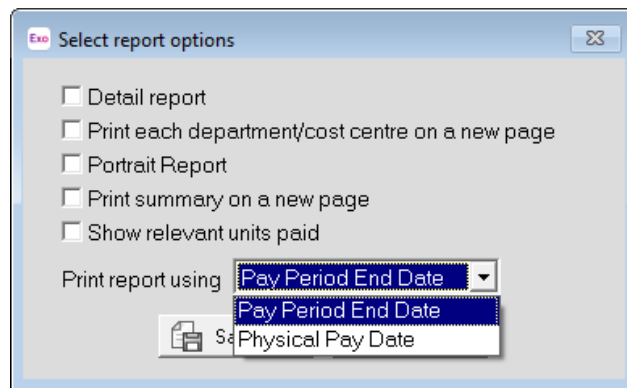
To improve readability, some values in the lower section of Custom Payslips have been reorganised and balances are displayed in boldface:

Paid Direct Credit			02-0212-3698752-025			WAGES			478.51	
<b>Pay Summary</b>		<b>This Pay</b>	<b>YTD</b>	<b>Leave Entitlement</b>		<b>Outstanding</b>	<b>Accrued</b>	<b>Advanced</b>	<b>Cashed-Up</b>	<b>Balance</b>
Total Gross Pay		600.00	2,880.00	Holiday Pay (Days)		22.00	5.26	0.00	0.00	27.26
P.A.Y.E		94.49	488.25	Long Service Leave (Days)		0.00	0.00	0.00	0.00	0.00
				Shift Leave (Days)		0.00	0.00	0.00	0.00	0.00
Total Deductions (After Tax)		3.00		Other Leave (Days)		0.00	0.00	0.00		0.00
KiwiSaver - employee		24.00	115.20							
Net Pay		478.51		Alternative Leave (Days)		0.00	0.00	0.00	0.00	0.00
<b>Superannuation</b>		<b>This Pay</b>	<b>YTD</b>			<b>Next Due</b>	<b>Next Entitlement</b>	<b>Balance</b>		
KiwiSaver - employer		21.48	103.13	Sick Pay (Hours)		28/09/2016	40.00	75.00		

**Note:** If you have made changes to the existing A4 and/or A5 templates, you will need to reset them and re-apply your customisations to enable the new features introduced in this release.

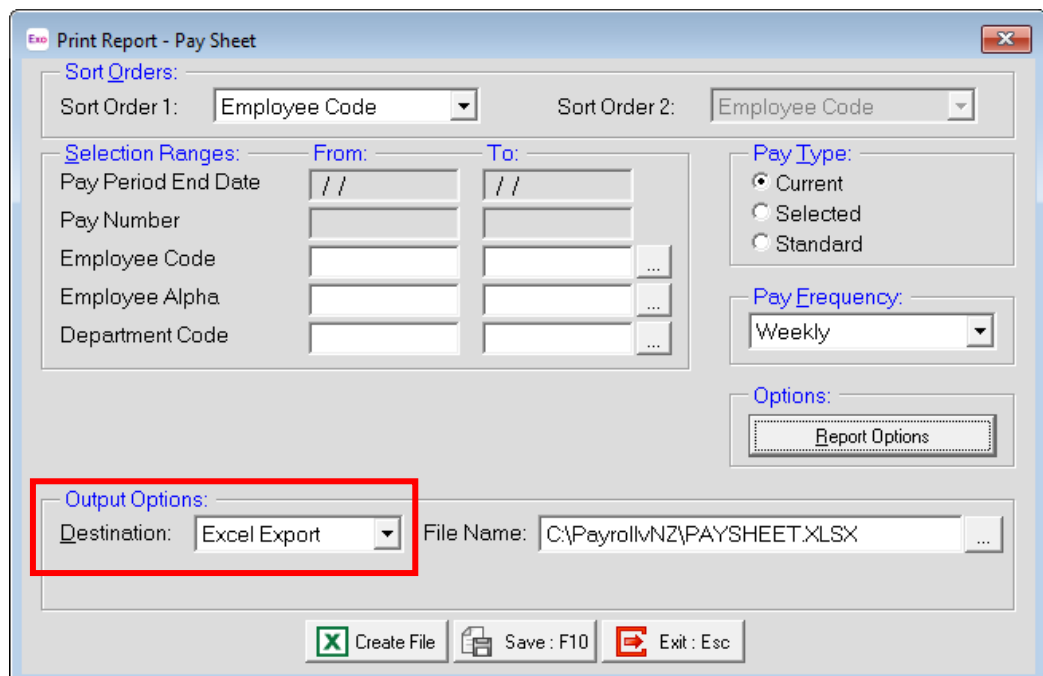
### New Pay Sheet Option

A new option has been added to the Pay Sheet report, allowing it to be printed by Physical Pay Date, as well as Pay Period End Date:



### Exporting to Excel

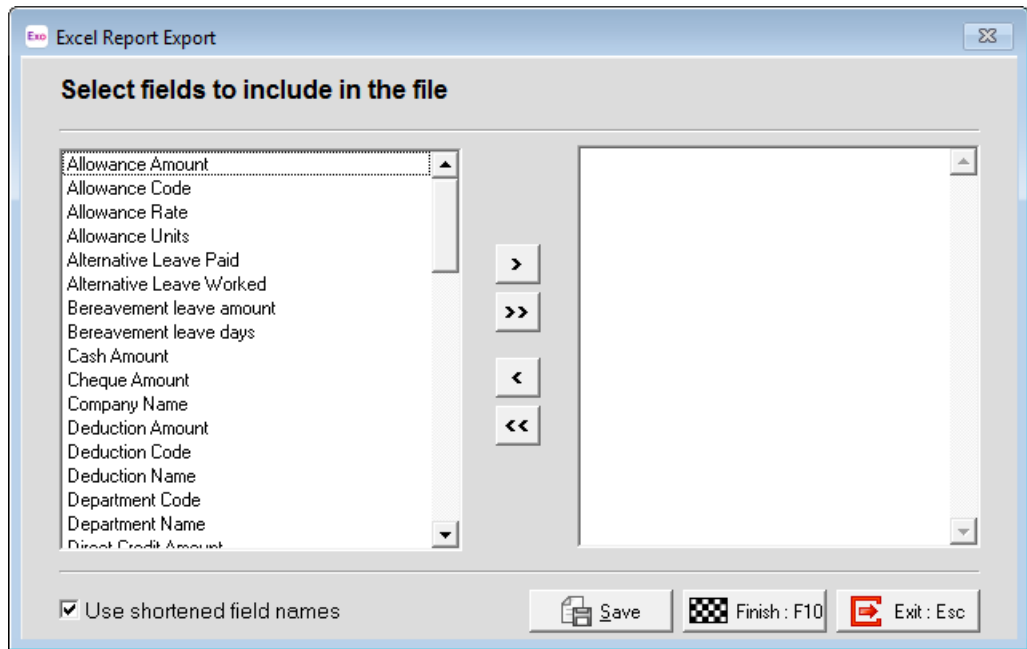
A new output option is available for all reports that support the “CSV Output” option. The “Excel Export” option outputs the report to a Microsoft Excel file in the .XLSX format:



**Note:** Excel must be installed on your PC; if it is not detected, the “Excel Export” option will not be available.

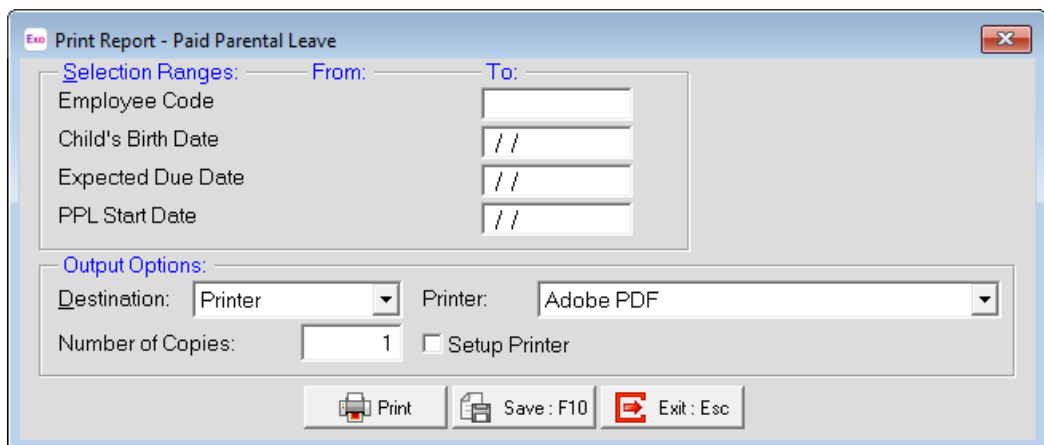
## New Features

When exporting to Excel, you can choose and order the columns to be exported in the same way that you can when exporting to a CSV file:



## New Paid Parental Leave Option

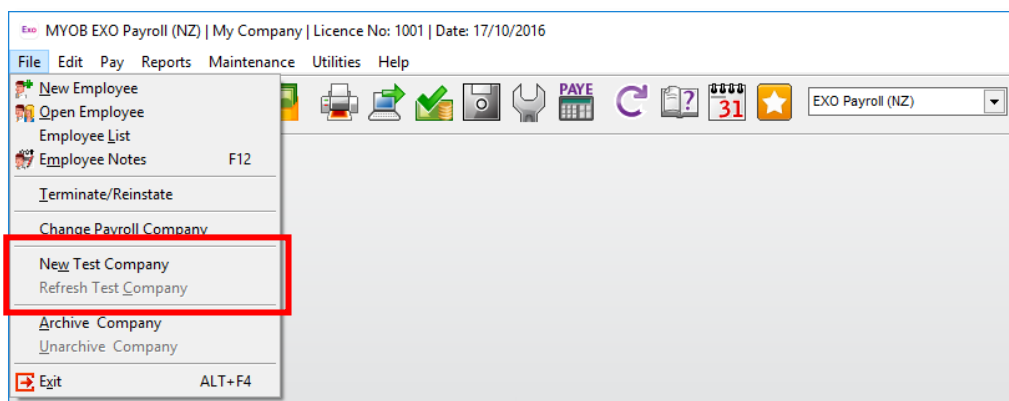
The selection ranges for the Paid Parental Leave report have been updated:



## Test Companies

This release adds the ability to set up one test company for each company in the Exo Employer Services system. Test companies have restricted functionality, but do not count towards your licensing limits, so you can use them to test out configuration changes without affecting the original company.

To create a test company, log in to a company and select the **New Test Company** option from the File menu of Exo Payroll:



If a test company has already been created for the company, this option will not be available.

**Note:** You cannot create a test company for the Demonstration Company.

The new test company is given the name of the original company, prefixed with "TEST\_". A test company has all of the data and configuration of the original company. You can refresh the data from the original company by selecting the **Refresh Test Company** option from the file menu. This will load the latest data from the original company into the test company, overwriting any changes you have made.

**Note:** When creating or refreshing test companies, if any database files are locked or inaccessible, a file called **TestCompanyCreation\_Log\_<datetime>.txt** will be created in the install directory. This file will contain details of the inaccessible files.

## Test Company Restrictions

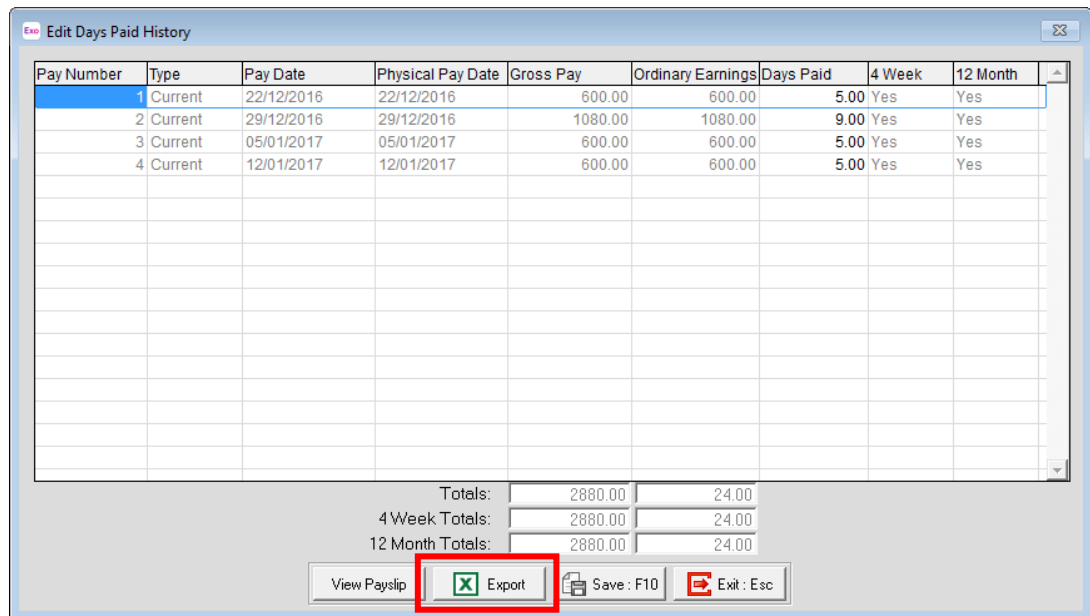
The following functions are not available to test companies:

- You cannot edit the test company's details on the Setup window of any module.
- You cannot restore a backup to a test company.
- You cannot generate a direct credit file.
- You cannot access the MyStaffInfo Management Console.

You can, however, generate all reports, including IRD reports (functionality that is not available in the Demonstration Company).

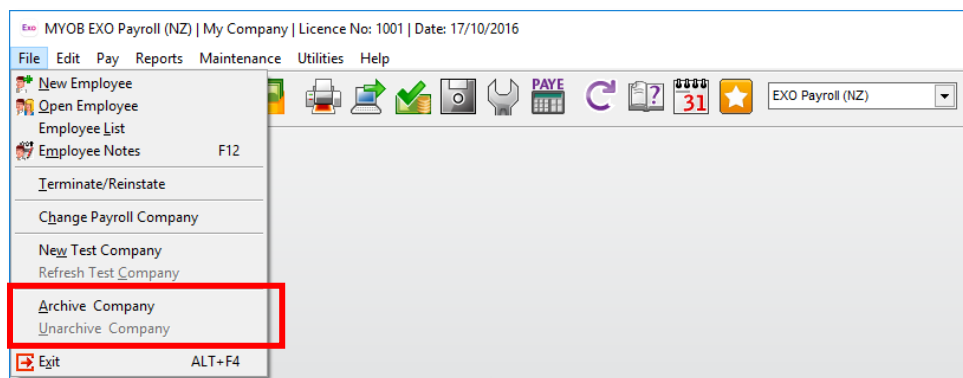
## Days/Hours Paid History Excel Export

If Microsoft Excel is installed on your PC, then on the Edit Days/Hours Paid History and Edit Relevant Days/Hours Paid History windows, the **Copy** button is replaced with an **Excel** button. Clicking this button exports the data on the window to a Microsoft Excel file in the .XLSX format.



## Archiving Companies

This release adds the ability to archive companies. Archived companies are read-only for all users, but do not count towards your licensing limits. To archive a company, log in to a company and select the **Archive Company** option from the File menu of Exo Payroll:

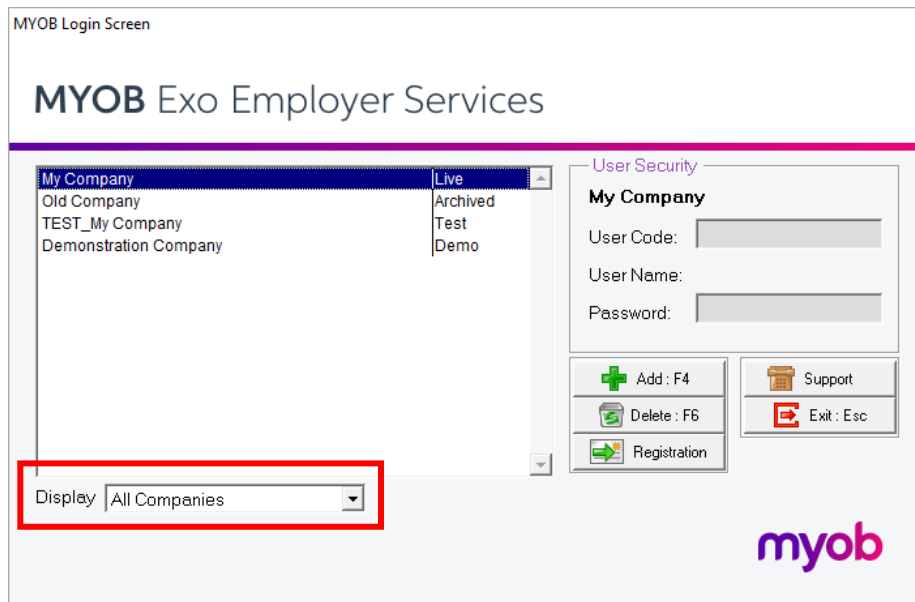


Archived companies can be restored by selecting the **Unarchive Company** menu option. (Access to these new options is controlled by the User Security settings.)



## Changes to the Login Screen

The login screen has been updated for the addition of test companies and the ability to archive companies. By default, test companies and archived companies are hidden on the login screen. If any test or archived companies exist, a new **Display** dropdown is available, which you can use to filter the list of companies:



The login screen has also been widened to include a new column that shows the status of each company.

## Average Weekly Earnings Calculation

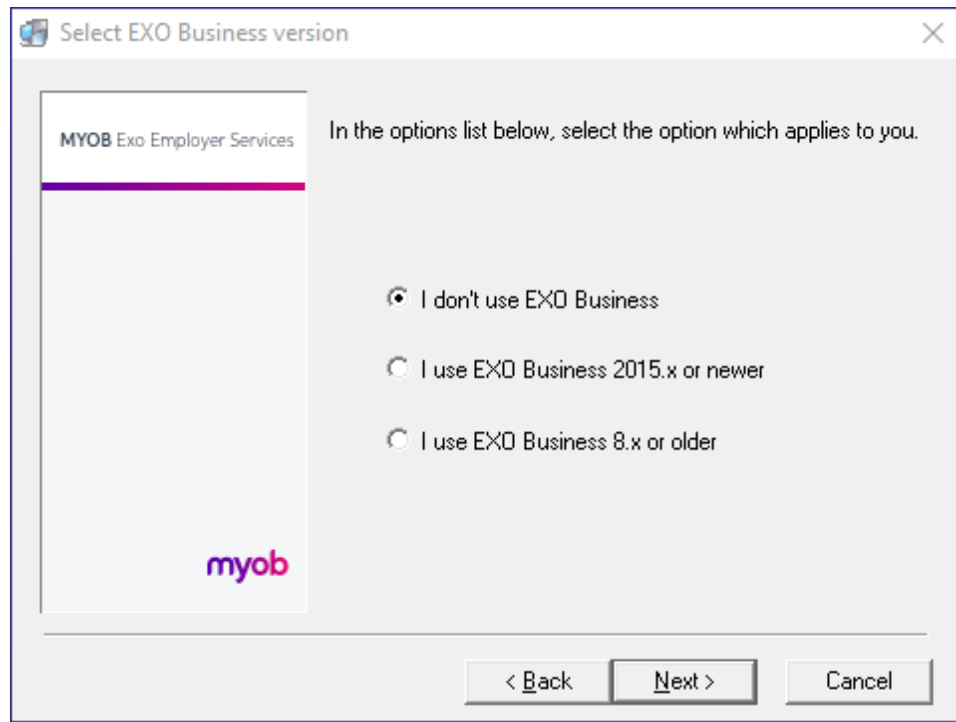
In recent months, a topic has arisen primarily centred on the interpretation of the Average Weekly Earnings calculation provided by the Holidays Act, and its use in determining the precise average that the Act was intending. In its simplest form, the defined calculation from the Act would not provide employers with an accurate average; because of this, several variants of the defined calculation have had to be implemented across the market to ascertain average earnings.

Historically, Exo Payroll calculated Average Weekly Earnings based on the total gross payments for the previous 12 months and divided this amount by the number of pays transacted within this period. Based on much feedback, many employers felt that 12 months easily translated to 52 weeks, and as such, focusing gross payments for this period, and then dividing by the legislated 52, is easier to understand and explain to employees.

With this in mind, Exo Payroll has been altered to reflect the Average Weekly Earnings calculation as **the total gross payments for the past 52 weeks divided by 52**.

## New Installer Screen

A new screen allowing you to specify the version of Exo Business you are using (if any) has been added to the Exo Employer Services install wizard:



Your selection here specifies which version of the **ExoOEMLib.dll** file will be installed; this DLL is used by the Post to Exo Business function in Exo Payroll, so it is important that the correct version is installed.

**Note:** This option is not available when upgrading online. If you upgrade Exo Employer Services using the **Upgrade Software Online** function, the **ExoOEMLib.dll** file will not be affected, i.e. whatever version of the DLL is currently in use will remain in use. If you need to change the version of the DLL, e.g. if you upgrade to a newer version of Exo Business, you will need to run the installer executable—see the [MYOB Enterprise Knowledgebase](#) for information on upgrading manually.

## Search on Lookup Windows

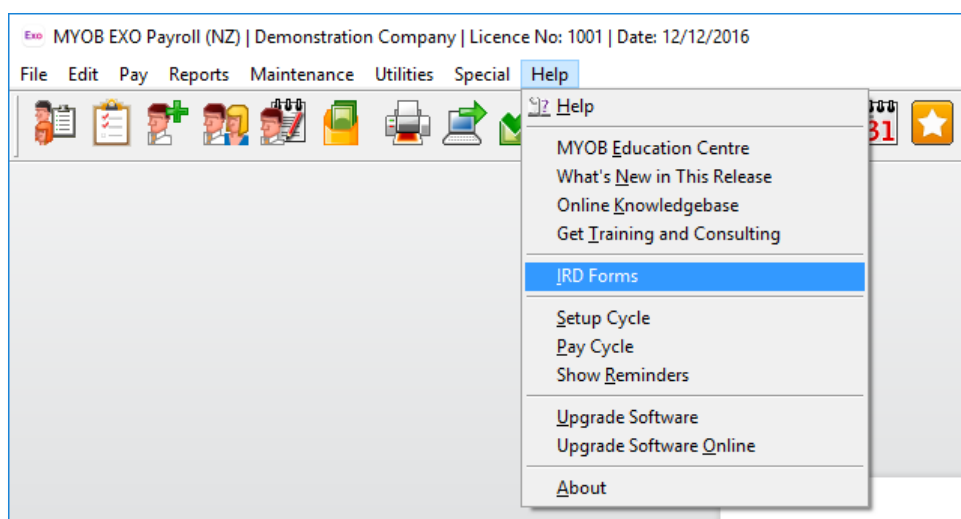
The lookup windows for all records in the Maintenance menu now include a search box, which allows you to locate records quickly in companies that have a large number of records. The Cost Centre lookup window also includes new columns that show the General Ledger codes assigned to each Cost Centre.

Code	Name	GL Code	GL Name
11	Akd/Office	601	Wages Auckland
12	Akd/Reception	601	Wages Auckland
13	Akd/Sales Promotion	601	Wages Auckland
14	Akd/Sales	601	Wages Auckland
15	Akd/Packaging	601	Wages Auckland
16	Akd/Delivery	601	Wages Auckland
21	Ham/Office	602	Wages Hamilton
22	Ham/Reception	602	Wages Hamilton
23	Ham/Sales Promotion	602	Wages Hamilton
24	Ham/Sales	602	Wages Hamilton
25	Ham/Packaging	602	Wages Hamilton
26	Ham/Delivery	602	Wages Hamilton

Code	Name
1	Akd,Administration
2	Akd,Sales
3	Akd,Dispatch
4	Ham, Administration
5	Ham, Sales

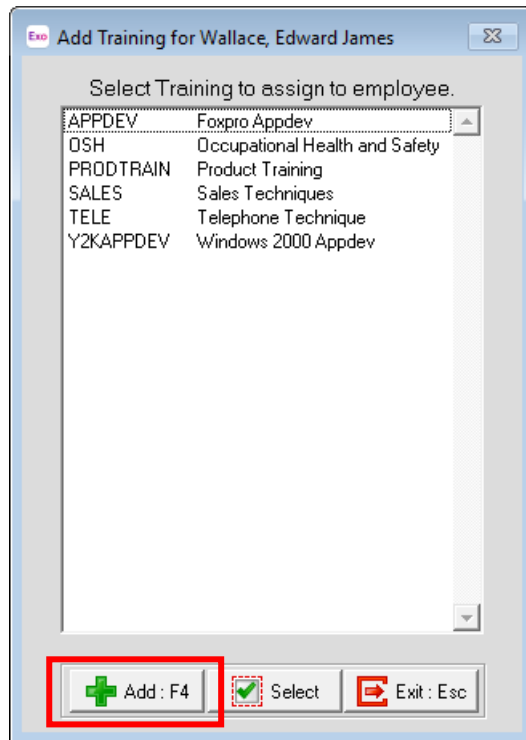
## Link to IRD Forms

A new **IRD Forms** option has been added to the Help menu in Exo Payroll. Clicking this link opens a web page that contains links to commonly used IRD forms, as well as information about each form.



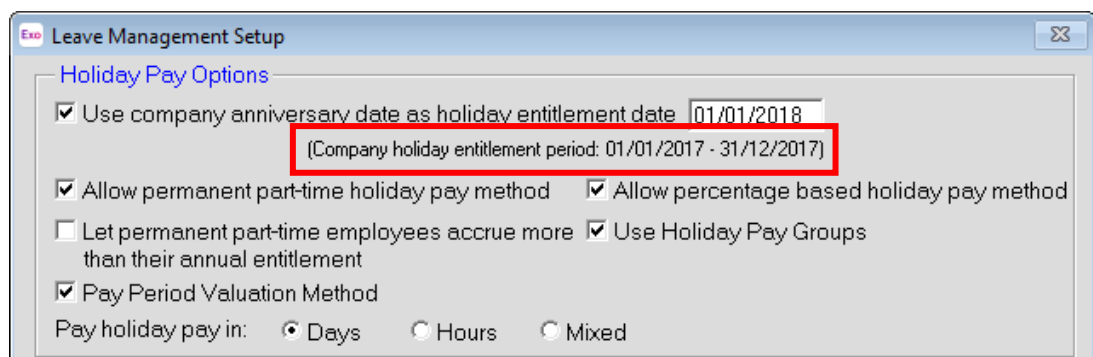
## Improvements to Employee Training

When assigning training to employee records in Exo Employee Information, it is now possible to add a new training course to assign to the employee. The Add Training window now includes an **Add** button:



## Clarification of Entitlement Period

To remove confusion around the definition of the entitlement period for Holiday Pay, the date range of the current entitlement period is now displayed on various windows concerned with Holiday Pay, e.g. the Leave Management Setup window and the Holiday Pay tab of the Employee Maintenance window.



## Registration Updates

This release includes updates to the user interface that make the process of registering products easier to understand. The registration messages that appear in the title bar have been re-written to make them clearer, and a **How To Register – FAQ** link has been added to the Registration window:

**MYOB EXO Employer Services registration**

**Company Contact Details**

Company Name: Demonstration Company  
 Licence Number: 1001 Client ID:   
 Postal Address: PO Box 12940, Penrose  
 Auckland  
 Site Address: Level 1,602 Great Sth Rd, Ellerslie, Auckl  
 Contact: Edward Wallace  
 Phone: 0800800729 Fax: 0508329729  
 Email: ed@demonstrationcompany.co.nz  
 Industry:

**Registration Contact Details**

Contact: MYOB NZ Ltd  
 Email: exoservices@myob.com  
 Phone: 0800 MYOB EXO (0800 696 239)  
 Fax: 0508 329 729  
 Website: www.myob.co.nz/enterprise  
[How To Register - FAQ](#)

**Products**

Product Name	Install Date	Expiry Date	Type	Licensed Users	Licensed Staff	Max Staff	Exceeded	Expiry Status
EXO Payroll (NZ)	19/01/2017	19/02/2017	DEMO	1	100	0	No	25 days remaining
EXO Health and Safety	19/01/2017	19/02/2017	DEMO	1	100	0	No	25 days remaining
EXO Employee Information	19/01/2017	19/02/2017	DEMO	1	100	0	No	25 days remaining
EXO Time and Attendance	19/01/2017	19/02/2017	DEMO	1	100	0	No	25 days remaining
MyStaffInfo	/ /	19/02/2017				0		25 days remaining

History Register Delete

Register Online Email View: F9 Save: F10 Exit: Esc

Clicking this link opens a web browser and links to [an article on the Exo Knowledge Base](#) that contains more information on registering Exo Employer Services products.

## New Allowance Option

A new **Exclude from Ordinary Earnings** option is available for Allowances:

The screenshot shows the 'Allowance Maintenance' window. The 'Name' field is 'Clothing Allowance'. The 'Taxable' radio button is selected. The 'Calculation Method' is 'Total Hours'. The 'Rate' is '0.0500'. The 'Pay Rate Type' is 'All'. The 'Maximum Number' is '0.00'. The 'Wage Rate Code' is empty. The 'Type' is 'Normal'. The 'Cost Centre' is 'Employee's Default'. The 'Override Tax Rate' is empty. The 'Historical Allowance' checkbox is unchecked. In the 'Options' section, the 'Exclude from Ordinary Earnings' checkbox is highlighted with a red box. Other options include 'Add to Gross for Holiday Pay', 'Add to Gross for Super', 'Add to Gross for Relevant Daily Rate', 'Add to Gross for KiwiSaver', 'Add Earner Levy', 'Not Liable for ACC', 'Can Modify Name', and 'Eligible for PG'. Navigation buttons at the bottom include 'Prev : F7', 'Next : F8', 'Find : F9', 'Add : F4', 'Delete : F6', and 'Exit : Esc'.

The calculation of an employee's Ordinary Earnings in relation to the Holidays Act can be based on their last four weeks' earnings. A large allowance that is paid infrequently, e.g. a Christmas bonus, can distort this calculation—by enabling this option for such allowances, you can ensure employees' Ordinary Earnings are more representative of their true earnings.

An **Ordinary Earnings** column has been added to the Edit Hours/Days Paid History window, allowing you to verify how Ordinary Earnings have been calculated.

The screenshot shows the 'Edit Days Paid History' window. The table has columns: Pay Number, Type, Pay Date, Physical Pay Date, Gross Pay, Ordinary Earnings, Days Paid, 4 Week, and 12 Month. The 'Ordinary Earnings' column is highlighted with a red box. The table contains four rows of data. At the bottom, there are summary rows for Totals, 4 Week Totals, and 12 Month Totals. Navigation buttons at the bottom include 'View Payslip', 'Export', 'Save : F10', and 'Exit : Esc'.

Pay Number	Type	Pay Date	Physical Pay Date	Gross Pay	Ordinary Earnings	Days Paid	4 Week	12 Month
1	Current	22/12/2016	22/12/2016	600.00	600.00	5.00	Yes	Yes
2	Current	29/12/2016	29/12/2016	1080.00	1080.00	9.00	Yes	Yes
3	Current	05/01/2017	05/01/2017	600.00	600.00	5.00	Yes	Yes
4	Current	12/01/2017	12/01/2017	600.00	600.00	5.00	Yes	Yes
Totals:				2880.00	24.00			
4 Week Totals:				2880.00	24.00			
12 Month Totals:				2880.00	24.00			

## Future-Dated Public Holidays

This release adds the ability to add future-dated Public Holiday leave to an employee's pay, i.e. leave that is paid in one pay, but not actually taken until a later pay period. Leave paid in this way is added to the employee's pay as an Allowance and taxed as Extra Pay.

A new "PH Advance" Allowance is created when upgrading to this release. This Allowance is used to pay future-dated leave; its **Type** is set to "Extra Pay", ensuring it will be taxed as Extra Pay.

A new Future-Dated Public Holiday section has been added to the Public Holiday section of the Leave Management window:

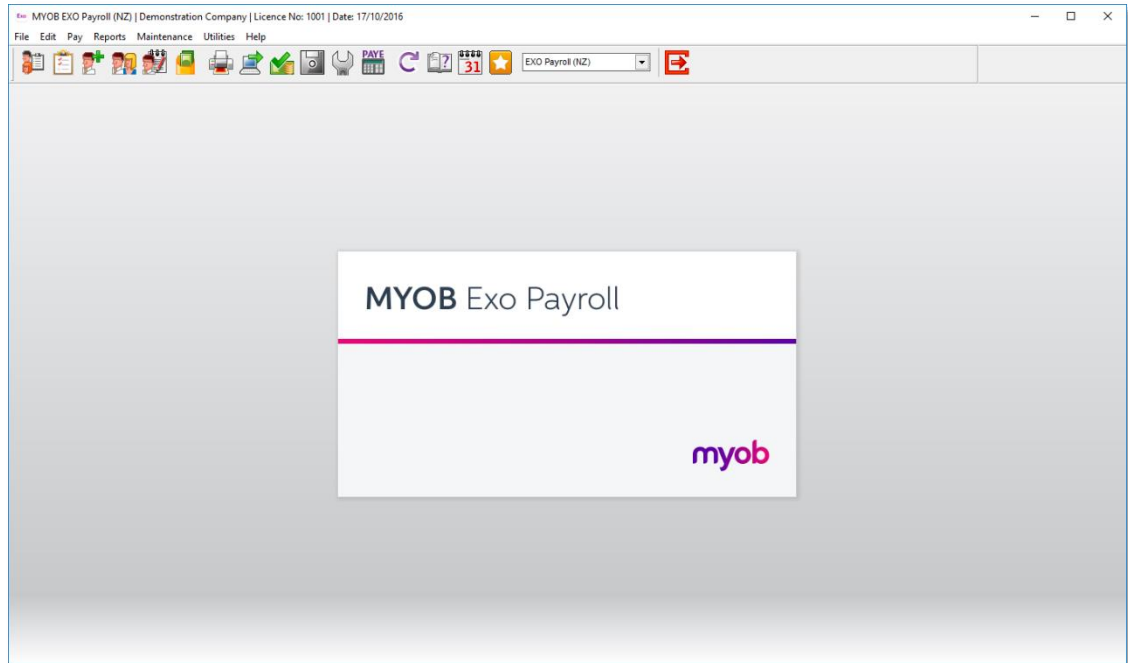
The screenshot shows the 'Leave Management' window for employee '1 (WALLACE) Wallace, Edward James'. The window has a sidebar with buttons for Summary, Holiday, Sick, Public Holiday (selected), Alternative, Bereavement, Long Service, Unpaid, Shift Leave, and Other Leave. The main area is divided into two sections: 'Public Holiday' and 'Future-Dated Public Holiday' (highlighted with a red box). The 'Public Holiday' section includes instructions and fields for Hours to Pay (0.00), Days Not Worked (0.00), Rate (15.0000), Amount (0.00 with an 'Override' checkbox), Cost Centre (14), and Hours per standard day (8.00). The 'Future-Dated Public Holiday' section includes fields for Hours to Pay (0.00), Days Not Worked (0.00), and Amount (0.00 with an 'Override' checkbox'). Both sections have a 'Dates Taken' button. At the bottom, there are 'Save : F10' and 'Exit : Esc' buttons.

To add future-dated Public Holiday leave to an employee's pay, enter values into the Future-Dated Public Holiday section. The **Amount** is calculated automatically, but can be overridden if necessary.

Future-dated Public Holiday leave appears separately as "PH Advance" on payslips.

## Rebranding

The MYOB Exo Employer Services suite of products has been rebranded with an all new look and feel:



This rebranding includes graphical updates to the interface and documentation, and a new product icon:





# Resolved Issues

The following issues have been addressed in this release:

Problem Record	Service Request	Description
11898621227	11897201069	This release adds the ability to print the Pay Sheet report by Physical Pay Date—see page 10.
132944256802	132883017401 132862839611	The Post to Exo Business function did not work when using recent versions of Exo Employer Services with older versions of Exo Business. This has been resolved; the Exo Employer Services installer now lets the user specify which version of Exo Business is in use, and installs the appropriate DLL—see page 15.
137014170610	137879139709 137666605974 137601563213 137601436051 137319257743 137272734634 137266136496 137264870323 137252238715 137240291997 137232496590 137230245131 137229336366 137195131699 137190613558 137155576670 137107521064 137106232509 137106232332 137105322516 137092854529 137087901362 137084224006 137079666366 137079302985 137073423487 137068378870 137068378391 137065847446 137054887698 137042669165 137038807314 137015377689 137015377264 137015377224 137015377184 137015377174 137015377087 137014170670 137014170639 137014170628 137014170571	<p>When attempting to produce PDFs from Exo Employer Services, the error message “OLE error code 0x8007007e: The specified module could not be found.” appeared on PCs that had been recently upgraded to Windows 10. This has been resolved; this release includes an updated version of the MYOB PDF Converter, which is compatible with Windows 10.</p> <p><b>Note:</b> Installing Exo Employer Services locally will update the MYOB PDF Converter on the local PC—you must run <b>Network.exe</b> to reinstall the MYOB PDF Converter on all networked PCs.</p>

## Resolved Issues

130420454403	140264938217 138671307178 138655917909 138654767641 138240804950 138240747027 137237366186 137137785640 137125165886 136690416384 135660968285 134527400379 134452301554 134444269348 133565882660 133563807734 131880295945 130600141761 130416456969 130352840560 130341340319 130149850730 130105346167 129304432943	The error message "Registration Checksum is incorrect" could appear when starting Exo Employer Services, if the details in the Company Contact Details section of the Registration window were blank. This has been resolved.
113279349057	125639079018 122596898289 119895384386 118512222964 118290431305 117225521496 116990601270 114791928821 113138755669 111885843043 110155506457 19927754787 16656645581 16471206102 15531812100 14558839521 12534159056 12419633451	<p>In older versions, it was possible for a Casual employee to have a Holiday Pay cash-up amount, which could not then be deleted from the Holiday Pay section of the Current Pay, as the Cash-Up field would be disabled. The 2016.01 release made it possible to edit the <b>Cash-Up</b> field in the Holiday Pay section of the Current Pay, so that the incorrect amount could be manually deleted.</p> <p>This release improves the system's handling of this situation, so that incorrect cash-up amounts will no longer appear for Casual employees, removing the need to manually correct the error.</p>
124808345008	130315513879 124931637326 124876428063 124840128254 124804483817 124689674765	Large negative wage hourly rate amounts could be incorrectly rounded due to limits on the database field used to store them, e.g. -999.99 would round to 999.90. This has been resolved; the relevant database field has been enlarged to allow for values of this length.
124843231466	135535042271 125383530911 124884559251 124811790611 124500274523 123094359111	In some circumstances, it was possible to overwrite an employee's pay frequency by navigating from an employee with a different frequency to that employee using the <b>Next</b> or <b>Prev</b> buttons on the Wages section of the Standard Pay in Employee Maintenance. The employee's pay frequency would not be changed on the Employee Maintenance window, but the wrong pay frequency would be recorded in any open pays that the employee was in, which could result in incorrect PAYE being calculated for the employee. This has been resolved.
126825666930	136676193462 132778141151 126804907239	The Trial Balance report incorrectly rounded large amounts (over \$999,999.99). This has been resolved.

## Resolved Issues

138140275096	138140275078 137751188641	This release removes the <b>Tax Holiday Pay</b> options from the Holiday Pay section of the Leave Management screen. (Employees all default to the "With Other Pay" option now.)
134900362637	134839826462	Leave notes were included on the Custom Payslip. This has been resolved; leave notes no longer appear on payslips.
123269779447	123232580651	This release adds the option to reduce salary when importing leave transactions via the Import Time Transactions function. A new <b>Reduce salary when importing leave transactions</b> dropdown is available on the Import tab of the Special Options Setup window; this dropdown functions in the same way as the existing "Reduce salary" dropdowns for MyStaffInfo on the same tab, giving the option to always reduce salary, never reduce salary or prompt the user whether or not to reduce salary.
131002509077	130891556374	When the Direct Credit Schedule report was printed in portrait orientation, the Amount Variance total would be displayed as *****.** if the value was greater than \$9,999.99. This has been resolved.
133030699800	132992167968	When paying rated unit Allowances to employees, the Custom Payslip did not show the rate. This has been resolved.
135728255239	135728055366	Removing the Exo Payroll module from the Registration window caused errors when attempting to log in to other modules. This has been resolved.
137452073353	137449595748	In some circumstances, Allowances and Deductions could be still deleted even if they had been used in the Exo Payroll system. This has been resolved.
137389317224	137389317012	When creating a non-taxable Allowance, the <b>Add Gross to KiwiSaver</b> option was enabled by default, where it had been disabled in previous version. This has been resolved; the default for non-taxable Allowances is for this option to be disabled.
139048431134	138357246713	Notes with the type "TR" were duplicated on the Notes report in Exo Health and Safety. This has been resolved.
131008755385	129934340071	After running the Public Holiday Loader for a Current Pay, if the user opened the Paysheet report, the public holiday rates would be incorrect. The rates would be corrected when the Current Pay screen was refreshed. This has been resolved.
140218779973	140218371778	Overridden leave rates were not displayed on the Custom Payslip. This has been resolved.

## Resolved Issues

135677276928

135661843841

In Exo Time and Attendance, if a user changed a time's Cost Centre while editing times on the Edit Times window, additional breaks could be created incorrectly. This has been resolved; it is no longer possible to change the **Cost Centre** field when editing a time using the fields at the bottom of the window. To change a time's Cost Centre, enter it directly into the **Costcentre** column at the top of the window:

Exo Edit Times For Day - 2 Andrews, Thomas Harley 83

Date: 23/01/2017 Daily Rule: 1 Warehouse Shift  
 Day: Monday Daily Exception:   
 All times are in hh:mm ☒ Times Are Invalid

IN - Actual	IN - Rounded	OUT - Actual	OUT - Rounded	Costcentre	Exception
	07.30		16.30		

\* = Changed

+ Add : F4 Edit : F5 Save : F10 Delete : F6

Hours To Pay (hh:mm)

Total	Ord	TH	DBL
0.00			

Actual Rounded Actual Rounded Cost Centre Exception

Save : F10 Generate Units

140218779973

140218371778

In some cases, changing an employee's days/hours paid from the Holiday Pay History screen, or changing an employee's relevant days/hours paid from the Relevant Rate History screen, while processing a pay, did not update their average daily/hourly rate(s) until the employee saved and exited the Current Pay window. This has been resolved.

-

136486060416

When processing multiple terminations of percentage-based employees in one pay, employees' outstanding leave amounts could be incorrect. This has been resolved.

## Resolved Issues

-	-	If the Holiday Pay Loader was used to load holiday pay for an employee in an open Current Pay, who did not work on the holiday but normally would have, then the employee's Holiday Pay gross pay and termination amount would be incorrect. The workaround for this issue was to open and close the Current Pay, so that amounts were recalculated. This issue has now been resolved.
-	-	The Post to Exo Business function did not work on Windows 10. This has been resolved.
-	-	The Custom Payslip would display incorrect values in the <b>Rate</b> column for pay items that had a fixed dollar amount. This has been resolved; the <b>Rate</b> column is now left empty for fixed dollar amount items.
-	-	The system no longer suggests the first available ID number when creating a new Cost Centre.
-	-	Birthday and review reminders were still displayed for terminated employees. This is no longer the case.
-	-	In some cases, it was possible to delete a Cost Centre, even if it had been used in a pay. This has been resolved.

# Known Issues

## Error 2066 in a networked environment

The FoxPro error: "2066/Index file [filename].CDX is corrupt. Please rebuild it" can occur persistently on network systems that have a Server 2008 operating system with workstations running Windows Vista, Windows 7 or 2008 Terminal Server; or peer-to-peer networks where the server/workstation is running a Windows Vista or Windows 7 operating system, and one or more other workstations are also using a Windows Vista or Windows 7 operating system.

For information on this issue and suggested workarounds, see the following articles on the MYOB Enterprise Knowledgebase:

- [What to do when getting an Error 2066 message](#)
- [Consistent error 2066 in a networked environment](#)