MYOB Exo Employer Services

NZ Edition

2019.06

Release Notes

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Introduction

What's New in this Release?

The 2019.06 release adds support for the introduction of domestic violence leave (DVL) to the Exo Payroll and Exo Time and Attendance modules. It also includes taxation updates, security improvements and enhancements to various areas of the system, as well as resolving issues identified in previous releases.

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.

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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 11 for any known installation issues.

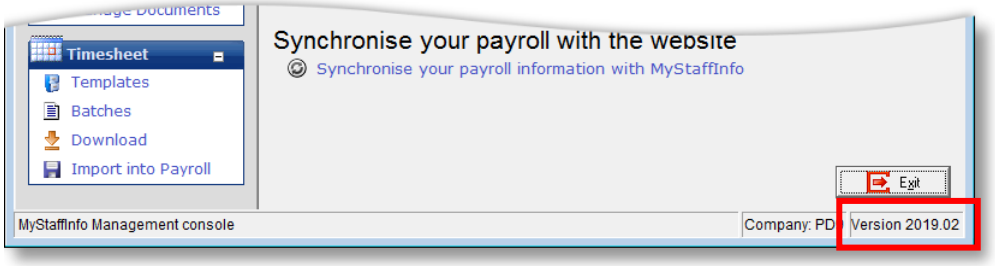
Post-Installation

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	2019.06
MYOB Exo Payroll (NZ)	2019.06
MYOB Exo Health and Safety	2019.06
MYOB Exo Employee Information	2019.06
MYOB Exo Time and Attendance	2019.06
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.

This release requires version **2019.02** of the MyStaffInfo Management Console (see page 9). To check this version number, open the Management Console. The version number is displayed at the bottom right corner:



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New Features

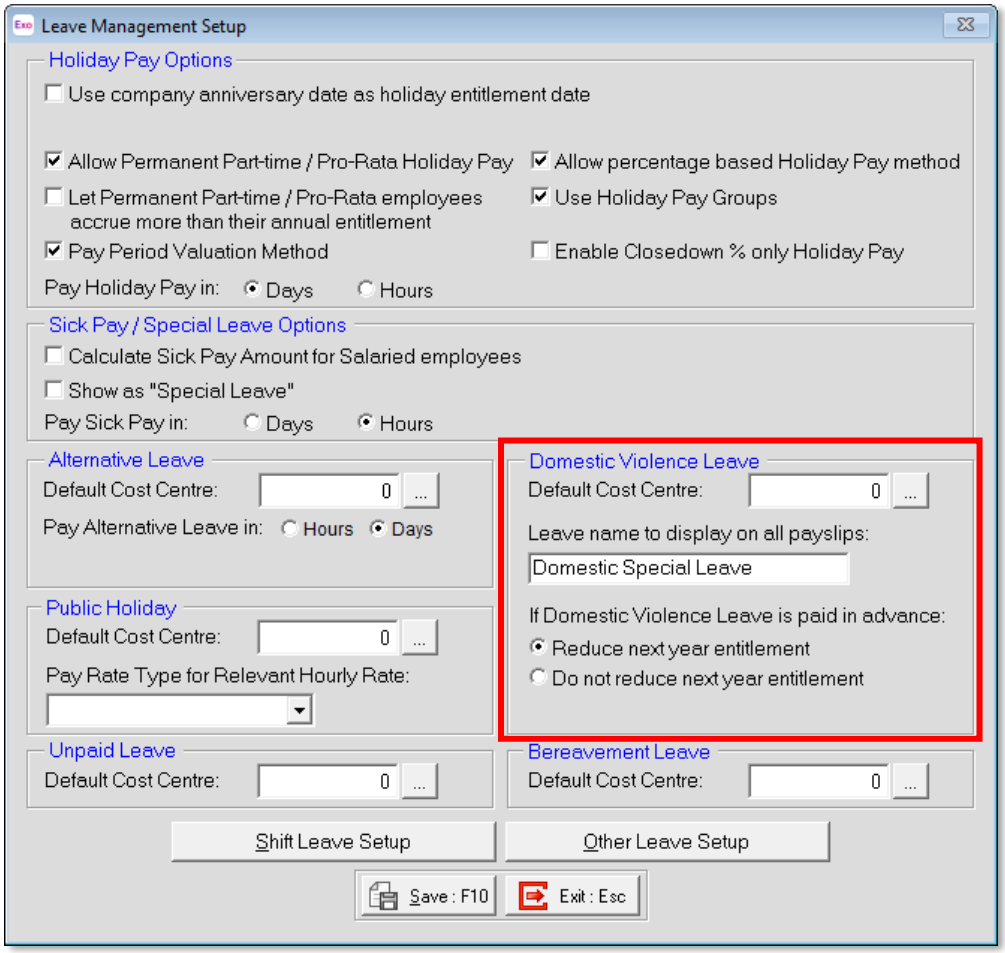
Domestic Violence Leave

The Domestic Violence—Victims' Protection Bill, which came into effect on 1 April 2019, entitles employees affected by domestic violence to up to ten days of paid domestic violence leave (DVL) per year, to deal with the effects of domestic violence.

Domestic violence leave is accrued and paid like sick leave. As with sick leave, employees are eligible for DVL after they have completed six months' continuous employment with the employer. Unlike sick leave, however, DVL doesn't accumulate, i.e. each year, the employee's DVL balance is reset to their annual entitlement (usually ten days).

Setting up Domestic Violence Leave

Domestic Violence Leave options have been added to the Leave Management Setup window:



As well as selecting a default Cost Centre for DVL, you can also change the name of the leave type when it appears on employee payslips (which may be necessary to preserve employees' privacy), and select what should happen to employees' leave balances if DVL is paid in advance.

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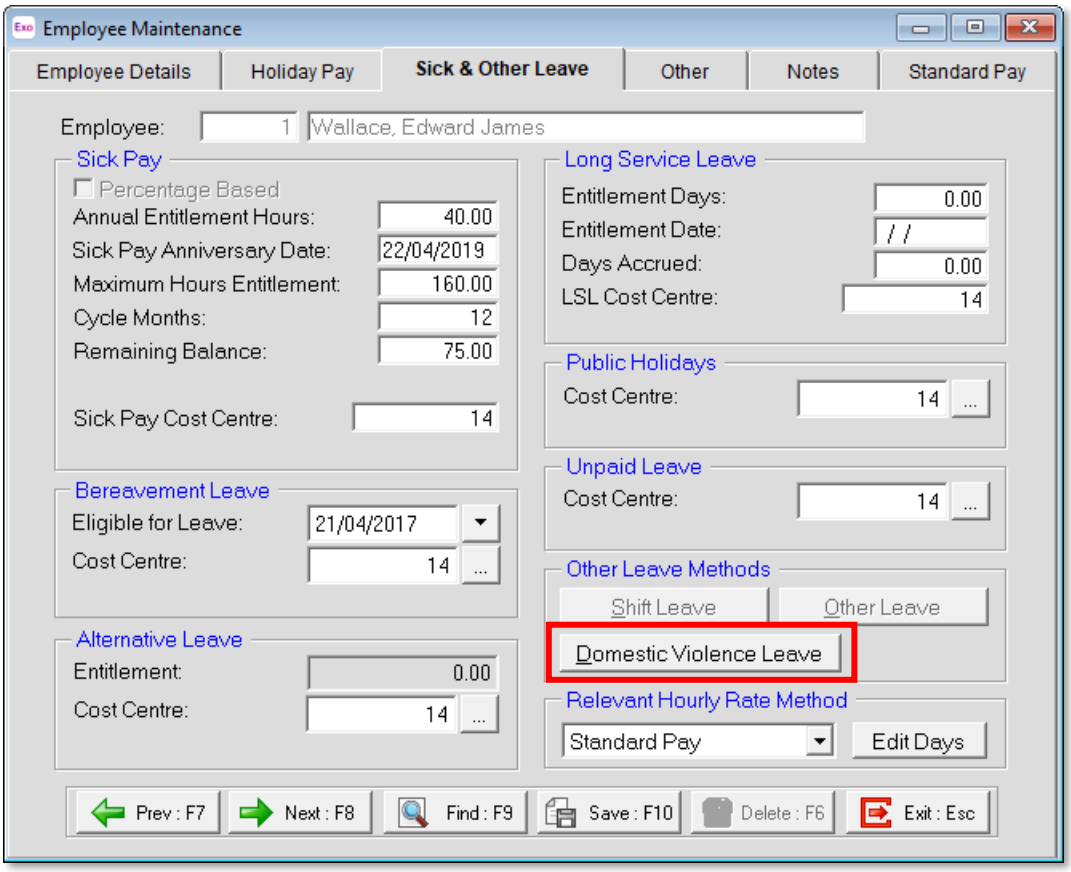
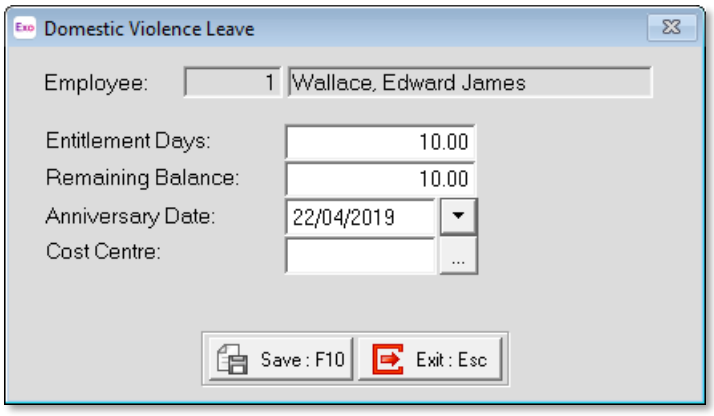
The Sick & Other Leave tab of the Employee Maintenance window now includes options for setting employees' DVL entitlements and balances.



Clicking the new Domestic Violence Leave button opens a window where the employee's DVL details can be viewed and edited:



Enter the employee's annual DVL entitlement and their current balance, if they need to be changed from the defaults. As employees become eligible for DVL after they have completed six months' continuous employment, the **Anniversary Date** should initially be six months after the employee's start date, then every twelve months after that.

Note: As DVL does not accumulate, the employee's DVL entitlement will be reset when the Anniversary Date rolls over.

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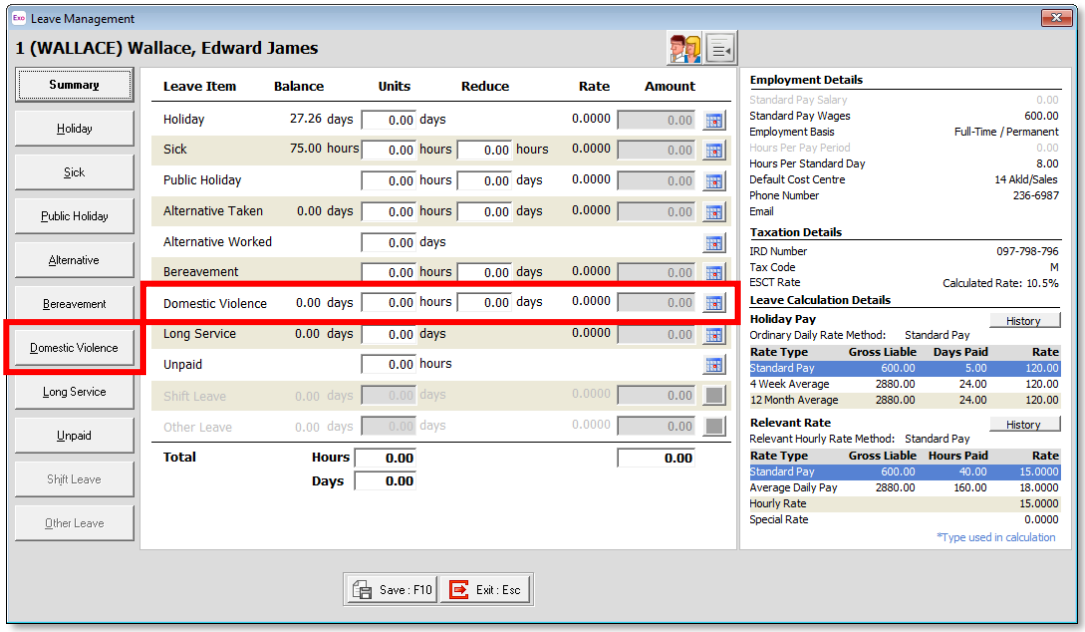
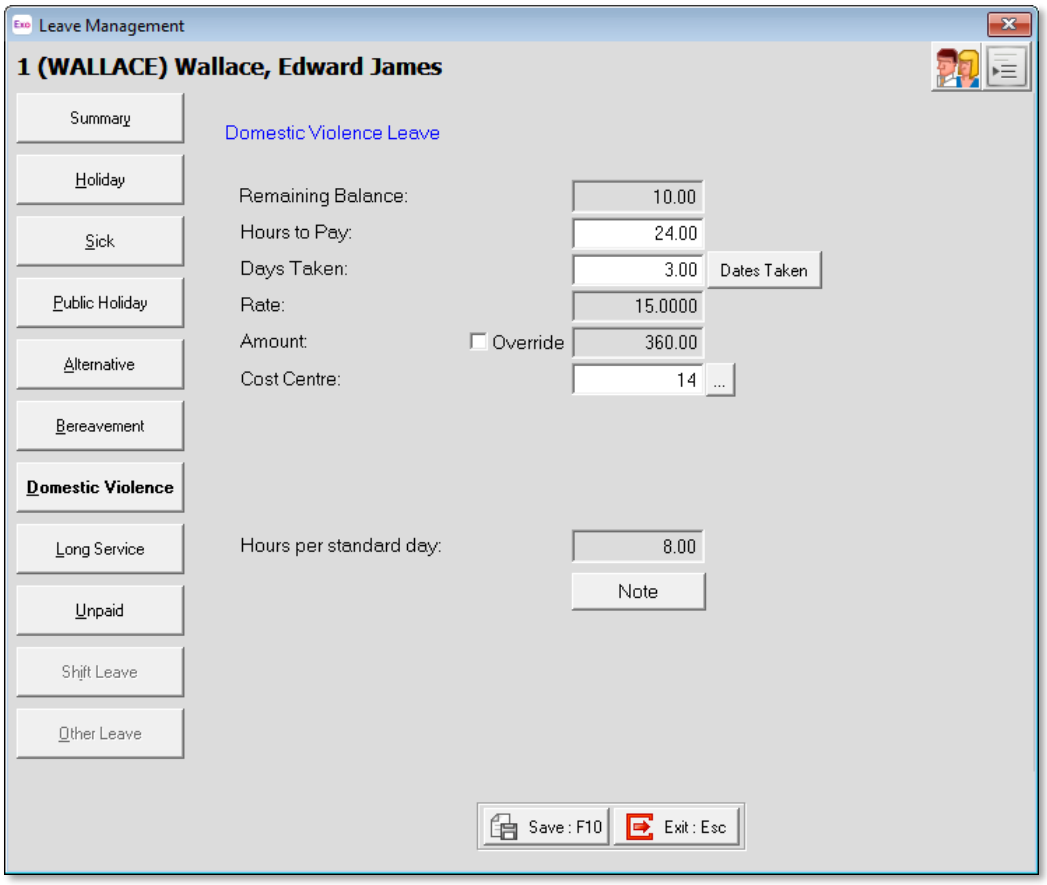
Paying Domestic Violence Leave

A Domestic Violence section has been added to the Leave Management screen of Current and One-Off Pays:



Clicking the **Domestic Violence** button displays options for paying the employee DVL in the pay:



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Reporting on Domestic Violence Leave

Domestic Violence Leave paid appears on employee's payslips—remember that you can change the label that is displayed next to Domestic Violence Leave amounts (see page 3). As the payment of Domestic Violence Leave can be highly sensitive, it may be necessary to change this label to protect the privacy of the employee being paid.

You can report on employees' Domestic Violence Leave entitlements, balances and payments using the standard leave reports in Exo Payroll. Domestic Violence Leave appears next to the other leave types wherever leave is reported on.

Note: In some reports, Domestic Violence Leave is optional, and can be shown or hidden from the Report Options window.

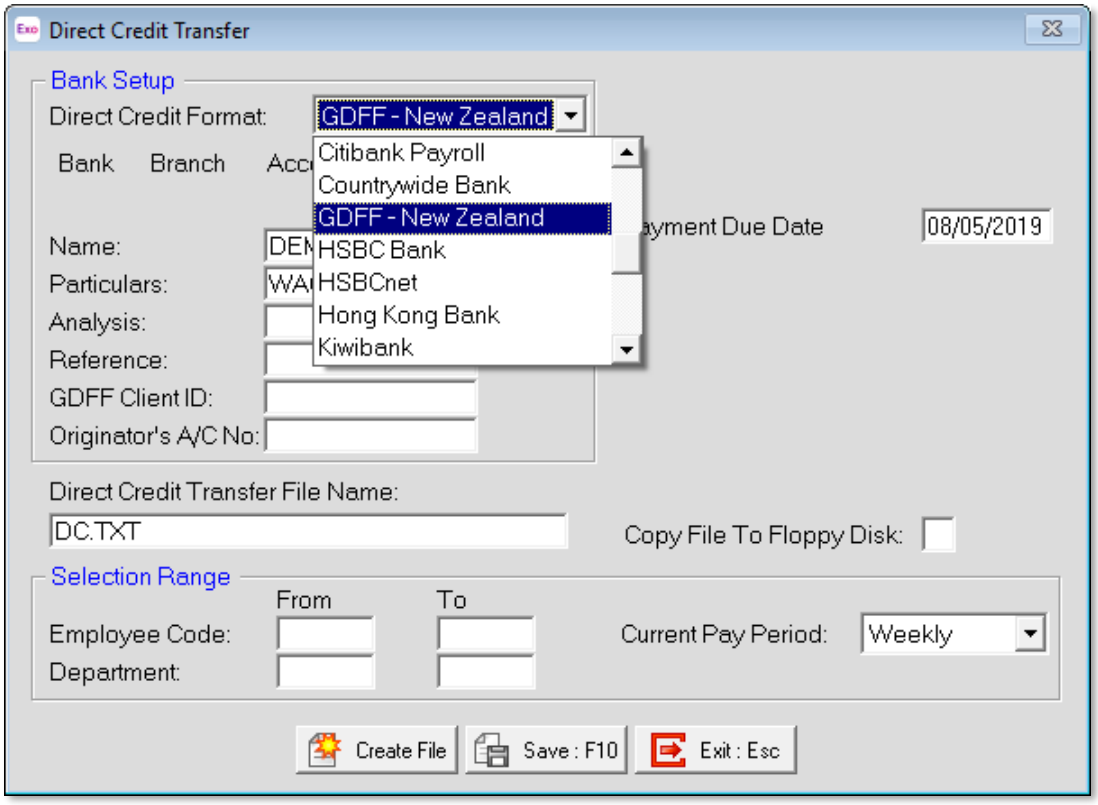
Domestic Violence Leave in Exo Time and Attendance

Domestic Violence Leave is also supported in the Exo Time and Attendance module. DVL appears as an option wherever leave types are specified in Exo Time and Attendance, e.g. on exceptions and employee notes.

When importing time transactions into Exo Payroll, DVL transactions appear in the import file with the type "V".

New Direct Credit File Format

A new GDFF file format is available for direct credit transfers. Select "GDFF – New Zealand" from the **Direct Credit Format** dropdown on the Direct Credit Transfer window to use the new format:



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Update to Payday Filing

Employee Information files and Employee Details files are now read-only when created, to help avoid the possibility of accidentally overwriting or changing them.

Taxation Updates

Changes to Extra Pay Calculations

In accordance with new IRD specifications, when calculating Extra Pay taxation any previously paid Extra Pay amounts are no longer included in the calculation.

Allowances of tax type Extra Pay are used for Lump Sum Payments such as commissions, bonuses, terminations and forward projected leave. This taxation method is designed to look back at the past four weeks' pay history, gross this up to an annual amount and determine which PAYE tax bracket to tax the gross payment with. Generally, these allowances are set up with a minimum tax rate of 10.5%, and Exo Payroll will automatically tax at a higher tax bracket if the grossed-up amount indicates that the employee should be taxed at a higher rate.

For information on when you would use lump sum payments/extra pay calculation, check out "Lump Sum Payments" on the IRD website.

Note: See the White Paper "**2019 Changes to Extra Pay Calculations**" on the Exo Employer Services Education Centre for more information on this change.

Withholding Payment Allowances

Setting up employee records with the "WT" tax code and Allowances with the type "Withholding Payment" resulted in small errors in payday filing return files. To account for this, "Withholding Payment" Allowances are now treated as though the type was "Normal".

Note: If an employee with a standard tax code like M or M SL receives schedular payments, do not make schedular payments to this employee using the "Withholding Payment" allowance type. Instead, create a new employee record with the "WT" tax code and make schedular payments to the employee under that tax code.

Based on recent changes to the IRD specifications, you will see a slight difference in PAYE values from prior versions. Inland Revenue have updated the calculation method to tax on whole dollars only, instead of dollars and cents as it has been previously.

If you have employees who are paid allowances with the type "Withholding Payment", make sure that they are also set up with the correct WT tax code and tax rate on the Employee Maintenance screen.

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Updates to Delete Old Information Utility

This release adds new functionality to the Delete Old Information utility. It is now possible to delete data that is two years old or older. Previously, the limit was seven years—the ability to archive companies in Exo Employer Services means that you can delete old data from the main company database, while retaining an archived copy for reporting purposes.

Note: Under NZ law, financial and pay records must be kept for a minimum of seven years, so an archive company must be created prior to deleting any historical data from your live company.

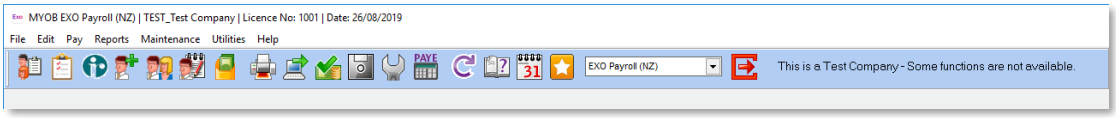
Records are now deleted permanently from the affected database tables, reducing their size on disk and improving performance. (In previous versions, records were flagged as deleted in the database, which removed them from view, but didn't affect the database size or performance.)

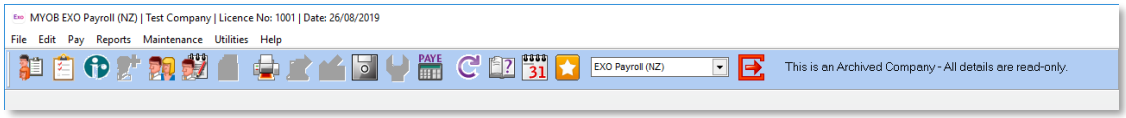
In addition, the utility now deletes files from the SNAPSHOT_STAFF and LEANENGLOG tables, and automatically performs a File Reindex operation after deleting records to further improve performance.

Note: This change means that once old records have been deleted, there is no way of recovering them from the company database. Make sure that your data has been backed up and/or archived before deleting old information.

Highlighting Test and Archived Companies

The main toolbar of Test and Archived companies is now coloured blue to highlight the fact that the company being viewed is not a live company. A message in the toolbar also indicates the kind of company:





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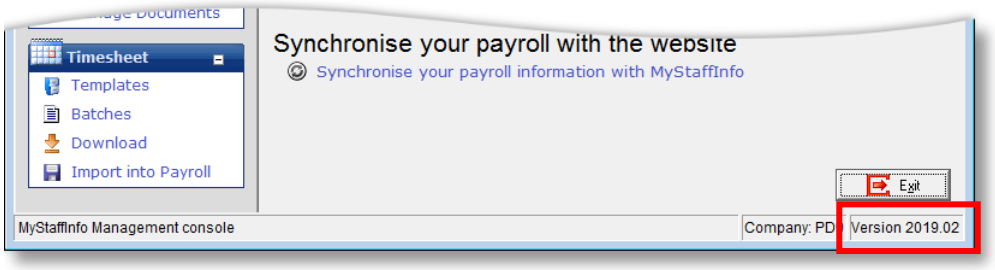
Password Security Improvement

The maximum length for user's passwords has been increased from 8 characters to 20 across all modules in the Exo Employer Services suite. This means user passwords can be longer and more complex, increasing system security.

Effects on MyStaffInfo

If your organisation uses MYOB MyStaffInfo, the security enhancements in this release require version 2019.02 of the MyStaffInfo Management Console. The Management Console should be updated automatically, but you should verify that the 2019.02 version has been installed before performing any actions in it. To check the version number, open the Management Console—the version is displayed at the bottom right corner:



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Resolved Issues

The following issues have been addressed in this release:

Problem Record	Service Request	Description
146154740807	152996995197 146141699461	This release updates the tooltip messages displayed when an employee's pay has insufficient funds to pay all of the Direct Credit payments set up for them.
169887921786	169756618273	If an employee had $0 Gross Earnings in a pay, but did have an ESCT amount, they were excluded from the EI return file for the pay. This has been resolved.
144876881014	144810627106	It was possible to change an employee from Waged to Salaried or vice versa when the employee was included in an open pay, which could result in incorrect figures in the pay. This has been resolved; it is no longer possible to change an employee's remuneration type if they are in an open Current or One-Off Pay. A warning message appears, instructing the user to close the pay before changing the employee's details.
154129492719	154129492689	This release updates the warning messages regarding leave amounts that are displayed when terminating and reinstating employees to more accurately reflect employees' leave.
172193652077	172176257468	This release resolves issues that could occur when generating PDF payslips for emailing or uploading to MyStaffInfo, which could result in employees receiving the wrong payslip or multiple copies of their payslip.
-	172432317641	In some cases, the General Ledger export file included only the first letter of Cost Centre names. This has been resolved; the costname column of the export file now contains the full name of each Cost Centre.
-	-	Terminated employees were not included in an Employee Details file for payday filing in the following situations: • if the Physical Payment Date of the pay they were terminated in was after the Pay Period End Date, • if the employee was terminated using the **Terminate/Reinstate** function on the File menu. This has been resolved; an Employee Details file including the employee will be created in both of these cases.
-	-	The Statistics Return report incorrectly included proprietors' hours and earnings amounts in the figures for employees. This has been resolved.

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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

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