

# MYOB Exo Employer Services

NZ Edition

2020.06

Release Notes

**myob**

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# Introduction

## What's New in this Release?

The 2020.06 release updates Exo Payroll to calculate Holiday Pay in weeks. This simplifies holiday management, and means that daily/hourly balances can be automatically adjusted when an employee's work schedule changes, to hold a consistent weekly balance. This release also includes updates to the management of Parental Leave and Leave Without Pay (which can have effects on Holiday Pay).

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 20 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	2020.06
MYOB Exo Payroll (NZ)	2020.06
MYOB Exo Health and Safety	2020.06
MYOB Exo Employee Information	2020.06
MYOB Exo Time and Attendance	2020.06
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.

# New Features

## Holiday Pay Enhancements

MYOB Exo Employer Services now calculates and reports Holiday Pay in weeks. Holiday Pay is still requested and paid in hours or days—the system automatically converts these values to portions of a week. A number of changes have been made to options, record entry screens and reports to support these enhancements.

### Activating Weekly Holiday Pay

After upgrading to this release, the option to use weekly Holiday Pay rates is disabled—you can enable the option once you and your employees are ready. Make sure to read all of the documentation below and make any necessary configuration changes before activating weekly Holiday Pay.

**Note:** This change is irreversible. Once you have activated the weekly method, it cannot be deactivated.

To activate the weekly Holiday Pay method, make sure all pays are closed, then tick **Calculate Holiday Pay in Weeks** on the Leave Management Setup window:

The screenshot shows the 'Leave Management Setup' window. Under the 'Holiday Pay Options' section, the 'Calculate Holiday Pay in Weeks' checkbox is checked and highlighted with a red box. Below it, there are three radio button options for 'Behaviour when changing Agreed Definition of a Week': 'Always recalculate the balance in days/hours', 'Always ask whether to recalculate the balance in days/hours', and 'Ask only when the balance in days/hours will be reduced'. To the right of these options are two checkboxes: 'Activate for new employee' and 'Activate all existing employees'. The 'Activate all existing employees' checkbox is currently unchecked.

## Activating Weekly Holiday Pay for Employees

Ticking the **Calculate Annual Leave in Weeks** option activates the weekly Holiday Pay features in Exo Payroll, but it does not immediately affect employees—employees can be moved to weekly Holiday Pay calculation individually or in bulk at the time of your choosing.

### Considerations when Activating Employees

Weekly Holiday Pay cannot be activated for Casual employees, or any employees who have the **Permanent Part-Time / Pro-Rata** option ticked.

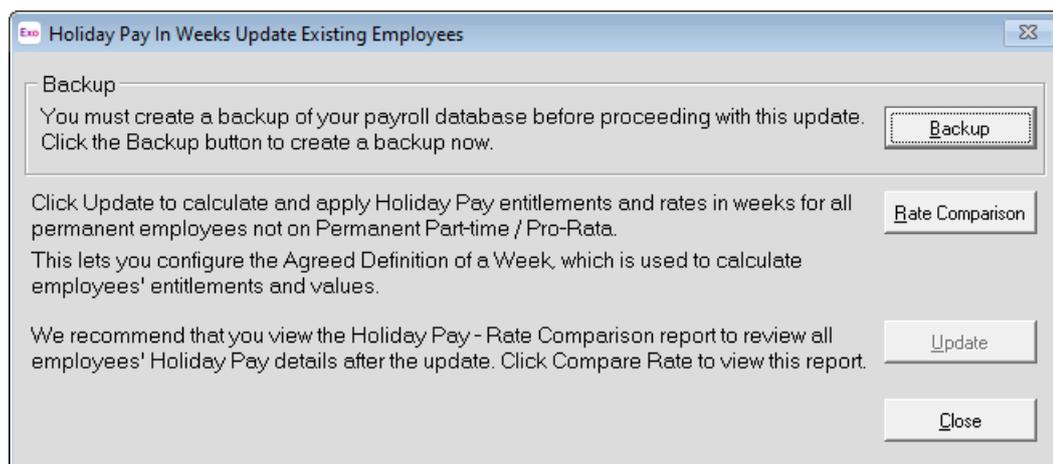
Employees who belong to a Holiday Pay Group cannot be moved to weekly Holiday Pay. Before activating weekly Holiday Pay for employees (see page 4), ensure that all employees who will be moved to weekly Holiday Pay do not have a Holiday Pay Group specified on the Holiday Pay tab of the Employee Maintenance window.

Once an employee has been set to calculate Holiday Pay in weeks, the **Holiday Pay Group** field is removed from the Holiday Pay tab.

### Options for Activating Weekly Holiday Pay

There are several ways of doing this:

- Individual employees can be moved to weekly Holiday Pay calculation by ticking the new **Calculate Holiday Pay in Weeks** option on the Holiday Pay tab of the Employee Maintenance window—see page 6.
- When the **Activate for new employees** option on the Leave Management Setup window is ticked, any new employees added to the system will be set to use weekly Holiday Pay calculation automatically.
- The **Activate all existing employees** button on the Leave Management Setup window opens a window where you can move all existing employees to weekly Holiday Pay calculation in one operation:



Use the buttons on this window to prepare for, and then activate, weekly Holiday Pay for all employees:

- **Backup** - A backup must be performed before employees are updated to weekly Holiday Pay. Click this button to open the Backup window.
- **Rate Comparison** - We recommend that you view the Holiday Pay - Rate Comparison report view (see below) before and after updating employees to weekly Holiday Pay. Click this button to open the report view.
- **Update** - Once you have backed up the company and viewed the Holiday Pay - Rate Comparison report view, click this button to update all employees. Once updated, you can check employees' records on the Holiday Pay tab of the Employee Maintenance window to check that the Calculate Holiday Pay in Weeks option is ticked.

The Rate Comparison button opens the new Holiday Pay – Rate Comparison report view so you can check all employees' Holiday Pay rates:

Code A	Alpha Code	Surname	First Name	Department	Employee Status	Cost Centre	Permanent Part-Time	52 Week Average Rate	Days	Holiday Rate	Actual Holiday Rate (Weekly)	Weekly Holiday Rate	Agreed Definition of a Week	Holiday Rate Used (Weekly)	Holiday Rate	
1		WALLACE	Wallace	Edward James	2 - Akid Sales	Permanent	14 - Akid/Sales	No	120.00	12 Month	120.00	Standard	600.00	5.00	120.00	0.00
2		ANDREWS	Andrews	Thomas Harley	3 - Akid Dispatch	Permanent	15 - Akid/Packaging	No	72.00	12 Month	72.00	Standard	360.00	5.00	72.00	0.00
3		HOUGHTON	Houghton	Jannel Faye	1 - Akid/Administrat	Permanent	12 - Akid/Reception	No	96.00	12 Month	96.00	Standard	480.00	5.00	96.00	0.00
4		SMITH	Smith	Sandra Olive	4 - Ham, Administrat	Permanent	22 - Ham/Reception	No	151.20	12 Month	151.20	Standard	720.00	5.00	144.00	-7.20
5		KEATING	Keating	Karl Adrian	3 - Akid/Dispatch	Permanent	16 - Akid/Delivery	No	88.00	12 Month	88.00	Standard	440.00	5.00	88.00	0.00
6		GEORGE	George	Thomas Russell	4 - Ham, Administrat	Permanent	21 - Ham/Office	No	112.00	12 Month	112.00	Standard	560.00	5.00	112.00	0.00
7		KARUSO	Karusio	Robinson Henry	3 - Akid/Dispatch	Permanent	15 - Akid/Packaging	No	96.00	12 Month	96.00	Standard	480.00	5.00	96.00	0.00
8		HILLARY	Hilary	Matthew Martin	4 - Ham, Administrat	Permanent	21 - Ham/Office	No	120.06	12 Month	120.06	Standard	600.30	5.00	120.06	0.00
9		JACKSON	Jackson	William Duncan	3 - Akid/Dispatch	Permanent	16 - Akid/Delivery	No	120.00	12 Month	120.00	Standard	600.00	5.00	120.00	0.00
20		TATE	Tate	Bernard Cedric	1 - Akid/Administrat	Permanent	11 - Akid/Office	No	144.00	12 Month	144.00	Standard	720.00	5.00	144.00	0.00
21		GILES	Giles	Harrison Reif	4 - Ham, Administrat	Permanent	21 - Ham/Office	No	160.00	12 Month	160.00	Standard	800.00	5.00	160.00	0.00
22		WATSON	Watson	Judy May	5 - Ham, Sales	Permanent	24 - Ham/Sales	No	136.00	12 Month	136.00	Standard	680.00	5.00	136.00	0.00

In particular, check that the **Holiday Rate** and **Holiday Rate Used (Weekly)** columns are the same for all employees—if they are not, you will need to check the affected employees' setup.

**Note:** The Holiday Pay – Rate Comparison report can be viewed at any time from the Report Views (**Reports menu > Report Views**).

## Updates to Employee Maintenance

The Holiday Pay tab has been updated to display weekly Holiday Pay amounts:

Employee: 1 Wallace, Edward James

**Holiday Pay**

Holiday Pay Group:

Annual Entitlement Weeks: 4.00  Pay Casual Holiday Pay Each Pay

Definition of a Week (Days): 5.00  Permanent Part-time / Pro-Rata

Annual Entitlement Days: 20.00  Percentage Entitlement Only

Annual Entitlement %: 8.00  Calculate Holiday Pay in Weeks

Holiday Anniversary Date: 24/11/2020 Hours per standard day: 8.00

This Year Entitlement Changes  
(Entitlement Period: 24/11/2019 - 23/11/2020)

**Entitlement Year**

	Paid	Accrued	Outstanding	Advanced	Balance
Days:	24.00	7.07	22.00	0.00	29.07
Weeks:	4.80	1.41	4.40	0.00	5.81
Amount:	\$2880.00	\$0	\$0.00	\$0	\$0.00

This Year Accrued to: 01/04/2020 Ordinary Weekly Pay Method: Standard Pay

Holiday Pay Cost Centre: 14

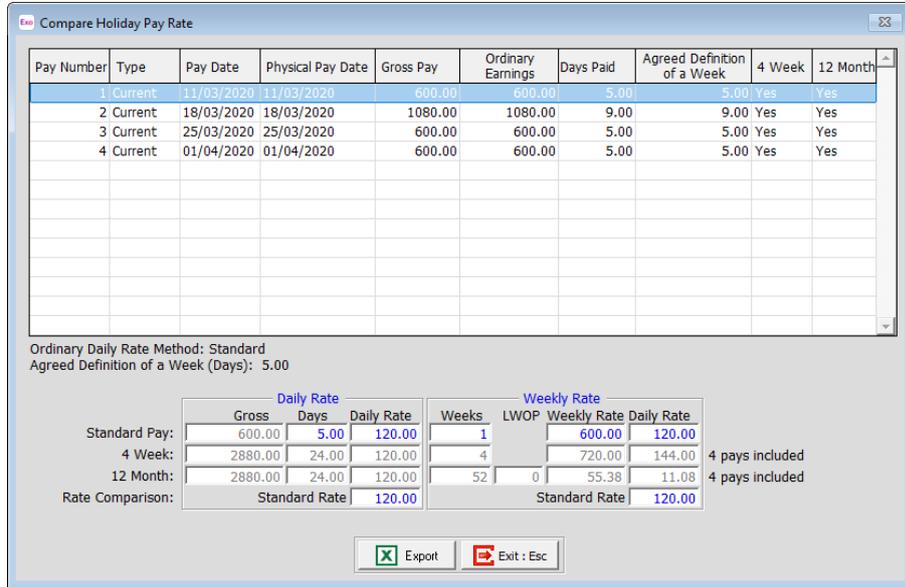
Prev : F7 Next : F8 Find : F9 Save : F10 Delete : F6 Exit : Esc

The following changes have been made to this tab:

- The option to enable weekly calculation in weeks for this employee has been added. It is not available until after the **Calculate Holiday Pay in Weeks** option has been activated on the Leave Management Setup window. When this option is ticked, a **Compare Rate** button becomes available, which opens the Compare Holiday Pay Rate window (see page 7).
- New read-only details are displayed:
  - The employee's Annual Entitlement in Weeks, calculated as their Annual Entitlement Days/Hours divided by their Definition of a Week
  - The employee's Definition of a Week (see page 4)
- The employee's weekly amounts now appear under Entitlement Year.
- The **Edit Days/Hours** button has been replaced with a **Pay History** button, which opens the new Pay History window (see page 7).
- New buttons are available to access the new Parental Leave (see page 15) and Leave Without Pay (see page 16) windows.

### Compare Holiday Pay Rate Window

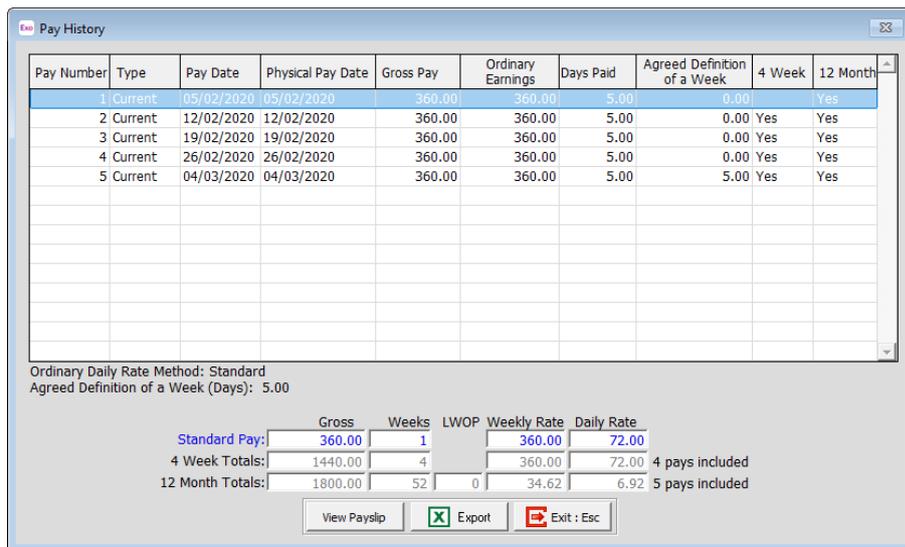
The new Compare Holiday Pay Rate Window is available for employees whose Holiday Pay is calculated in weeks. It shows an employee's Holiday Pay rate under daily/hourly and weekly calculation, and notes any difference:



**Note:** In the comparison table at the bottom of the window, the currently used rate is highlighted in blue.

### Pay History Window

The Edit Hours/Days Paid History window is now the Pay History window. The window functions the same as in previous releases, but with the addition of an Agreed Definition of a Week column and new fields for Holiday Pay rates.



**Note:** The new LWOP field displays any weeks of Leave Without Pay that have been taken in the last 12 months, as this affects the Annual Weekly Earnings rate—see “Leave Without Pay” on page 16 for more information.

## Agreed Definition of a Week

Employees who have been updated to calculate Holiday Pay in weeks require a definition of what a working week means for them—employees' Holiday Pay balances in hours or days are based on this value. A new **Agreed Definition of a Week** field has been added to the Days/Hours Paid window in employees' Standard Pays:

The screenshot shows a window titled "Days Paid" with the following fields and values:

Days paid for Holiday Pay	
Number of working Days in the pay period:	5.00
Agreed Definition of a Week (Days):	5.00

Days paid for Average Daily Pay/Relevant Daily Rate	
Number of Actual Days paid in the pay period:	5.00

Buttons at the bottom: Save : F10, Exit : Esc

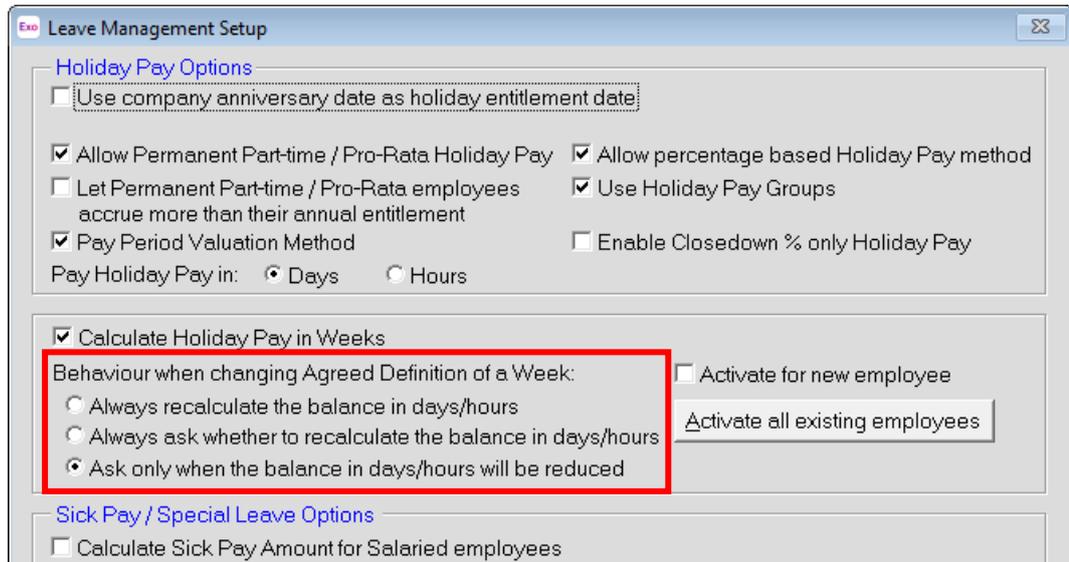
This field specifies how many days or hours are in a working week for the employee—this value will be used when converting between weeks and days/hours. The default value is based on employees' usual days/hours, but it should be reviewed for all employees.

**Note:** For employees with variable hours that change from week to week, it is important to seek guidance from MBIE or your employment relations advisor on how to enter their Agreed Definition of a Week. Remember that the definition must be agreed on by the employer and employee.

A read-only **Definition of a Week** field has also been added to the Holiday Pay tab of the Employee Maintenance window.

## Changing the Definition of a Week

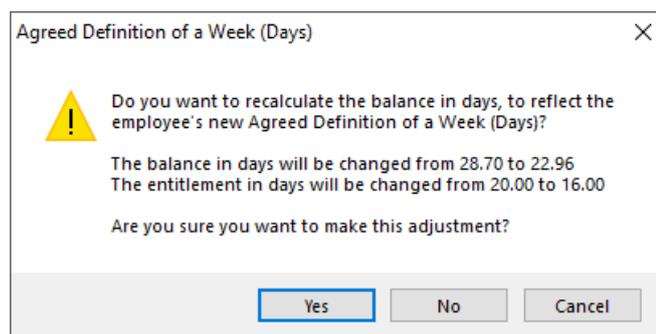
If an employee's **Agreed Definition of a Week** value changes at any time, this will affect their hourly or daily Holiday Pay balance and entitlement. (Changing the **Number of working Days/Hours in the pay period** value automatically prompts you to update the definition of a week.) Options for how employees' balances will be affected are available on the Leave Management Setup window:



**Note:** The options display “hours” or “days” depending on whether Holiday Pay is paid in hours or days.

Selecting **Always recalculate the balance in days/hours** means that when an employee's Agreed Definition of a Week changes, their hourly/daily Holiday Pay balance will be recalculated automatically.

Selecting **Always prompt to recalculate the balance in days/hours** means that the following message window appears when an employee's Agreed Definition of a Week changes:



This window has the following options:

- **Yes** – The employee's hourly/daily balance and entitlement will be recalculated as displayed on the window.
- **No** – The hourly/daily balance will remain the same and the employee's weekly balance and entitlement will be recalculated.
- **Cancel** – The change to the employee's Definition of a Week is not saved.

## New Features

Selecting **Ask only when the balance in days/hours will be reduced** means that the above message window appears if the change to the Agreed Definition of a Week would result in a reduction of the employee's hourly/daily balance and entitlement. If the change means the employee's hourly/daily values would stay the same or increase, they are recalculated automatically and no message is displayed.

In all cases, when the Agreed Definition of a Week is changed, after the change is saved an information window appears, showing the new balances and entitlements in weeks as well as in days/hours:

	Agreed Definition of a Week	Balance (Weeks)	Balance (Days)	Entitlement (Weeks)	Entitlement (Days)
Before Change:	5.00	5.74	28.68	4.00	20.00
After Change:	4.00	5.74	22.96	4.00	16.00
Difference:	-1.00	0.00	-5.72	0.00	-4.00

If the change would result in the employee's weekly entitlement dropping below four weeks, this will be highlighted and a warning message will be displayed:

	Agreed Definition of a Week	Balance (Weeks)	Balance (Days)	Entitlement (Weeks)	Entitlement (Days)
Before Change:	5.00	-1.19	-5.93	4.00	20.00
After Change:	6.00	-0.99	-5.93	<b>3.33</b>	20.00
Difference:	1.00	0.20	0.00	-0.67	0.00

**Warning: The Holiday Pay entitlement is less than four weeks for this employee. This is not compliant with the Holidays Act.**

**Note:** Seek guidance from MBIE or your employment relations advisor if you are not sure how an employee's balance should be recalculated when their Agreed Definition of a Week changes.

The new Agreed Definition of a Week Change History report view lets you view a record of all changes to employees' Agreed Definition of a Week values:

Code	Alpha Code	Surname	First Name	Department	Cost Centre	Current/Terminated	Revalue Balance in	Agreed Definition of a Week (Before Change)	Agreed Definition of a Week (After Change)	Balance in Weeks (Before Change)	Balance in Weeks (After Change)	Balance in Days (Before Change)	Balance in Days (After Change)	Entitlement in Weeks (Before Change)	Entitlement in Weeks (After Change)
1	WALLACE	Wallace	Edward James	2 - Akid Sales	14 - Akid Sales	Current	Days	4.00	5.00	7.50	7.50	23.00	27.00	5.00	5.00
2	ANDREWS	Andrews	Thomas Harley	3 - Akid Dispatch	15 - Akid Packaj	Current	Days	4.00	5.00	-1.29	-1.29	-6.16	-6.45	5.00	5.00
4	SMITH	Smith	Sandra Olive	4 - Ham, Admin	22 - Ham/Recep	Current	Days	5.00	4.50	2.75	2.75	13.73	12.38	4.00	4.00
4	SMITH	Smith	Sandra Olive	4 - Ham, Admin	22 - Ham/Recep	Current	Days	4.50	5.00	2.75	2.75	12.38	13.75	4.00	4.00
7	KARUSO	Karuso	Robinson Henry	3 - Akid Dispatch	15 - Akid Packaj	Current	Days	5.00	4.00	2.70	2.70	13.51	10.80	4.00	4.00
7	KARUSO	Karuso	Robinson Henry	3 - Akid Dispatch	15 - Akid Packaj	Current	Days	4.00	5.00	2.70	2.70	10.80	13.50	4.00	4.00

This report view can be accessed at any time from **Reports menu > Report Views**.

## Updates to Current Pay

Weekly Holiday Pay rates are now shown on the right of the Current Pay window:

Pay Item	Units	Rate	Total
Wages			
Salary			0.00
Wages	40.00 hours	15.0000	600.00
Holiday Pay	0.00 days	0.0000	0.00
Sick Pay	0.00 hours	0.0000	0.00
Public Holiday	0.00 hours	0.0000	0.00
Alternative Leave	0.00 hours	0.0000	0.00
Bereavement Leave	0.00 hours	0.0000	0.00
Family Violence Leave	0.00 hours	0.0000	0.00
Long Service Leave	0.00 days	0.0000	0.00
Unpaid Leave	0.00 hours		
Shift Leave	0.00 days	0.0000	0.00
Other Leave	0.00 days	0.0000	0.00
Taxable Allowances			0.00
Pre-Tax Deductions			0.00
<b>Gross Taxable Earnings</b>			<b>600.00</b>
PAYE (includes student loan repayment of \$0.00)			94.49
Employee KiwiSaver			24.00
Non-Taxable Allowances			0.00
Post-Tax Deductions			3.00
Rounding:			0.00
<b>Net Pay</b>			<b>478.51</b>
Employer KiwiSaver			24.00
Employer Superannuation			0.00

Rate Type	Gross Liab	Weekly Rate	Daily Rate
Standard Pay	600.00	600.00	120.00
4 Week Average	2880.00	720.00	144.00
52 Week Average	2880.00	55.38	11.08

## Holiday Pay Tab

For employees whose Holiday Pay is calculated in weeks, the Holiday Pay tab of the Leave Management window now shows leave amounts in hours/days and in weeks:

**1 (WALLACE) Wallace, Edward James**

**Entitlement Balances**

Hours Accrued:	10.30	Accrued:	2.06
Hours Outstanding:	27.50	Outstanding:	5.50
Hours Advanced:	0.00	Advanced:	0.00
<b>Total Hours:</b>	<b>37.80</b>	<b>Total:</b>	<b>7.56</b>
Hours Cashed-up This Year:	0.00	Cashed-up This Year:	0.00

**Entitlement Balances in Weeks**

Accrued:	2.06
Outstanding:	5.50
Advanced:	0.00
<b>Total:</b>	<b>7.56</b>
Cashed-up This Year:	0.00

**Leave Paid**

Leave:	Hours	Weeks	Dates Taken	Holiday Pay Amount	Override
Leave:	0.00	0.00		0.00	<input type="checkbox"/>
Future-dated leave:	0.00	0.00		0.00	<input type="checkbox"/>
Cash-Up:	0.00	0.00		0.00	<input type="checkbox"/>

**Employment Details**

Standard Pay Salary:	0.00
Standard Pay Wages:	600.00
Employment Basis:	Full-Time / Permanent
Default Cost Centre:	14 Akdd/Sales
Hours Per Pay Period:	0.00
Hours Per Standard Day:	8.00
Agreed Definition of a Week:	5.00

**Taxation Details**

Tax Code:	M
ESCT Rate:	Calculated Rate: 10.5%

**Leave Calculation Details**

Holiday Pay Rate as on: 28/05/2020

Rate Type	Gross Liab	Weekly Rate	Hourly Rate
Standard Pay	600.00	600.00	120.00
4 Week Average	2400.00	600.00	120.00
52 Week Average	4080.00	78.46	15.69

**Relevant Rate**

Rate Type	Gross Liab	Hours Paid	Rate
Standard Pay	600.00	5.00	120.0000
Average Daily Pay	4080.00	29.50	138.3051
Hourly Rate			15.0000
Special Rate			0.0000

Termination Holiday Pay Amount: 3938.40

Save : F10    Exit : Esc

**Note:** An **Extended leave start date** field is also available for use when employees take leave that spans multiple pay periods—see “Taking Holiday Pay over Multiple Pay Periods” on page 14 for more details.

## Updates to the Payslip

The Custom Payslip always shows Holiday Pay units as hours or days, but the equivalent units in weeks is shown next to the “Holiday Pay” label. The balance displayed in the Leave Entitlement section at the bottom of the payslip can be shown in days/hours, in weeks, or both, depending on the setting of the new **Holiday pay entitlement** report option:

(1) James Wallace 23 Fleet Street Rosedale Auckland 1021				<b>Demonstration Company</b> Company IRD Number: 011-112-226					
(1) James Wallace Department: 2 Akid,Sales Occupation: Salesman IRD Number: 097-798-796		Printed On: 17/03/2020 01:48:00 PM Pay Frequency: Weekly Pay Period: 27/02/2020 - 04/03/2020 Physical Pay Date: 04/03/2020							
<b>Taxable Income</b>		<b>Units</b>	<b>Rate</b>	<b>Amount</b>					
<del>Wages - Ordinary</del>		<del>16.00 Weeks</del>	<del>10,000.00</del>	600.00					
Holiday Pay (0.40 weeks)		2.00 Days	120,000.00	240.00					
<b>Non Taxable Income</b>		<b>Units</b>	<b>Rate</b>	<b>Amount</b>					
<b>Deductions</b>		<b>Units</b>	<b>Rate</b>	<b>Before Tax</b>	<b>After Tax</b>				
PAYE					139.82				
KiwiSaver - employee			4.0000%		33.60				
Social Club					3.00				
<b>Employer Superannuation</b>		<b>Units</b>	<b>Rate</b>	<b>Amount</b>					
KiwiSaver - employer(net)			4.0000%	30.14					
<b>Disbursements</b>		<b>Bank Account</b>	<b>Reference</b>	<b>Amount</b>					
Paid Direct Credit		02-0212-3698752-025	WAGES	663.58					
<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		840.00	3,720.00	Holiday Pay in Days	27.50	9.80	0.00	0.00	37.30
P.A.Y.E		139.82	628.07	Holiday Pay in Weeks	5.50	1.96	0.00	0.00	7.46
Total Deductions (After Tax)		3.00	148.80	Long Service Leave (Days)	0.00	0.00	0.00	0.00	0.00
KiwiSaver - employee		33.60		Shift Leave (Days)	0.00	0.00	0.00	0.00	0.00
Net Pay		663.58		Other Leave (Days)	0.00	0.00	0.00	0.00	0.00
<b>Superannuation</b>		<b>This Pay</b>	<b>YTD</b>	Alternative Leave (Days)	0.00	0.00	0.00	0.00	0.00
KiwiSaver - employer		30.14	133.27	Sick Pay (Hours)		Next Due 09/08/2020	Next Entitlement	Cashed-Up	Balance
							40.00	0.00	75.00

**Note:** You must use the Custom Payslip when employees’ Holiday Pay is calculated in weeks—the old payslips are not supported in this case.

**Note:** If you have edited the Custom Payslip, you will need to reset the payslip from the Payslip Setup window to see the new fields. You can then reapply any customisations you have made. If you do not want to display the weekly values, you can edit the Custom Payslip to remove them.

## Updates to Reporting

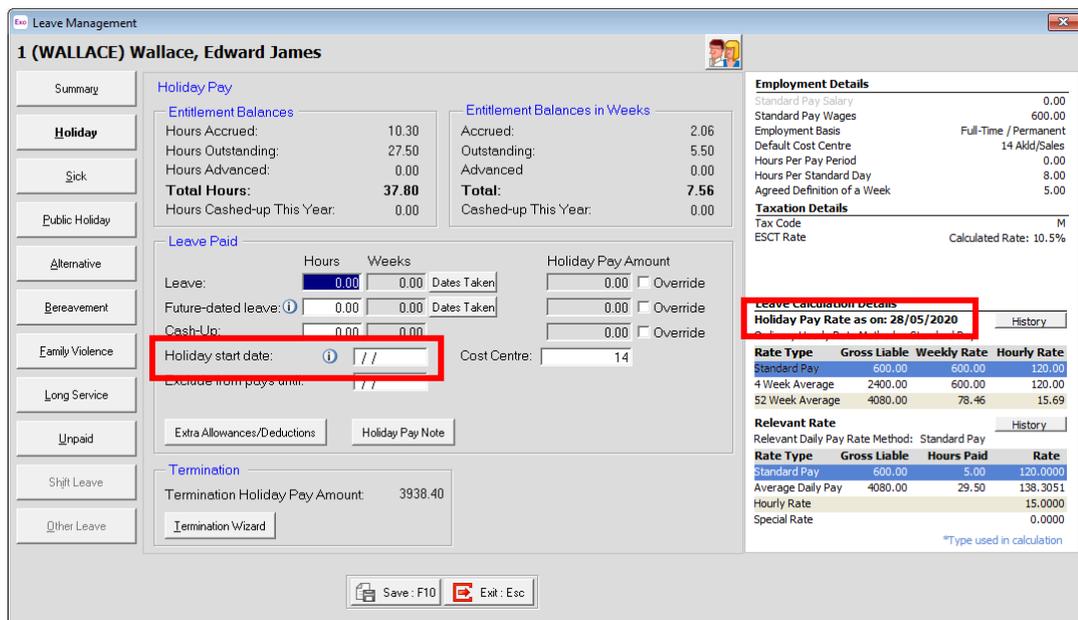
The following updates have been made to report views in Exo Payroll, to provide more information on employees whose Holiday Pay is calculated in weeks:

- The Holiday Pay – Rate Comparison report view has been added—see page 5.
- The Agreed Definition of a Week Change History report view has been added—see page 10.
- New columns have been added to the Employee List report view to show employees’ Holiday Pay Rate method (Weekly, Daily or Hourly) and Agreed Definition of a Week.
- New columns have been added to the Holiday Pay report view to show a wide range of information about employees’ Holiday Pay rates and the values used to calculate them. This includes the Holiday Pay Rate method and Agreed Definition of a Week.
- A new column has been added to the Forward Projected Holiday Pay report.
- Two custom views have been added to the Holiday Pay report view: “Calculate in weeks” and “Calculate in days/hours”. These views let you quickly switch between reporting on employees who have been moved to weekly Holiday Pay calculation and those who are still on hourly or daily Holiday Pay. These views cannot be edited.

**Note:** Access to the new report views is controlled by the existing “Report – Holiday Pay” user security setting.

## Taking Holiday Pay over Multiple Pay Periods

When an employee’s leave spans multiple pay periods, employers can choose to pay all of the leave in a lump sum in one pay, or to spread it over each pay period that the leave covers. In the latter case, the leave should be valued as at the date of the first pay period it covers. To prevent the possibility of the rate changing from one pay to the next, a new **Holiday start date** is available on the Holiday Pay tab of the Leave Management window:



The date entered in this field will be used to determine the employee's Holiday Pay rate for the duration of their leave. Once a new pay is generated, the field will automatically be cleared.

**Note:** This field can also be used to pay leave that was taken in a prior period.

A new **Holiday Pay Rate as on:** date on the right of the Current Pay window shows the date that will be used to calculate the Holiday Pay rate. Historical Holiday Pay rates can be viewed by clicking the **History** button next to this date.

**Note:** The existing **Date due back from holiday** field has been renamed to **Exclude from pays until**, to make it clearer what this field is used for and to avoid confusion with the new field.

## Parental Leave

The release adds the ability to enter details of Parental Leave paid to employees. Clicking the new **Parental Leave** button on the Holiday Pay tab of the Employee Management window (see page 6) opens the new Parental Leave window:

Use this window to enter the start and end dates of the employee's Parental Leave. (The end date can be left empty if it isn't currently known.)

**Note:** Employees cannot be paid Holiday Pay while they are taking Parental Leave.

The window shows the employee's outstanding Holiday Pay amount in hours/days and in weeks, as at the entered start date. These values are editable and can be updated as necessary. Clicking the **Load outstanding** button updates these fields with the employee's current amounts.

**Note:** Once dates have been entered and saved, the Holiday Pay outstanding fields become read-only and the **Load outstanding** button is disabled.

## Parental Leave Notifications

If the Paid Parental End Date is in the future, or if no End Date has been entered yet, the note "Currently on Parental Leave" appears on the Holiday Pay tab of the Employee Maintenance window, next to the **Parental Leave** button on the Holiday Pay tab and on the side panel of the Current Pay window, under **Leave Calculation Details**.

If the Paid Parental End Date is any date in the last 12 months, the note "Returned from Parental Leave on ..." appears on the side panel of the Current Pay window, under **Leave Calculation Details**.

## Leave Without Pay

Leave Without Pay (LWOP) of more than one continuous week affects an employee's Average Weekly Earnings (AWE) rate for Holiday Pay. In this case, you must either:

- move the employee's Holiday Pay anniversary date forward one week for each whole or partial week of LWOP taken beyond the first (e.g. two weeks of LWOP means that the anniversary date should be moved forward by one week), or
- reduce the AWE divisor by one for each whole or partial week of LWOP taken beyond the first (e.g. three weeks of LWOP means the divisor should be reduced by two weeks, so gross earnings are divided by 50 weeks instead of the usual 52 to calculate AWE).

**Note:** This does not apply to all kinds of unpaid leave, e.g. unpaid sick leave, unpaid parental leave, voluntary service and leave on ACC are exempt from this, so there is no need to adjust the employee's anniversary date or AWE divisor. See "[Leave without pay](#)" on the [MBIE website](#) for more information.

When weekly Holiday Pay is activated, a new **Leave Without Pay** button becomes available on the Employee Maintenance window (see page 6). Clicking this button opens the new Leave Without Pay window, which lets you enter the start and end dates of the employee's Leave Without Pay and select whether you want to adjust the employee's anniversary date or adjust their AWE divisor. The remaining fields on the window differ depending on which of these options you select.

### Adjusting the Employee's Anniversary Date

The screenshot shows a window titled "Leave without pay" with the following fields and options:

- Employee: 1 Wallace, Edward James
- Radio buttons:  Adjust Anniversary Date,  Adjust Average Weekly Earning divisor
- Start Date: / /
- End Date: / /
- Current Anniversary Date: 20/10/2020
- New Anniversary Date: / /
- Note: *The new Anniversary Date is based on the total period of leave entered less one week.*
- Buttons: Save : F10, Exit : Esc

When adjusting the employee's anniversary date, the Leave Without Pay window displays the employee's current anniversary date. Entering start and end days for the employee's LWOP automatically fills in the **New Anniversary Date** field, moving it forward by the required number of weeks. The new date is editable, so you can enter a different date if necessary before saving.

## Adjusting the Employee's AWE Divisor

When adjusting the employee's AWE divisor, the Leave Without Pay window automatically fills in the amount to adjust the AWE divisor by as you enter start and end dates for the employee's LWOP. The field is editable, so you can enter a different amount if necessary before saving.

The amount entered here appears in the **LWOP** column on the new Pay History window (see page 7). Notes indicating that the AWE divisor has been adjusted appear on the Holiday Pay tab of the Employee Maintenance window, next to the **Leave Without Pay** button, and on the side panel of the Current Pay window, under **Leave Calculation Details**.

## Warnings on Average Daily Pay

Several warning and notification messages have been added to the system to reduce the risk of invalid configurations or incorrect payments.

### Sick Pay Configuration

If Exo Payroll is configured to pay Sick Pay in hours, the **Relevant Daily Pay Rate Method** field on the Sick & Other Leave tab of the Employee Maintenance window cannot be set to "Average Daily Pay". A warning message is displayed if you select this option when Sick Pay is paid in hours.

### Average Daily Pay Exceptions

If Exo Payroll is configured to pay Family Violence Leave, Bereavement Leave, Alternative Leave, Public Holidays or Sick Pay in days, a warning appears when entering leave for an employee in the Current Pay if the **Hours to Pay** value entered doesn't match the **Days to Reduce Entitlement** value.

If any leave transactions where the **Hours to Pay** value doesn't match the **Days to Reduce Entitlement** value exist in a pay, then when that pay is saved, a warning message will appear. This message contains an option to open the new ADP Exceptions report view:

Pay Number	Pay Period End Date	Pay Frequency	Employee Code	Alpha Code	Surname	First Name	Employee Status	Leave Type	Hours per Standard Day	Hours Taken	Days to Reduce	Suggested Days to Reduce
5	04/03/2020	Weekly	1	WALLACE	Wallace	Edward James	Permanent	Alternative Leave	8.00	4.00	1.00	0.50

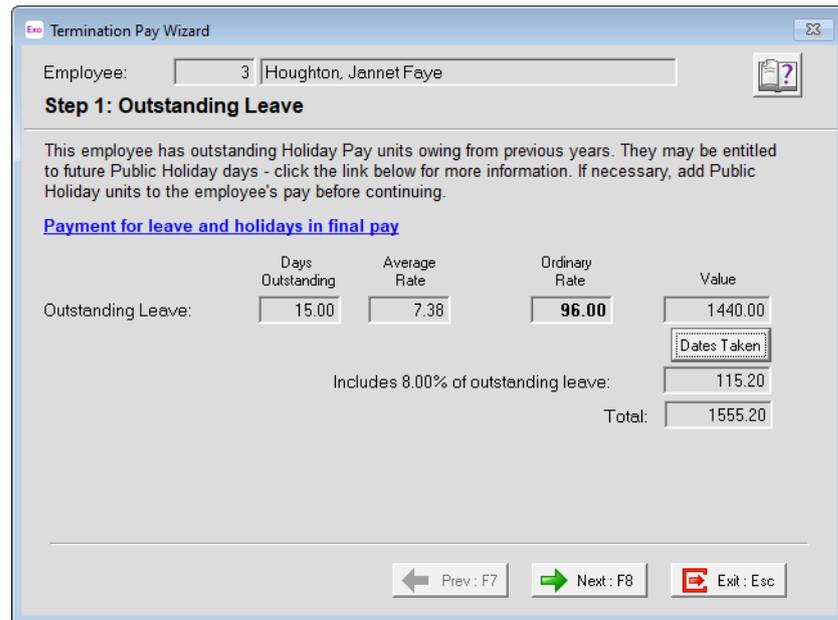
This report shows all transactions across all pays where the Hours Taken does not match the Days to Reduce. It can be opened at any time by clicking the new **ADP Exception** button on the Pay List window.

A warning is also displayed when updating a pay, if any such exceptions exist in that pay. The user can continue to pay direct credits or stop and view a report of the exceptions. (Unlike the ADP Exceptions report view, this report is an Excel file containing details of the exceptions in that pay only.)

## Public Holidays and Termination Pay

In some cases, a departing employee with unused Holiday Pay may be entitled to Holiday Pay for public holidays that fall after their employment ends—see [“Payment for leave and holidays in final pay” on the Employment New Zealand website](#) for information on this scenario and how to determine if it applies to a departing employee.

The Termination Pay Wizard now displays a message that warns about this scenario and includes a link to the information on the Employment New Zealand website:



## Interface Updates

### Updates to the Current Pay

The information pane on the right of the Current Pay window is now always open, as it now contains more information that needs to be visible when editing an employee's pay.

### New Toolbar Button

The Report Views window can now be opened by clicking the new Report Views toolbar button:



# Known Issues

## Delete Old Information temporarily disabled

The Delete Old Information utility could cause incorrect balances being calculated in the Alternative Leave Balances report. Because of this, the utility has been disabled in this version—it will be re-enabled in a later release once the issue affecting it has been resolved.

## 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](#)