# MYOB Exo Employer Services

NZ Edition

2021.03

Release Notes



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## Introduction

#### What's New in this Release?

The 2021.03 release addresses the legislative changes that take effect from 1 April 2021, and updates MYOB Exo Payroll to produce files for payday filing in the new v2021 format.

**Note:** Exo Employer Services 2021.03 replaces versions 2021.01 and 2021.02, due to a late change from the IRD regarding ACC Levy calculations for secondary income earners, and issues identified in 2021.01.

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 <a href="mailto:anzpayrollsupport@myob.com">anzpayrollsupport@myob.com</a>.

# Installation

# **Pre-Install Requirements**

Requirements for PCs running Exo Employer Services components are detailed in the Minimum System Requirements document, available on the <u>MYOB website</u>.

# **Installing Exo Employer Services**

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

- <u>Upgrading MYOB Exo Employer Services Online</u>
- Upgrading MYOB Exo Employer Services Manually (New Zealand)
- How do I run Network.exe?

**Note:** Check the Known Issues section on page 15 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	2021.03
MYOB Exo Payroll (NZ)	2021.03
MYOB Exo Health and Safety	2021.03
MYOB Exo Employee Information	2021.03
MYOB Exo Time and Attendance	2021.03
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**

# Tax Updates

#### **Updates to Tax Codes**

From April 2021, new tax rates apply to the M and ME tax codes, and two new tax codes for secondary income become available. The tax code changes are as follows:

- M, ME, M SL and ME SL Annual income greater than \$180,000 is now taxed at a rate of 39%
- SA New tax code for secondary income greater than \$180,000
- SA SL New tax code for secondary income greater than \$180,000 with student loan

The new SA and SA SL tax codes have been added to the **Tax Code** dropdown on the Employee Details tab of the Employee Maintenance screen.

**Note:** The new tax codes apply <u>from 1 April 2021</u>—any pays prior to this date that include employees with these codes will be rejected by payday filing.

#### Student Loan Thresholds

This release updates the student loan thresholds for the 2021–2022 financial year. The new thresholds are:

Period	Value
Annual	\$20,280
Monthly	\$1,690
4-weekly	\$1,560
Fortnightly	\$780
Weekly	\$390

### Updates to Fringe Benefits Tax

This release updates Fringe Benefit Tax (FBT) rates and thresholds for the 2021–2022 financial year as follows:

Fringe benefit amount	FBT rate
\$1 to \$12,530	11.73%
\$12,531 to \$40,580	21.21%
\$40,581 to \$55,980	42.86%
\$55,981 to \$129,680	49.25%
\$129,681 upwards	63.93%

#### **ESCT Thresholds**

This release updates the ESCT thresholds for the 2021–2022 financial year, adding a new top rate of 39%. The thresholds are now:

Threshold amount	Tax rate
\$1 - \$16,800	10.5%
\$16,801 - \$57,600	17.5%
\$57,601 - \$84,000	30%
\$84,001 - \$216,000	33%
\$216,001 upwards	39%

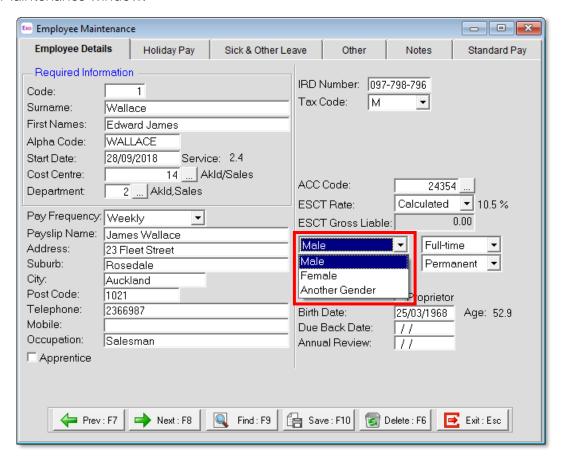
The new 39% rate is available for selection from the **ESCT Rate** dropdown on the Employee Details tab of the Employee Maintenance window.

#### **ACC Rates and Thresholds**

The ACC Earner Levy rates and threshold have not been changed for the 2021–2022 financial year.

# **Update to Employee Gender Options**

A new gender option has been added to the Employee Details tab of the Employee Maintenance window:



The Statistics Return report now displays "Another Gender" figures in the breakdown of employee earnings.

# Payday Filing Updates

This release updates MYOB Exo Payroll to produce files for payday filing in the new v2021 format. This includes the EI Return file and the Employee Details file.

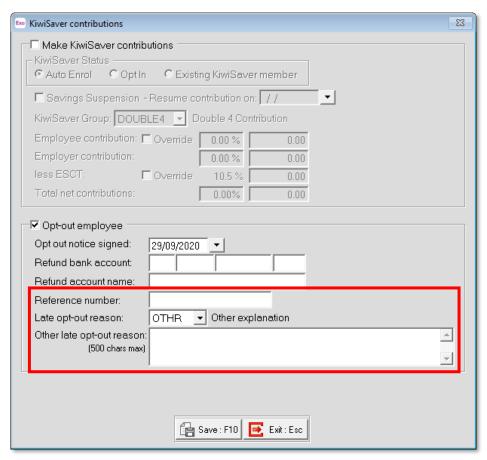
#### KiwiSaver Opt Out Codes

The Employee Details file now includes information on employees opting in or out of KiwiSaver. The KiwiSaver information included in payday filing has been expanded to include information on employees who opt out of KiwiSaver after the normal opt out period.

**Note:** Because KiwiSaver information is now included in the ED file, you no longer need to produce and send the KiwiSaver Employment Details (KED) file. You can still produce a KED file from Exo Payroll and send it to the IRD for now, but the KED file will not be accepted from 1 April 2021.

Employees can opt out of KiwiSaver between the ends of the second and eighth weeks of their employment (i.e. between days 14 and 56)—see <u>"Opting out of KiwiSaver" on the IRD website</u> for more information.

To opt out after the end of this period, the employee must send their KS10 to IRD or apply online. IRD will let you know if they've approved the late opt out reason and when to stop deductions and contributions. New fields have been added to the Standard Pay > KiwiSaver Contributions window to capture this information:



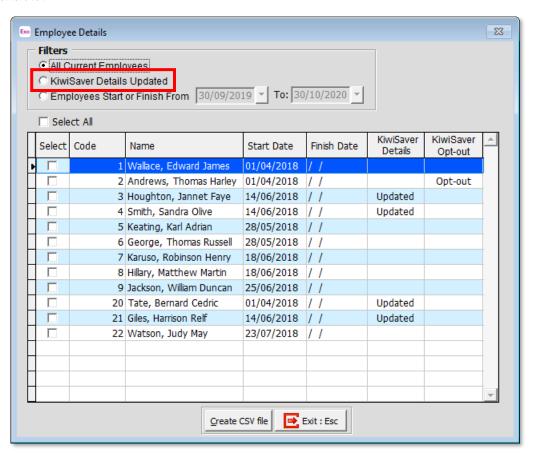
The **Reference number** field lets you enter a reference code for the bank transaction when the employee's initial contributions are refunded as part of the opt out.

The **Late opt-out reason** dropdown contains a list of possible reason codes:

- INFO Employer didn't provide a KiwiSaver information pack within seven days of starting employment
- IRIS Inland Revenue didn't send an investment statement upon allocation to a default scheme
- ERIS Employer didn't send an investment statement for the employer's chosen scheme
- EVNT Events outside of control meant that the opt-out application was unable to be submitted within the eight week time limit.
- CRIT Employee did not meet the criteria to join KiwiSaver
- INER Employee was incorrectly enrolled under the age of 18
- OTHR Other explanation

When "OTHR" is selected, you must enter the reason into the **Other late opt-out reason** field.

When generating an Employee Details file outside of a pay run, a new option is available:



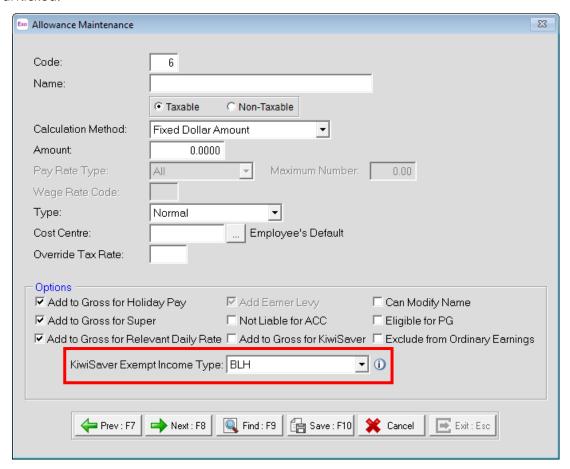
Selecting **KiwiSaver Details Updated** means that only employees whose KiwiSaver details have changed, or who have opted in or out of KiwiSaver, will be included in the Employee Details file. The new **KiwiSaver Details** and **KiwiSaver Opt-out** columns indicate which employees fall into these categories.

#### KiwiSaver Exempt Allowances

This release adds the ability to report an income type for any Allowance that is exempt from KiwiSaver. This information is now reported for new employees in the Employee Details file as part of the Payday Filing updates.

**Note:** The Employee Details file does not include information about changes made to Allowances for existing employees.

A new **KiwiSaver Exempt Income Type** dropdown becomes available on the Allowance Maintenance window when the **Add to Gross for KiwiSaver** option is unticked:



Use this dropdown to indicate the type of KiwiSaver-exempt income that the Allowance represents. Choose from:

- BLH Board-lodging, use of a house or part house or equivalent allowance
- TAO Taxable allowances for accommodation and living costs overseas
- VBS Some payments under a Voluntary Bonding Scheme
- RTA Retiring allowance
- OES Overpayment of an amount of an employer's superannuation cash contribution
- HPT Some Honoraria payments

See <u>"Gross pay for KiwiSaver schemes and complying funds" on the IRD website</u> for more information.

#### Phone Number Validation

To ensure that the data supplied to the IRD meets their requirements, extra validation has been added to the **Telephone** and **Mobile** fields on the Employee Details tab of the Employee Maintenance window. These fields now accept numbers only.

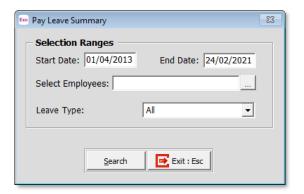
# Updates to Reporting

#### **New Report Views**

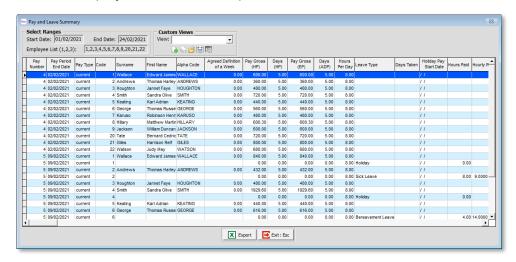
This release adds two report views: Pay and Leave Summary and Leave Without Pay.

#### Pay and Leave Summary

The Pay and Leave Summary view shows details of the leave taken across a selected date range for selected (or all employees). When you select this view from the Report Views window (Reports menu > Report Views), a small window appears so you can specify the dates, employees and leave types to return results for:

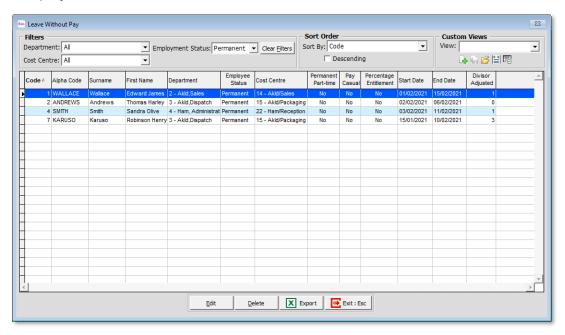


Click **Search** to display the results in a report view window:



#### Leave Without Pay

The Leave Without Pay report view displays records of leave without pay that was entered for employees via the Leave Without Pay window on the Holiday Pay tab of the Employee Maintenance window:



**Note:** The report view displays records for leave without pay where the employee's Average Weekly Earnings divisor was adjusted as a result—it does not display records where the employee's Holiday Pay anniversary date was adjusted.

Clicking the **Edit** button opens the Leave Without Pay window for the selected employee, where you can change the details of the employee's leave if necessary.

Clicking the **Delete** button removes the selected employee's leave without pay, including any adjustment made for it.

### New Pay Details View Column

A new **Employee Share Scheme** column is available on the Pay Details view. This column displays any amount entered into the Employee Share Schemes window in any employee's Current Pay.

Add the **Employee Share Scheme** column using the **Show/Hide Columns** button ( $\blacksquare$ ).

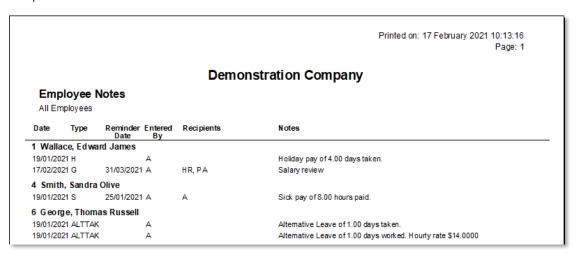
#### New Option on the Leave Movement Report

A new option on the Leave Movement Report lets you choose whether or not to include terminated employees in the report:



### Updates to the Notes Report

The Notes report has been updated to show each note's Reminder Date and Recipients:

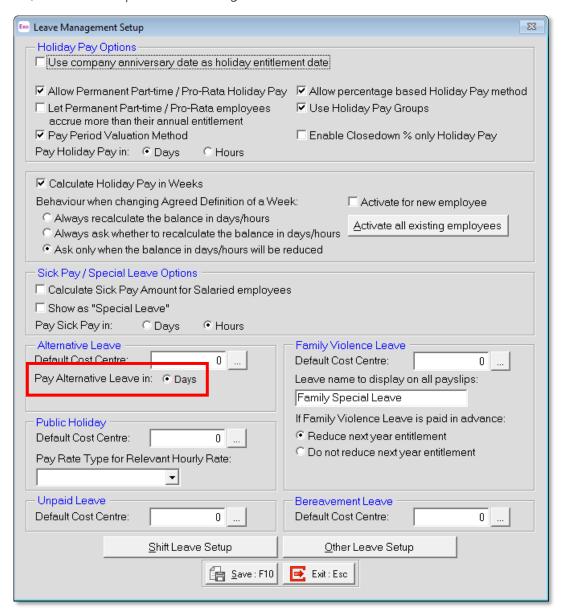


This information is now included in data exports (CSV/Excel) of this report.

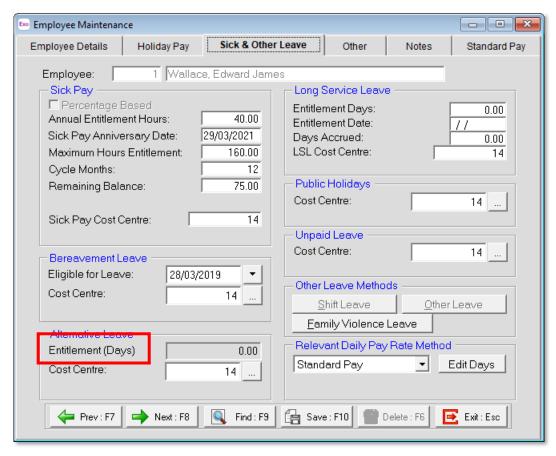
**Note:** To conserve space, only recipients' ID codes are displayed on the printed report. When the report is exported to CSV or Excel, the data includes each recipient's ID code and full name.

# Changes to Alternative Leave

In previous releases, Alternative Leave could be measured in days or hours. We strongly recommend that Alternative Leave be measured in days; because of this, the Leave Management screen now hides the "Hours" option for the **Pay Alternative Leave in:** field unless it was already in use prior to installing this release. For sites that previously had **Pay Alternative Leave in:** set to "Hours", if they change to "Days" and save, the "Hours" option will no longer be available.



The **Entitlement** field for Alternative Leave on the Sick Leave tab of the Employee Maintenance window now displays the units that Alternative Leave is measured in:



# **Reporting on Archived Companies**

This release adds the ability to report on an archived company after the site licence has expired. Live companies do not allow reporting with an expired licence.

# MyStaffInfo 2021.02

This release includes an update to the MYOB MyStaffInfo Management Console to support the 2021.02 release of MyStaffInfo. See the *MyStaffInfo 2021.01 Release Notes* and *MyStaffInfo 2021.02 Release Notes* documents on the MYOB Employer Services Education Centre for information on the recent changes.

# **Security Updates**

MYOB Exo Employer Services meets the ATO Digital Service Provider Operational Framework's security standards. You can find the list of qualifying payroll products and information about the operational framework at the following link:

#### https://softwaredevelopers.ato.gov.au/product-register

Previous releases of Exo Payroll included security enhancements to passwords, and updated our client communication components to support TLS 1.2. This release introduces the following security enhancements to prevent any DLL hijacking in the Exo Employer Services application folder:

- When Exo Employer Services first starts, it looks for any unknown DLL files in the payroll application folder and reports any found. While this alert could indicate a security issue, it is not necessarily a reason for concern; since the history of Exo Payroll goes back more than 15 years, there could be some DLL files that are not needed anymore.
- When Exo Employer Services first starts, it looks for any DLL files supplied by MYOB that don't have a valid code signature from MYOB.

If you get an alert about DLL files that are unknown or have invalid signatures, ask your IT administrator, security consultant, or MYOB Business Partner for advice. Legitimate files that are required by the current software version will not be picked up by these alerts. Contact your normal support channel if you need more information.

#### **Update to Security White Paper**

The Security and Disaster Recovery white paper for MYOB Exo Employer Services has been updated. We recommend you review the updated white paper, which is available on the MYOB Exo Employer Services Education Centre.

# **Resolved Issues**

Service Request ID	Description
<b>CE00015326</b> CE00015210 CE00015322	When importing FBAPS leave from MyStaffInfo, Exo Time and Attendance or third party applications, Exo Payroll reduced leave by incorrect units and an incorrect rate for employees who have the <b>Calculate Annual Leave in Weeks</b> option selected. This has been resolved.
<b>CE00013029</b> CE00012780	When the <b>Adjust by Last Pay</b> option was ticked on the PAYE window for a One-Off Pay that contained an Extra Pay, the PAYE displayed for the pay would be incorrect. This has been resolved.
-	For employees who have the <b>Calculate Annual Leave in Weeks</b> option selected, Exo Payroll used a rate for FBAPS leave, Shift leave and Other leave that was different from the employee's weekly rate. This would have caused a difference in their salary and could cause under payment (depending on their pay structure and rates). This has been resolved.
-	Processing a Holiday Pay cash up for a salaried employee would alter their PAYE amount the next time a user entered the employee's pay. This has been resolved.
-	The error "24: Alias name is already in use" could appear when printing the Direct Credit Schedule report to PDF. This has been resolved.
-	The audit note created when changing an employee's Agreed Definition of a Week sometimes contained incorrect information, reading "(Keep balance in Days)" when the balance in weeks was kept. This has been resolved.
-	The Delete Old Information utility could cause incorrect balances being calculated in the Alternative Leave Balances report. This has been resolved.
-	Where the system is set to calculate Holiday Pay in weeks, the amount to reduce salary by when paying leave was using daily or hourly divisors instead of weekly divisors. This has been resolved.
-	The export function on the Employee List window failed when a date before 1/1/1900 was entered as an employee's start date or date of birth. 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