

# MYOB Exo Employer Services

NZ Edition

2021.04

Release Notes

**myob**

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# Introduction

## What's New in this Release?

The 2021.04 release adds a utility to help companies manage the recent update to Sick Leave entitlements, adds the ability to mark users as inactive and improves system security with the addition of new warnings when employees' bank details are updated. This release also addresses 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](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 8 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	2021.04
MYOB Exo Payroll (NZ)	2021.04
MYOB Exo Health and Safety	2021.04
MYOB Exo Employee Information	2021.04
MYOB Exo Time and Attendance	2021.04
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

## Sick Leave Entitlement Update

From 24 July 2021, the minimum Sick Leave entitlement increases from 5 to 10 days per year—see [“Minimum sick leave entitlement to increase to 10 days” on the Employment New Zealand website](#) for more information.

Any new employees added after installing this release will have the new Sick Leave entitlement by default, i.e. they will receive 10 days of Sick Leave at their next **Sick Pay Anniversary Date** (Employee Maintenance window > Sick & Other Leave tab).

This release also adds a new utility that lets you update existing employees’ entitlements in bulk. Select **Update Sick Leave Entitlements** from the Utilities menu to open the new utility:

This utility will update current Sick Leave entitlements for the selected employees with the New Sick Leave Entitlement value entered below.

Review the Sick Leave entitlement values for all employees listed below and check the boxes for any employees who require new entitlements. Click Update to proceed.

You can also edit the new entitlement for an individual employee by selecting the employee and editing value in the New Sick Leave Ent. column.

New Sick Leave Entitlement: 80.00 Hours (Legal minimum: 10 days)

Show: Permanent Full-time Employees

Select all employees whose Current and New entitlements differ  Keep existing Sick Leave entitlements if higher than the legal minimum

Select	Code	Employee Name	Alpha Code	Emp. Type	Emp. Status	SL Anniversary Date	Maximum Sick Leave Ent.	Current Sick Leave Ent.	New Sick Leave Ent.
<input type="checkbox"/>	1	Wallace, Edward James	WALLACE	Full-time	Permanent	29/03/2021	160.00	40.00	80.00
<input type="checkbox"/>	2	Andrews, Thomas Harley	ANDREWS	Full-time	Permanent	29/03/2021	160.00	40.00	80.00
<input type="checkbox"/>	3	Houghton, Jannet Faye	HOUGHTON	Full-time	Permanent	11/06/2021	160.00	40.00	80.00
<input type="checkbox"/>	4	Smith, Sandra Olive	SMITH	Full-time	Permanent	11/06/2021	160.00	40.00	80.00
<input type="checkbox"/>	5	Keating, Karl Adrian	KEATING	Full-time	Permanent	26/05/2021	160.00	40.00	80.00
<input type="checkbox"/>	6	George, Thomas Russell	GEORGE	Full-time	Permanent	26/05/2021	160.00	40.00	80.00
<input type="checkbox"/>	7	Karuso, Robinson Henry	KARUSO	Full-time	Permanent	13/06/2021	160.00	40.00	80.00
<input type="checkbox"/>	8	Hillary, Matthew Martin	HILLARY	Full-time	Permanent	13/06/2021	160.00	40.00	80.00
<input type="checkbox"/>	9	Jackson, William Duncan	JACKSON	Full-time	Permanent	20/06/2021	160.00	40.00	80.00
<input type="checkbox"/>	20	Tate, Bernard Cedric	TATE	Full-time	Permanent	29/03/2021	0.00	0.00	80.00
<input type="checkbox"/>	21	Giles, Harrison Relf	GILES	Full-time	Permanent	11/06/2021	160.00	40.00	80.00
<input type="checkbox"/>	22	Watson, Judy May	WATSON	Full-time	Permanent	19/07/2021	0.00	0.00	80.00

Update Exit: Esc

The main table displays all employees who currently have a Sick Leave entitlement of less than 10 days (or the hourly equivalent). You can use the filters on the right to sort and order the list if necessary.

The main table shows the employees’ maximum and current Sick Leave entitlements and what their new entitlements will be after updating. The **New Sick Leave Entitlement** field defaults to 10 days (or the hourly equivalent), but you can enter a different value to update the new entitlements for all employees.

**Note:** If the **Keep existing Sick Leave entitlements if higher than the legal minimum** box is ticked, then employees whose current entitlement is already higher than the new minimum of 10 days will not be affected by changing the **New Sick Leave Entitlement** field.

The **New Sick Leave Ent.** values in the main table can be adjusted for individual employees if necessary, e.g. if you have special arrangements with an employee to give them more than the legal minimum.

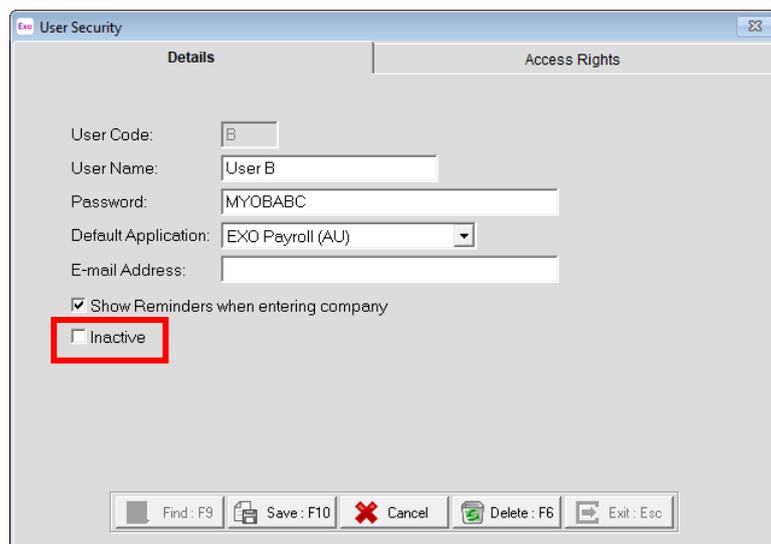
**Note:** Pay special attention to any employees whose Sick Leave Anniversary Date is before 24 July 2021, as you may need to adjust these employees' entitlements before updating.

Once you have made any necessary adjustments, tick the boxes for the employees you want to update (or tick **Select all employees whose Current and New entitlements differ**), then click **Update Sick Leave Entitlements**.

## Inactive Users

This release adds the ability to mark users as inactive. Inactive users are not able to log in to Exo Employer Services, but remain in the system for auditing purposes.

A new **Inactive** tick box is available on the User Security window:



The screenshot shows the 'User Security' window with the 'Details' tab selected. The window contains the following fields and controls:

- User Code: B
- User Name: User B
- Password: MYOBABC
- Default Application: EXO Payroll (AU)
- E-mail Address: (empty)
- Show Reminders when entering company
- Inactive (highlighted with a red box)

At the bottom of the window, there are buttons for Find (F9), Save (F10), Cancel, Delete (F6), and Exit (Esc).

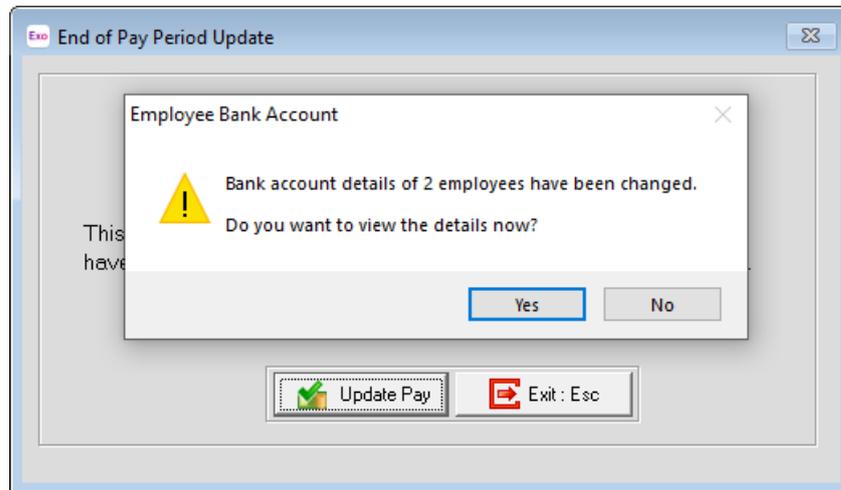
Only the Admin user can tick or clear this box. The Admin user cannot be made inactive—the box is always read-only and unticked for their user account.

A **User Status** column has been added to the User Security report, indicating whether each user on the report is active or inactive.

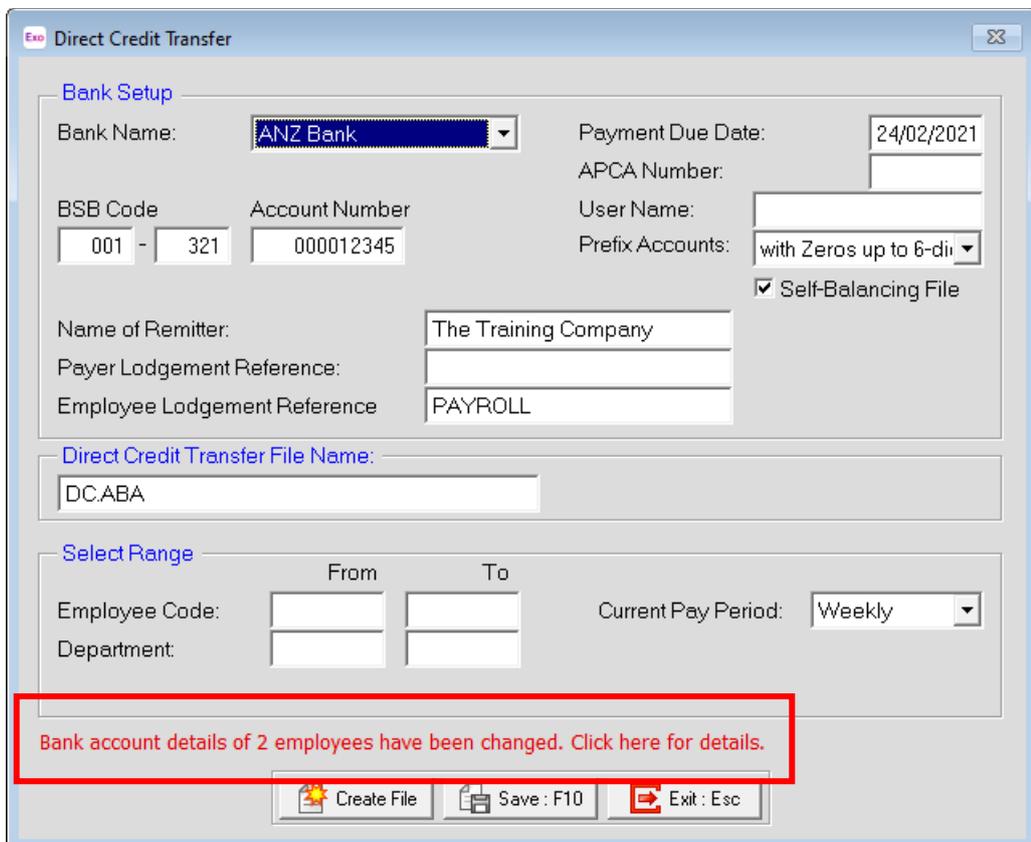
## Bank Detail Update Warnings

To increase system security, a warning message now appears when updating a pay or making a direct credit transfer, if any employees' bank account details have changed from one pay to the next.

When updating a pay, the warning appears in a popup window:



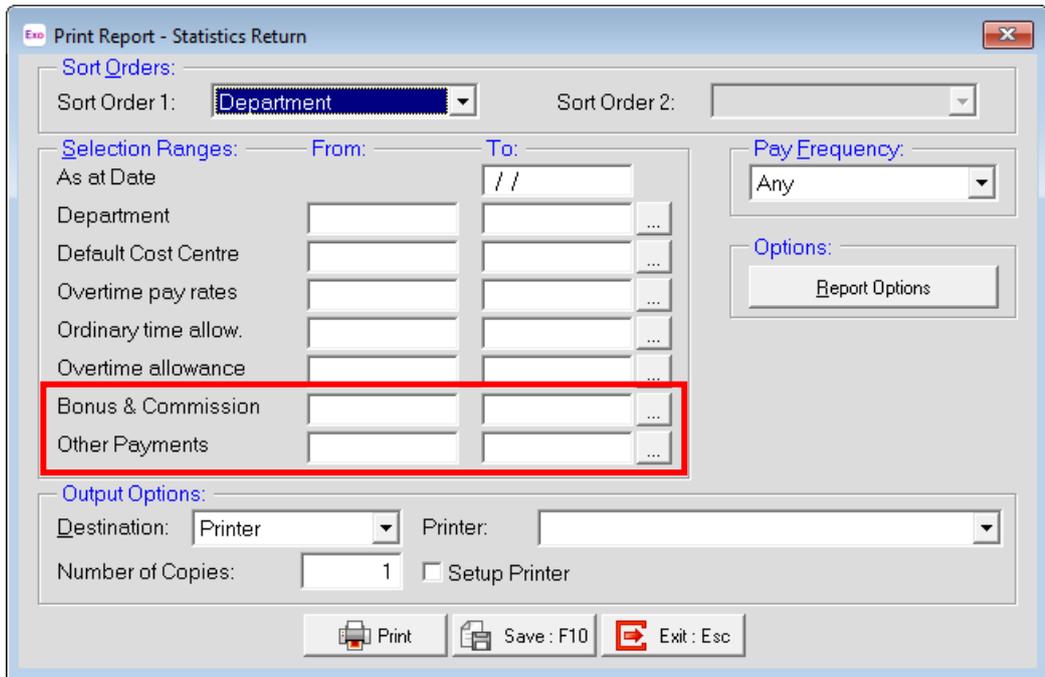
When making a direct credit transfer, the warning appears at the bottom of the window:





## Update to the Statistics Return

The IRD now requires that the Statistics Return reports bonuses and commissions separately. To allow for this, new fields have been added to the Statistics Return, which you can use to select the Allowances that count as bonuses and commissions, and those that count as other payments:



# Resolved Issues

Service Request ID	Description
CE00016747 CE00016683	When processing a One Off Pay, the <b>Payment Due Date</b> on the Direct Credit Transfer screen defaulted to the Pay Period End Date instead of the Physical Payment Date. This has been resolved.
CE00016873 CE00016705	Employee Share Scheme (ESS) amounts were not included in employees' Gross not liable for ACC totals, which could result in payday filing submissions being rejected. This has been resolved.
CE00015039 CE00014881	The payslip preview opened from the Current Pay was displaying as per the configured report options (e.g. showing or hiding certain leave entitlements) for the Administrator user only. This has been resolved; the preview opened from the Current Pay now displays as per the configured report options for the currently logged in user.
177646739485	If a user tried to set up a report with different Excel export fields in multiple report runs, afterwards all report runs would have the same Excel fields; whichever setup was configured last would overwrite the setup of the existing runs. This has been resolved.
-	When the Pay Sheet report was exported to Excel, the wrong amount would appear in the Bereavement Leave column. This has been resolved.
-	In some cases, when a new company was created using the <b>Copy information from an existing company</b> option, not all of the selected data was copied to the new company. 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](#)