

## Easily track and manage your staff information

MYOB EXO Employee Information is a human resource management tool that enables you to collate and update all of your staff data including job descriptions, performance reviews, induction and training resources, and more.

### STANDARDISE COMPANY INDUCTION PROCESSES

MYOB EXO Employee Information enables you to generate induction checklists for each role and its responsibilities. To ensure compliance, the system can then easily track what tasks have or have not been completed.

### PROACTIVELY MANAGE EMPLOYEE DEVELOPMENT

Create position profiles for jobs by detailing the basic requirements, necessary skills and qualifications required to undertake each role. These profiles can then be applied to employees and used to track and highlight areas where employees require development.

### TRAINING MANAGEMENT

MYOB EXO Employee Information lets you record details of training courses for your organisation. If the course is one that should be regularly undertaken, you can even set the course to be automatically reassigned, ideal for necessary professional development requirements

### RECORD PERFORMANCE AGAINST KPIS

Generate performance review templates for positions within the organisation. These form the backbone of your performance review processes.

### KEY FEATURES AND BENEFITS

- > Store all your critical personnel data in one central location, so everything you need to know is at your fingertips.
- > Manage many of your HR processes with a structured information management system.
- > Capture information relating to all aspects of the employee life-cycle, from induction to training, appraisals, and right through to employee termination.
- > Designed to adapt to your organisation's individual requirements.
- > Customised reporting with clarity report writer ensures that an organisations reporting needs to be met.

### TRACK EMPLOYEE DISCIPLINE HISTORY AND TERMINATION

Quickly establish and store discipline records against individual employees. Formulate a companywide approach to employee discipline and termination including consistent exit interview questions.

### INTEGRATES WITH MYOB EXO PAYROLL

MYOB EXO Employee Information works with MYOB EXO Payroll to save you time with greater accuracy and no duplication of employee information.

## MYOB EXO EMPLOYEE INFORMATION

### EXTENSIVE, ESTABLISHED PARTNER NETWORK

The EXO Suite of products are implemented and supported by our expert MYOB Partner Network across Australia and New Zealand. We provide educated advice regarding the entire range of MYOB Enterprise Solutions and work with you to design a solution that meets the unique needs of your business.

### AN INTEGRATED BUSINESS SOLUTION FROM MYOB

Additional modules can be adopted and tailored to your business. With the assistance of an MYOB Enterprise Solutions Partner, we can build a comprehensive business management system tailored specifically for your business requirements.

### ADDITIONAL OPTIONS AVAILABLE TO ENHANCE YOUR BUSINESS SYSTEM INCLUDE:

- > MYOB EXO Payroll
- > MYOB EXO Time and Attendance
- > MYOB EXO Timesheet
- > MYOB EXO Timeclocks
- > MYOB EXO MyStaffInfo
- > MYOB EXO Health and Safety \*
- > MYOB EXO Professional Services \*
- > MYOB EXO Finance

\* Only available in New Zealand

For more information and to discover how an integrated business management system can improve your business, contact MYOB Enterprise Solutions.



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