



MYOB EXO Employer Services

NZ Edition

2010.03

Release Notes





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MYOB Technology Pty Ltd ©
ABN 30 086 760 269

12 Wesley Court
Burwood East
VIC 3151
Australia

Level 1, Building A, The Millennium Centre
602 Great South Rd
Ellerslie, Auckland
New Zealand

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Introduction

What's New in MYOB EXO Employer Services 2010.03?

This focus of this release is on addressing the tax changes that take effect from 1 April 2010.

This release also contains improvements to the quality of the EXO Employer Services suite, including fixes to range of issues identified in the products.

This release adds support for the new Windows 7 operating system.

Note: The 2010.03 release includes fixes to issues identified since the 2010.01 release. See "Resolved Issues" on page 23 for details.

The purpose of this document is to provide essential information on the installation and use of this release. The document is divided into the following sections:

- The **Installation** section provides an overview of the installation process, including pre-installation requirements and post-installation steps.
- The **New Features** section describes all features introduced in this release.
- The **Resolved Issues** section details the issues that are addressed by this release.
- The **Known Issues** section details any issues in this release that have been identified as requiring attention.
- The **Summary of Changes** section provides a quick overview of the major changes in this release, and the actions that must be taken to implement them.

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 6962 396) or via e-mail at payrollsupport@myob.com.

Installation

Pre-Install Requirements

System Requirements

Minimum system requirements for PCs running MYOB EXO Employer Services components are detailed below.

The performance of the MYOB EXO Employer Services system is not assured if these requirements are not met. Similarly, performance cannot be assured if the EXO Employer Services system is installed on a PC that is already under load from other processes.

Workstation Requirements

Any PC running the MYOB EXO Employer Services application modules should meet the following minimum requirements:

- Windows XP, Windows Server 2003, Windows Vista, Windows 7
- Intel Pentium® 800MHz processor (or equivalent)
- CD-ROM drive
- 512MB RAM
- At least 1GB hard disk space available
- 16-bit colour, 1024×768 screen resolution

Note: MYOB EXO Employer Services supports 32-bit and 64-bit editions of Windows 7. On 64-bit systems, EXO Employer Services uses the WOW64 emulator, which allows 32-bit Windows-based applications to run seamlessly on 64-bit Windows systems. See [Microsoft's website](#) for technical details on 64-bit emulation.

Other Requirements

Certain features of MYOB EXO Employer Services require one or more of the following:

- Internet access
- TCP/IP networking
- Serial port (required for some features in EXO Time and Attendance)
- Microsoft Internet Explorer 6.0 or later
- Adobe® Acrobat Reader

Installing MYOB EXO Employer Services

Upgrading MYOB EXO Employer Services Online

Follow these steps to upgrade an existing installation of MYOB EXO Employer Services from within the application using the Upgrade Software Online function.

Before installing this upgrade, ensure that all users have closed their MYOB EXO Employer Services applications.

Note: If you have multiple PCs set up to run MYOB EXO Employer Services across a network, you must run this upgrade on the PC that houses the EXO Employer Services database. See “Network Setup” (page 10) for more networking considerations.

To perform the installation:

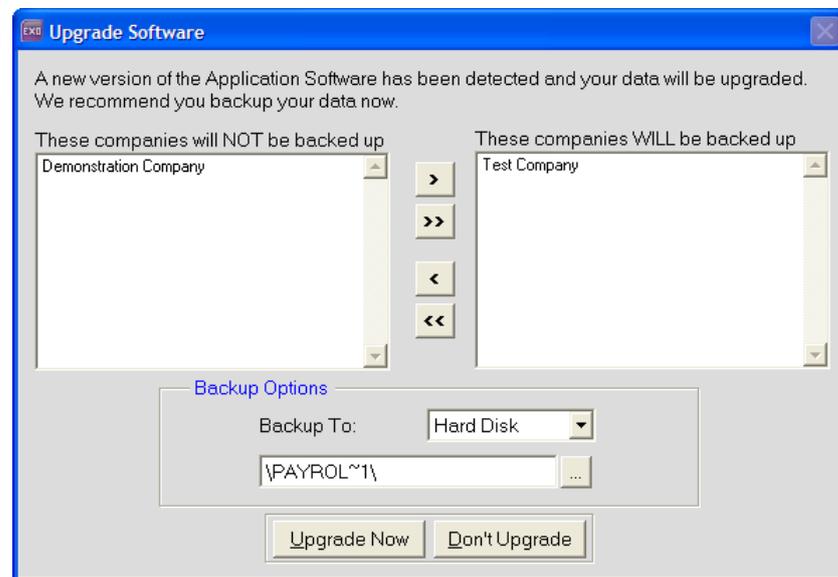
1. Close all programs running on the computer on which you are installing this upgrade. Open your MYOB EXO Employer Services application. Log into any one of your payroll companies.
2. Go to the Help menu and select **Upgrade Software Online**.



3. The Employer Services Update wizard checks for updates, and displays the Update Available window for this release. Click **Next**.
4. Follow through the steps in the upgrade wizard, clicking **Next** when prompted to move to the next window. Note that while the upgrade process only downloads the changed and new files required for this upgrade, the download may still take several minutes to install.

Installation

- When the upgrade is complete, click **Finish**. MYOB EXO Employer Services is launched, and the Upgrade Software window is displayed.



- Use the arrow buttons to move companies between the “WILL be backed up” and “will NOT be backed up” lists. During the upgrade, a backup will be made for each of the companies listed on the right of the screen.

Note: If you did not take a backup before starting the upgrade process, we strongly recommend that you select all payroll companies for backup.

- Click **Upgrade Now**. If you chose to back up your companies, the backup will be performed before that company’s data is upgraded. As each company is upgraded, you will see the names of the files being upgraded in the top right hand corner of your screen. Do not interrupt this process. It may take several minutes.
- You may be prompted to “Convert 3.0 resource file to 6.0 format”. Click **Yes**.
- Once the upgrade process has finished, you will be returned to the company selection window. You can now continue using the software in the normal way.

Upgrading MYOB EXO Employer Services Manually

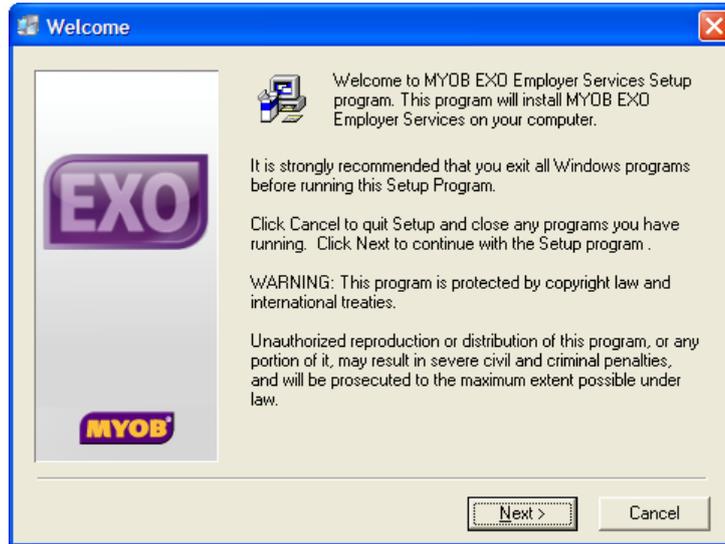
If you are unable to download the update using the Upgrade Software Online function, contact MYOB Support for instructions on how to download the update executable manually. The executable is called **Upgrades.exe**.

Note: If you have multiple PCs set up to run MYOB EXO Employer Services across a network, you must run this upgrade on the PC that houses the EXO Employer Services database. See “Network Setup” (page 10) for more networking considerations.

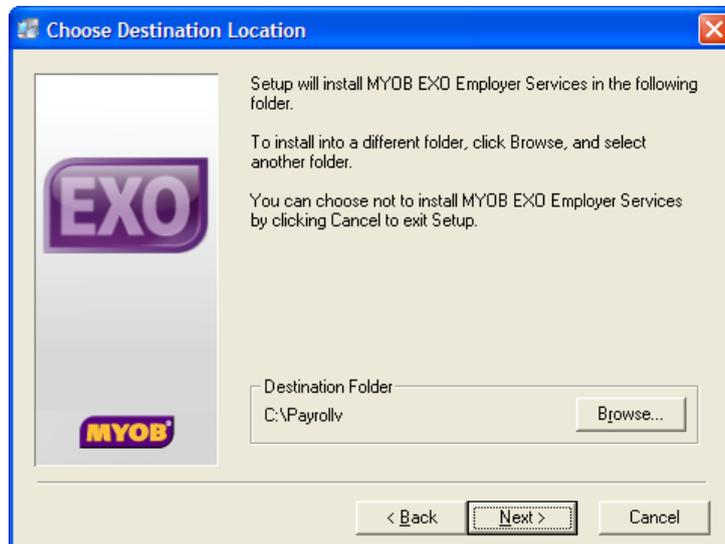
Installation

Once you have downloaded this file:

1. Close all programs running on the computer on which you are installing this upgrade.
2. Double-click on the file to start the upgrade wizard.
3. Click **Next** on the Welcome screen.



4. Select the location of your MYOB EXO Employer Services install, then click **Next**.



Installation

5. Select the MYOB EXO Employer Services components you are licensed for, then click **Next**.

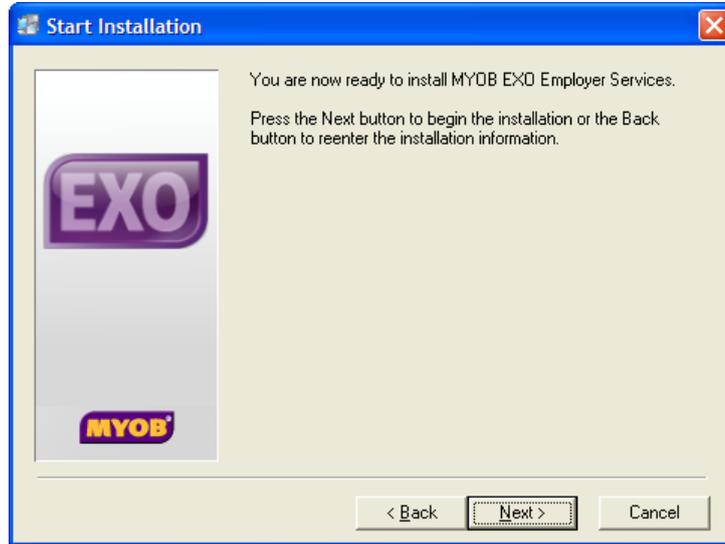


6. Specify where the MYOB EXO Employer Services shortcuts should be located in the Windows Start menu, then click **Next**.



Installation

7. The installation is ready to begin. Review the details and click **Next** to proceed. If you need to change any details, click **Back** to return to the previous screen and change your selections.



8. The installation progress is displayed.

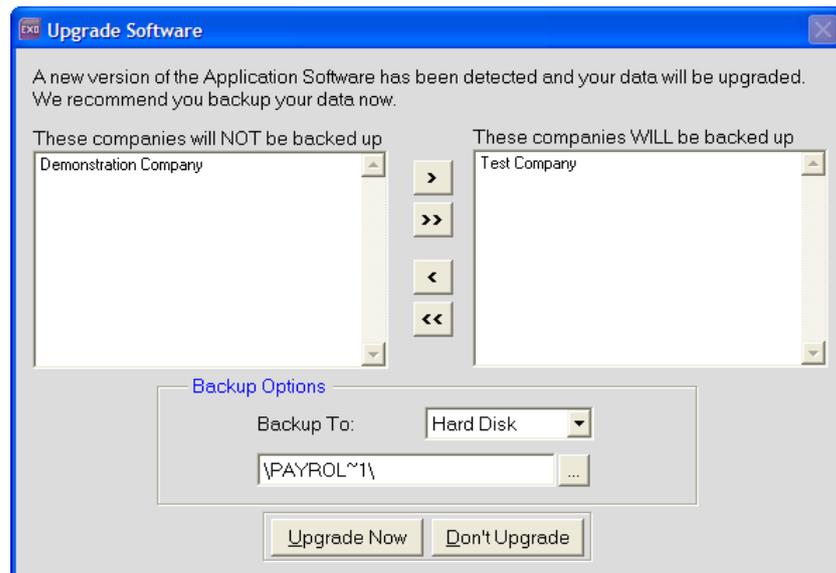


Installation

9. Once the installation is complete, click **Finish** to close the installation wizard.



10. Open MYOB EXO Employer Services. The Upgrade Software window is displayed.



11. Use the arrow buttons to move companies between the “WILL be backed up” and “will NOT be backed up” lists. During the upgrade, a backup will be made for each of the companies listed on the right of the screen.

Note: If you did not take a backup before starting the upgrade process, we strongly recommend that you select all payroll companies for backup.

12. Click **Upgrade Now**. If you chose to back up your companies, the backup will be performed before that company’s data is upgraded. As each company is upgraded, you will see the names of the files being upgraded in the top right hand corner of your screen. Do not interrupt this process. It may take several minutes.

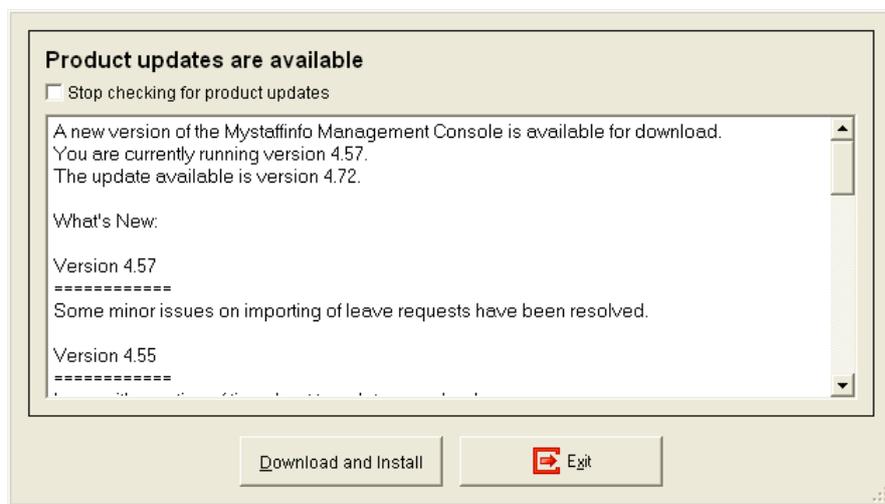
Installation

13. You may be prompted to “Convert 3.0 resource file to 6.0 format”. Click **Yes**.
14. Once the upgrade process has finished, you will be returned to the company selection window. You can now continue using the software in the normal way.

Upgrading MyStaffInfo

Upgrades to the MyStaffInfo website are deployed by MYOB, and require no action from you; however, you must upgrade the MyStaffInfo Management Console application when a new version is available.

The Management Console has an auto-update feature. When an upgrade is available, the following window appears on opening the Management Console:



Click **Download and Install** to upgrade the Management Console.

If you are unable to update the Management Console online, you can manually run the latest installer to upgrade to the latest version. MyStaffInfo installers are available on the MYOB EXO Employer Services CD at **MYOB ES Products\MYOB MyStaffInfo**.

Network Setup

If you have other workstations set up to run MYOB EXO Employer Services across a network, the system will check to see if the necessary support files are in place and if the version number is up to date. If the system needs these files to be updated then the install program will run automatically. You no longer need to run the **Network.exe** program manually to install the support files.

If you are installing to a network location, onto a computer using Windows XP/2003 or onto a Terminal Services /Citrix Server, you must be logged onto the network or computer as a user with administrator rights. If you are unsure, contact your IT administrator.

You will also need to know the location of your current installation on your network. If you are unsure, go to the Help menu and choose **About**. The location of your installation is displayed near the bottom of the About window.

Installation

Terminal Servers

When installing MYOB EXO Employer Services on Terminal Services/Citrix Server, you must run the installer from the Add or Remove Programs window, as follows:

1. Insert the MYOB CD. (If you are not using a CD, copy the installer/upgrader executable to the Terminal Server.)
2. From the Windows Start Menu, select **Control Panel > Add or Remove Programs**.
3. Click **Add New Programs**.
4. Click **CD or Floppy**.
5. The Install Program From Floppy Disk or CD-ROM wizard starts. Click **Next**.
6. Click **Browse** to locate the installer/upgrade executable, which will be called **Setup.exe** or **Upgrades.exe**. If installing from a CD, it should automatically locate it. When clicking **Browse**, you may need to change the **Files of type** from "Setup Programs" to "Programs".
7. Once the installation is complete, click **Finish** to close the wizard.

Note: When upgrading a Terminal Services/Citrix server, it is possible to use the Upgrade Software Online function to upgrade the installation. However, after the upgrade is complete, **Network.exe** must be run from the Add or Remove Programs window to complete the upgrade.

Post-Installation

Check the Release

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	2010.03
MYOB EXO Payroll	2010.03
MYOB EXO Health and Safety	2010.03
MYOB EXO Employee Information	2010.03
MYOB EXO Time and Attendance	2010.03
Runtime Files	08.00.0000.3117
Tax version	2010.03

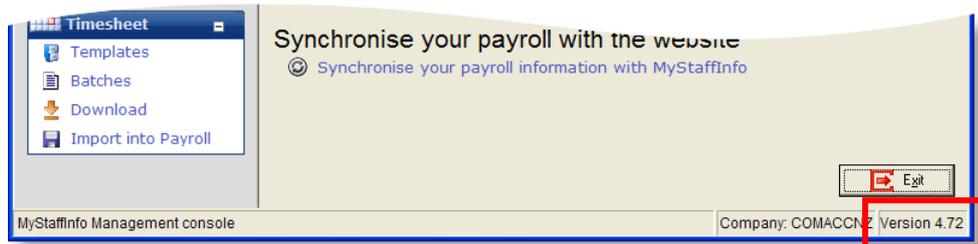
To check that this release installed successfully, check that the versions displayed on the About window (**Help menu > About**) match the versions listed here.

Installation

Check MyStaffInfo

After applying the latest upgrade to the MyStaffInfo Management Console, its version number should be **4.72**.

To check this version number, open the Management Console. The version number is displayed at the bottom right corner:



Check Security Settings

After the installation is complete, review the security settings assigned to users, to ensure that any new settings are assigned correctly. As new settings are always disabled by default, if existing settings have been replaced with new ones, the new settings may need to be configured to ensure that functionality is not lost (see “Known Issues” on page 24 for specific examples that have been identified).

To check security settings:

- In EXO Employer Services, select **User Security** from the Utilities menu to open the User Security window.
- In the MyStaffInfo Management Console, go to **Common Tasks > Security**.

Note: In MyStaffInfo, it is necessary to click **Save** or **Exit** in the Security section to apply any new settings. Make sure to click **Save** (if you have edited the security settings) or **Exit** (if you have not) before synchronising with the server.

New Features

Tax Changes

The compliance changes and features introduced in MYOB EXO Employer Services 2010.03 are listed below.

Change / Feature	See
Payroll Giving	page 13
New Secondary Tax Code	page 18
ACC Rates and Thresholds	page 19
Extra Pay	page 19
New ir-File Format	Page 21

See the following IRD web page for more information on these changes:

<http://www.ird.govt.nz/news-updates/like-to-know-changes-tax-rates.html>

Payroll Giving

Payroll giving is a voluntary scheme that was introduced on 7 January 2010. It allows employees to “give as they earn” by making donations directly from their pay to approved donee organisations. For every dollar an employee donates they receive a third back as a tax credit in the same pay period.

Note: Payroll giving is only available if you file your IRD returns electronically.

See the following IRD web page for more information on payroll giving:

<http://www.ird.govt.nz/news-updates/campaign-payroll-giving.html?id=homepage>

MYOB EXO Payroll now supports payroll giving. Payroll giving donations are made as Deductions in the EXO Payroll system, and tax credits are calculated automatically and added to employees' pays.

To use payroll giving in EXO Payroll:

1. Enable payroll giving.
2. Set up donee organisations.
3. Create a Deduction for each donee organisation.
4. Add payroll giving Deductions to employees' Current or Standard Pays.
5. Transfer donations to donees and advise them that you have done so.

New Features

Enabling Payroll Giving

To enable payroll giving in the MYOB EXO Payroll system, select the new **Use Payroll Giving** option on the Special Options Setup window:

The screenshot shows the 'Special Options Setup' window. The 'Use Payroll Giving' checkbox is checked and highlighted with a red box. Other options include 'Do not copy wages for EXO Time and Attendance employees' and 'Use EXO Employee Messaging'. The 'Date' section shows 'Remind user' set to 0 days in advance and a 'Recipients' field. Buttons for 'Account Setup', 'General Ledger Setup', and 'Email Setup' are visible. At the bottom, there are 'Save: F10' and 'Exit: Esc' buttons.

Selecting this option enables the various options and features that relate to payroll giving.

Note: Do not change the **Use Payroll Giving** option while a Current or One Off Pay is open. This option affects the tax credits that employees receive for their payroll giving donations; turning it on or off while a pay is open could result in incorrect PAYE amounts being calculated for employees. MYOB recommends that you update all of your open pays before setting up payroll giving.

Setting up Donee Organisations

Payroll giving donations can only be made to donee organisations that have Inland Revenue-approved donee status. To check if an organisation is an approved donee, visit the following IRD web page:

<http://www.ird.govt.nz/donee-organisations/donee-organisations-index.html>

All organisations that employees will be donating to must be set up as Payroll Giving Donees. Once the **Use Payroll Giving** option has been enabled, the Payroll Giving Donees option becomes available on the Maintenance menu. Selecting this option lets you create new donee organisations to be used with payroll giving:

The screenshot shows the 'Donee Maintenance' window. The 'Code' field contains '3' and the 'Name' field contains 'Charitable Trust'. The window has a blue title bar and a toolbar at the bottom with buttons for 'Prev: F7', 'Next: F8', 'Find: F9', 'Add: F4', 'Delete: F6', and 'Exit: Esc'.

New Features

Creating Payroll Giving Donations

Payroll giving donations are processed as Deductions that are added to employees' pays. These Deductions must use the new "Payroll Giving" type. When this type is selected, a new **Payroll Giving Donee** field becomes available, allowing you to specify the donee organisation that the Deduction relates to. The **Post-Tax Deduction** option is automatically selected and disabled, as payroll giving Deductions must always be post-tax.

The screenshot shows the 'Deduction Maintenance' window with the following fields and values:

- Code: 6
- Name: PG Donation
- Post-Tax Deduction: (disabled)
- Calculation Method: Fixed Dollar Amount
- Amount: (empty)
- Type: Payroll Giving
- General Ledger Code: (empty)
- Protected Pay Amount: (empty)
- Protected Pay %: (empty)
- Make a part deduction:
- Payroll Giving Donee: 3 Charitable Trust

Below the fields is a table for direct credit payments:

Bank Branch	Account	Suffix	Reference	Code	Particulars

At the bottom are navigation buttons: Prev : F7, Next : F8, Find : F9, Save : F10, Cancel, and Exit : Esc.

Add Payroll Giving Deductions to Employees' Pays

Once payroll giving Deductions have been set up, they can be added to employees' pays. Add payroll giving Deductions to employees' Standard Pays if they want to make regular donations each pay period. To make one-off donations, add payroll giving Deductions to employees' Current Pays.

Note: Employees who use the **WT** tax code are not eligible for payroll giving. Do not add payroll giving Deductions to these employees' pays. (The system does not enforce this restriction.)

When adding a Deduction to an employee's pay, the Deduction amount cannot exceed the employee's Net Pay. There is no minimum amount for donations, although employers can set a minimum if they want to.

New Features

The donation amounts will be deducted from employees' pays, and the tax credits will be automatically calculated and added to their pays. When pays are processed, the tax credits will appear on employees' pay slips:

James Wallace
23 Fleet Street
Rosedale
Auckland 1021

Demonstration Company

1 James Wallace
Department: 2 Akld,Sales
Period End Date: 14/01/2010
Occupation: Salesman
Physical PayDate: 14/01/2010
IRD Number: 097-798-796

<u>Wages</u>	Hours	Rate	
Ordinary:	40.00	15.0000	600.00
	40.00		600.00
Gross Taxable Earnings:			600.00
<u>Post-Tax Deductions</u>			
Social Club:			3.00
PG Charity:			20.00
			23.00
PAYE:			106.61
Tax Credits For Payroll Giving Donations:			6.66
KiwiSaver:	Rate		
employee contribution	4.00%		24.00
	4.00%		22.50

Note: If you override an employee's PAYE, they will not receive a tax credit, and no tax credit will appear for them on reports or payslips.

The tax credit amount cannot exceed the tax on the employee's income (i.e. the PAYE amount less the ACC levy). If it does, the tax credit will be reduced to the tax amount. The full donation will still be made, however.

A new **Eligible for PG** option is available on the Allowance Maintenance window. Enabling this option means that the Allowance counts towards the employee's earnings for the purposes of calculating the maximum tax credit:

Cost Centre: [] Employee: []
Override Tax Rate: []
 Historical Allowance

Options

<input type="checkbox"/> Add to Gross for Holiday Pay	<input type="checkbox"/> Add Eamer Levy	<input type="checkbox"/> Can Modify Name
<input type="checkbox"/> Add to Gross for Super	<input type="checkbox"/> Not Liable for ACC	<input type="checkbox"/> Eligible for PG
<input type="checkbox"/> Add to Gross for Relevant Daily Rate	<input type="checkbox"/> Add to Gross for KiwiSaver	

← Prev : F7 → Next : F8 🔍 Find : F9 + Add : F4 🗑 Delete : F6 🚪 Exit : Esc

New Features

Note: If you want to use a One-Off Pay to reverse a pay that contains a payroll giving donation, you must reverse the entire pay; you cannot reverse only parts of it (e.g. salary only, Deductions only, Allowances only). You cannot reverse only the payroll giving donation (Deduction).

Transferring Donations and Advising Donees

After pays containing payroll giving donations have been completed, it is the responsibility of the employer to:

- Send donations to the relevant donee organisations.
- Advise the donee organisations that donations have been sent to them from a payroll giving scheme.

Donations have to be passed to donee organisations on or before the PAYE payment due date that is closest to the end of the two months from the last day of the pay period when the donation was deducted—see “[Passing payroll giving donations to the donee organisation](#)” on the IRD website for examples of how to work out this date.

To aid in sending donations to donee organisations, a new **Payroll Giving Payment Advisory** report is available on the Financial tab of the Print Reports window.

This report shows the donation totals for each donee organisation for the specified period, letting you know which donees need to be advised, and how much to forward to each one.

Printed on: 22 February 2010 12:09:59
Page: 1

Demonstration Company

Payroll Giving Payment Advisory Report
Physical Pay Date from 01/02/2010 to 28/02/2010

Donee Organisation	Employee	Amount
3 Charitable Trust		
	2 Andrews Thomas Harley	20.00
	1 Wallace Edward James	50.00
	22 Watson Judy May	20.00
		90.00
1 Youth Trust		
	3 Houghton Jannet Faye	20.00
	4 Smith Sandra Olive	25.00
		45.00
		135.00

— End of Report —

Changes to the IR348

Payroll giving amounts are included in the IR348 return. Because payroll giving requires that you submit returns electronically, you cannot print the “Final” version of the IR348 if payroll giving has been used during the reporting period (you can still print the “Draft” version).

New Features

A new **Contact Email** field is available for the IR348 report. This field should contain the email address of the payroll contact person:

The screenshot shows a dialog box titled "Print Report - IR348 Employer Monthly Sched." with a close button (X) in the top right corner. The dialog is organized into several sections:

- Sort Orders:** Sort Order 1: Employee Code (dropdown), Sort Order 2: (dropdown)
- Selection Ranges:** Physical Pay Date: From: // (text), To: // (text)
- Options:** Report Options (button)
- Additional Input:** Pay Clerk Name (text), Phone Number (text), **Contact Email** (text, highlighted with a red rectangle)
- Output Options:** Destination: Screen (dropdown)

At the bottom of the dialog are three buttons: Preview (with an eye icon), Save : F10 (with a floppy disk icon), and Exit : Esc (with a red X icon).

New Secondary Tax Code

A new **SB** tax code has been introduced for employees with secondary income less than or equal to \$14,000. This tax code has a PAYE rate of 12.5%, and can be assigned to employees for pay periods with a Pay Period End Date after 1 April 2010.

The existing **S** tax code now applies to employees with secondary income from \$14,001 to \$48,000.

The **SB** tax code does not apply to employees with a student loan; employees with a student loan and secondary income less than or equal to \$48,000 continue to use the **S SL** tax code.

Tax code	Current rate		New rate from 1 April 2010	
SB			\$0 – \$14,000	12.5%
S	\$0 – \$48,000	21%	\$14,001 – \$48,000	21%
S SL	\$0 – \$48,000	21%	\$0 – \$48,000	21%
SH or SH SL	\$48,001 – \$70,000	33%	\$48,001 – \$70,000	33%
ST or ST SL	\$70,001 and above	38%	\$70,001 and above	38%

New Features

The new tax code becomes available from 1 April 2010. To use the new code, salary and wage earners must complete a Tax Code Declaration Form and change their tax code to **SB**. The **SB** code is available for selection on the Employee Details tab of the Employee Maintenance window:

The screenshot shows the 'Employee Maintenance' window with the 'Employee Details' tab selected. The 'Required Information' section contains fields for Code (1), Surname (Wallace), First Names (Edward James), Alpha Code (WALLACE), Start Date (30/09/2007), Cost Centre (14 akld/sales), and Department (2 Akld.Sales). The 'Tax Code' dropdown menu is open, showing options M, MC, ML, MSL, and SB. The 'SB' option is highlighted with a red box. Other fields include IRD Number (097-798-796), ACC Code, ESCT Rate, Gender (Male), and Employment Type (Permanent).

ACC Rates and Thresholds

Changes to ACC come into effect on 1 April 2010. MYOB EXO Payroll has been updated to incorporate the following changes:

Detail	Current Value	New Value
ACC earner levy rate	1.7%	2.0%
ACC income maximum	\$106,473.00	\$110,018.00
Maximum ACC earner levy	\$1,810.04	\$2200.36

These changes affect all tax code calculations.

Extra Pay

Changes to the rules on Extra Pay come into effect on 1 April 2010. MYOB EXO Payroll has been updated to incorporate these changes, which are detailed below.

New Tax Rate

From 1 April 2010, a new low rate of 12.5% will be available for Extra Pays on both primary and secondary income of \$14,000 or less.

For those "Extra Pay" Allowances that qualify for the new low tax rate, change the **Extra Pay Rate** property to 12.5%.

New Features

New Calculation for Secondary Income

EXO Payroll determines the rate on “Extra Pay” Allowances, but you can specify a higher one, which will take precedence. The calculation to determine the tax rate on Extra Pays for primary income is as follows:

Annual Gross-up + Extra Pay amount

Where the Annual Gross-up is calculated as follows:

- For weekly pays, total the last four pays and multiply by 13
- For fortnightly pays, total the last two pays and multiply by 13
- For monthly pays, multiply the last pay by 12

The rate is then determined as follows:

Annual Gross-up + Extra Pay amount	Tax rate
\$70,001 and above	39%
\$48,001 – \$70,000	33%
\$14,001 – \$48,000	21%
\$1 – \$14,000	12.5%

If a higher tax rate has been specified for the Extra Pay Allowance, it is used instead of this rate.

From 1 April 2010, a new calculation is used to determine the tax rate on Extra Pays for secondary income. This calculation is:

Annual Gross-up + Extra Pay amount + Minimum threshold amount

The Annual Gross-up is calculated as for primary income (see above).

The Minimum threshold amount is the lower income bound for the employee’s secondary tax code:

Tax code	Minimum threshold
SB or S SL	\$0
S	\$14,001
SH or SH SL	\$48,001
ST or ST SL	\$70,001

Example:

A tax payer using the **SH** tax code receives a bonus payment of \$1000 and the gross earnings for the last four weeks were \$500. The last four weeks income ($\$500 \times 13$) + the bonus \$1000 = annual income from secondary source \$7,500.

The minimum income threshold for the SH tax code is \$48,001.

Add the annual income from the secondary source \$7,500 + income threshold for SH tax code \$48,001 = \$55,501.

The correct tax rate for the bonus would be 33% since the grossed up income is greater than \$48,000 and less than \$70,000.

New Features

New ir-File Format

MYOB EXO Employer Services 2010.03 adds support for version 4 of the ir-File format for electronically filing IR348 returns.

Note: This version is used from 1 April 2010. Prior to 1 April, EXO Payroll will submit version 3 if payroll giving is in use and version 2 if it is not.

Compatible with Windows 7

The Microsoft Windows® 7 operating system was released in late October.

MYOB EXO Employer Services has been tested to meet all of the technical requirements to be Compatible with Windows® 7.

Compatible with Windows 7 software:

- Is tested for compatibility and reliability on Windows 7.
- Passed Microsoft designed tests to minimize the possibility of crashes, hangs, and reboots.
- Represents a commitment that the product will continue to work over the life of Windows 7.
- Meets privacy standards set forth by the Anti-Spyware Coalition.
- Installs cleanly and reliably.
- Eliminates unnecessary reboots.
- Ensures compatibility with Windows 7, both 32-bit and 64-bit editions.



Note: On 64-bit systems, MYOB EXO Employer Services uses the WOW64 emulator, which allows 32-bit Windows-based applications to run seamlessly on 64-bit Windows systems. See [Microsoft's website](#) for technical details on 64-bit emulation.

Time Transaction Import Specification

The **Import Time Transactions** item in the Pay menu is used to import time transactions from non-MYOB software. Files can be imported in the CSV, DBF or TXT formats.

The file specification for transaction import files is now available in the Online Help under "Troubleshooting".

New Features

Employer Postal Code

A postcode can now be specified for companies on the Payroll Setup window:



New Contact Details

The contact details for MYOB Support and Sales in New Zealand have been updated as follows:

Contact	Details
Sales Phone	0800 MYOB EXO (0800 6962 396)
Support Phone	0800 MYOB EXO (0800 6962 396)
Support Email	payrollsupport@myob.com
Registration Fax	0508 329 729
Registration Email	exoservices@myob.com
Address	Level 1, 602 Great South Road, Ellerslie, Auckland 1051
Website	www.myob.co.nz

Note: These contact details are also displayed on the About window in MYOB EXO Employer Services. Press F11 or select **About** from the Help menu to view the About window.

Resolved Issues

The following issues have been addressed in this release:

Product	Issue
EXO Payroll	<p>When selecting an employee on the Rapid Load Pay window by pressing F9, the Cost Centre and Rate fields were not populated. (When entering the employee's ID into the Employee field directly, the Cost Centre and Rate were populated correctly.) This has been resolved.</p> <hr/> <p>When generating Payslips for distribution on MyStaffInfo, if a new name for the report was entered into the New report Name field on the MyStaffInfo Reports window, and the name did not contain the text "Payslip", all payslips would be sent to all employees. The system now checks that all Payslip reports uploaded to MyStaffInfo contain the text "Payslip" at the start of the report name.</p> <hr/> <p>Long Payslips Notes would appear truncated on Payslips. This has been resolved.</p> <hr/> <p>Selecting the "Standard Pay" option for an employee's Ordinary Daily Rate property (Employee Maintenance screen > Holiday Pay tab) when the employee's Standard Pay was empty resulted in incorrect Holiday Pay calculations. When an employee's Standard Pay is empty, i.e. their Gross Taxable Earnings is \$0, the four week average is now used to calculate Holiday Pay, even if "Standard Pay" is selected. This complies with the Holidays Act 2003.</p> <hr/> <p>The Ordinary Daily Rate option did not appear on the Holiday tab when viewing employee details from the Current Pay or a One Off Pay. This has been resolved.</p> <hr/> <p>Tax deductions for the ML tax code were calculated incorrectly for a small range of income values. This has been resolved.</p> <hr/> <p>To avoid confusion, the User field on employee notes has been renamed to Entered By. This affects all EXO Employer Services modules.</p> <hr/> <p><i>Added in 2010.02</i> IR348 returns that were submitted electronically before 1 April 2010 were not accepted. This has been resolved.</p> <hr/> <p><i>Added in 2010.03</i> When a salaried employee was paid Sick Pay, Public Holiday, Alternative Leave or Bereavement Leave, the amount of leave paid was correct, but the Reduce Salary amount was incorrect. This has been resolved.</p>

Known Issues

The following Known Issues have been identified in this release.

Security settings reset in MyStaffInfo

In an upgrade to EXO Employer Services 2009.02 or later, the security settings that control the ability to change and view user-defined information, and the ability to make leave requests have changed—the existing settings have been removed and replaced with new ones. As new settings are always disabled by default, users may no longer have access to these abilities following an upgrade. You must go to the **Common Tasks > Security** section of the MyStaffInfo Management Console and re-configure the settings for user-defined information and leave requests as necessary.

Printing MyStaffInfo reports from Internet Explorer 6

When MyStaffInfo reports are printed from Internet Explorer 6, they will appear truncated, with the sides and/or bottom of the reports cut off. This is a known issue that affects Internet Explorer 6 only. Upgrading to Internet Explorer 7 or later will fix this issue.

Microsoft XPS Document Writer not supported for reports

The system does not support printing reports to the “Microsoft XPS Document Writer” printer.

Removal of DOS Speed Printing

DOS Speed Printing is not available in MYOB EXO Payroll 2009.02 and later—this is a requirement of Windows 7 certification, which requires that 16-bit applications like DOS Speed Printing be removed.

If you currently use DOS Speed Printing, you can perform a test to see if your current printing setup will work without DOS Speed Printing. Try printing a single payslip with the **DOS Speed Printing** option unticked.

If the payslip prints correctly, your printing system will continue to work once you have upgraded to EXO Payroll 2009.02 or later.

If the payslip does not print correctly, you will need to upgrade your printing system before upgrading to EXO Payroll 2009.02 or later. This will mean using a new printer, and possibly new payslips. MYOB payslips are available in A4 and A5 sizes—contact MYOB on 0800 MYOB EXO (0800 696 239) for more information on available payslip types.

Known Issues

Error Messages when Printing Payslips

When printing payslips via the Email Payslip Wizard, if the **Setup Printer** option is ticked at Step 4, printing may fail with an error message after clicking **OK** on the Print dialog. (This dialog only appears when the **Setup Printer** option is ticked.) This error only occurs on Windows Vista and Windows 7.

A workaround for this problem is to pre-configure the printer as needed via the Windows Printers and Faxes control panel. This will remove the need to use the **Setup Printer** option in the Email Payslip Wizard, as the printer will already be set up. (If the printer is used for other purposes that would make pre-configuring it for payslip printing impractical, you can create and configure a new printer that uses the same driver and select this new printer in the Email Payslip Wizard.)

1903 error in MyStaffInfo Management Console

If you receive the error message “1903 String is too long to fit” when performing a Synchronise operation in the MyStaffInfo Management Console, please contact MYOB EXO Employer Services Support. This error is caused by overlong data entries on certain fields—Support will help you identify and correct the data that is causing the problem.

Summary of Changes

Below is a quick overview of the changes addressed by this release and what actions are needed to implement them.

Rates and Threshold Changes

The new rates and thresholds for ACC will be applied automatically by MYOB EXO Payroll for pay periods that end on or after 1 April 2010.

Payroll Giving

If you want to use payroll giving:

- Enable it on the Special Options Setup window.
- Enter details of all Payroll Giving Donees that employees want to donate to.
- Create "Payroll Giving" type Deductions for each donee organisation.
- Add payroll giving Deductions to employees' Current or Standard Pays.
- Send donations and advise donees after each pay run. Use the Payroll Giving Payment Advisory report to determine which donees need to be sent donations and how much to send.

The payroll giving scheme is available from 7 January 2010, so you can set it up in EXO Payroll at any time.

Secondary Tax Codes

Change the tax codes for any employees whose secondary income is \$14,000 or less (and who do not have a Student Loan) to **SB**. This process must be undertaken by a payroll operator, and can be done after all pays with a Pay period End Date prior to 1 April 2010 have been processed.

Extra Pay

The new rates and calculations for Extra Pay will be applied automatically by MYOB EXO Payroll for pay periods that end on or after 1 April 2010.

Change the **Extra Pay Rate** on "Extra Pay" Allowances that qualify for the new low rate to 12.5% any time after 1 April 2010.