



## MYOB Greentree

Human Resources  
and Payroll

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# Introducing MYOB Greentree Human Resources and Payroll



As all experienced business leaders know, it's people that form the true value of most organisations. However, the effective and comprehensive management of their competencies, knowledge and personal attributes can be complex and result in high administrative overheads.

What's more, mistakes or oversights can result in reduced productivity, less than optimal staff/management relationships, or missed opportunities to enhance the effectiveness of existing talent. Businesses can find themselves also falling foul of employment legislation or with crippling retention issues and loss of skills. It's crucial to get it right.

MYOB Greentree's Human Resources (HR) suite offers a full set of tools to manage personnel throughout your business: from payroll, to leave planning, employee development and occupational health and safety through to recruitment and all the analysis and reporting tools needed to effectively monitor the capabilities and allocation of human resources.

## Benefits and Features

- + Have confidence in your systems, knowing you'll pay on time and correctly
- + Reduce paper files: key documents can be stored in the system
- + Build an accurate employee / candidate database to find the people you need for any position
- + Planning and analysis will be more straightforward and accurate
- + Search capabilities enable you to match the best skilled candidates and employees to roles
- + More effective team development and management.

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## Payroll

Running an efficient and prompt payroll is critical for any organisation, as the flow-on effects of payroll errors can be crippling for both staff and management.

MYOB Greentree's Payroll module delivers both reliability and a fully streamlined payroll process.

### Payroll processing

Automatically calculate pays from the contract, template and transaction types defined for each individual. Easily handle and process manual payments and adjustments.

### Management and statutory reporting

Provide all the necessary analysis and insight required by most organisations using an extensive library of reports which can be tailor-made for your needs. Manage tax and superannuation reporting with ready-to-use templates.

### Leave processing

Easily manage and report on all forms of accrued leave by setting user-definable rules for each type of leave. Define rules for leave at a global, contract, group or individual level to meet your business requirements. Produce full statements of leave to ensure staff and management can verify the entire leave history at any point.

### Employee Record Management

Use templates to quickly and simply manage employee records. Attach documentation such as resumes or sick-leave certificates, so the complete picture is always available.

### Function and Data Security

Protect your sensitive data with this powerful and highly flexible security structure. Set access rights not only to functions, but also right down to individual employee data.

## HR management

Effective management of human resources begins with accurate, detailed records of attributes and capabilities. MYOB Greentree's HR management suite provides the tools to create a human resource information system that forms the basis of your organisation's workforce planning and analysis.

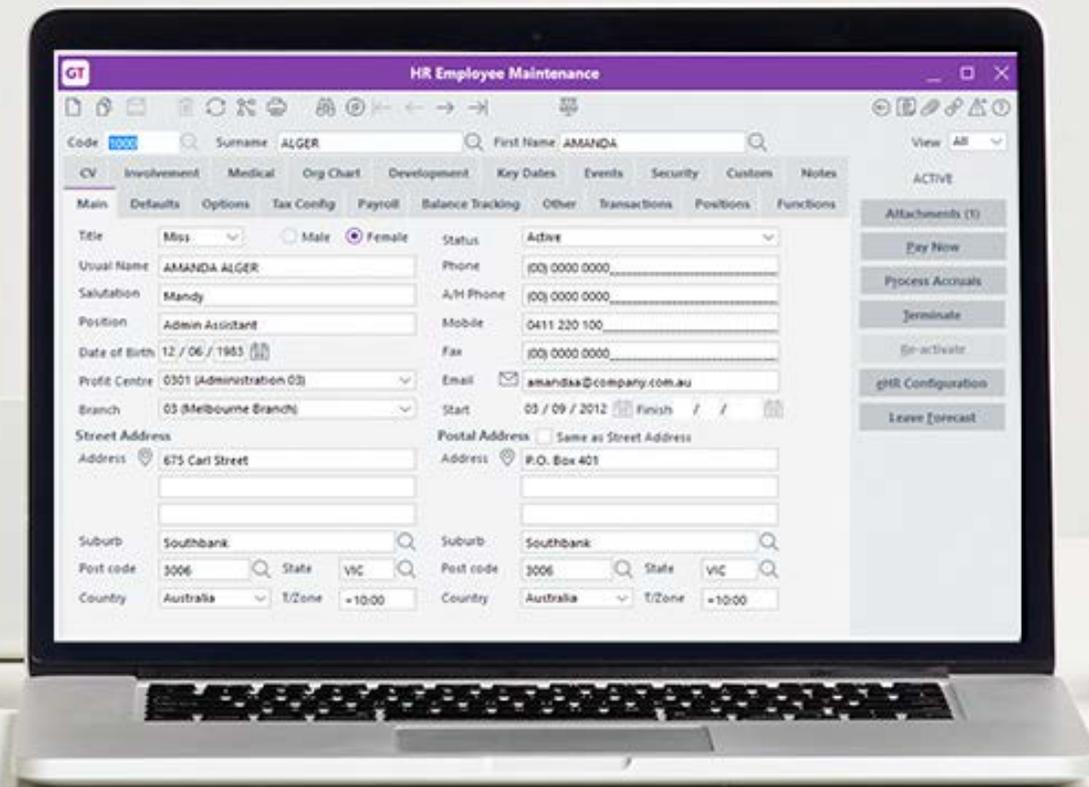
### People Management

Capture standard job functions to be allocated to employees so you can ensure that staff are suitably qualified and equipped. Store resume and curriculum vitae records either as database items or attachments to capture the full picture.

Readily perform powerful skills searches on the employees database according to resume details to maximise your organisation's existing skill base. Attach files of any format to an employee record, e.g. driving licence copies, qualification certificates or incident reports, for easy retrieval when needed. Link employees to other employees or external contacts for quick information retrieval for projects or specific events.

### Organisation Charts

Create detailed organisational charts to visibly show the relationship between roles and functions.



## Recruitment

MYOB Greentree's Recruitment module manages the process of attracting, assessing and recruiting the best talent available.

### Positions and definitions

Clearly define specific roles within your business, including the functions that must be performed, job description, certifications and other requirements.

### Recruitment processing

Define an unlimited number of stages to make up the recruitment process to best fit with the requirements of the role to be filled. Ensure recruitment complies with your procedures through established processes.

Provide important cross-referencing and checking to ensure compliance by means of an in-depth audit trail. Streamline communications and reduce administrative overheads with automated mail merge and bulk email tools.

### Applicant management

Store all applicant data such as resumes, employment history, education, skills and experience and supporting documentation. Easily scan for skill matches, both within existing staff and new applicants, using the powerful search engine provided.

### Billing and finance

Manage associated expenses such as internal HR overheads, recruitment advertising or agency fees so that costs are correctly tracked and allocated.

## Employee Development

MYOB Greentree's Employee Development module automates the management process for staff reviews and maintains vital information on staff training, success and remuneration to assist your organisation with the development of your people's talent.

### Staff Reviews

Give confidence to staff and management in the review process through the automatic scheduling of regular reviews. Allow for easy access to relevant information such as Key Performance Indicators and previous reviews. Make use of improved processes around staff reviews to increase job satisfaction which can translate to better retention rates.

## Leave planning

Streamline your organisation's leave-planning procedures and minimise the time and resource demands on HR and management staff.

### **Leave requests and approvals**

Enable staff to view and request leave by date, type and reason. Empower managers to review, approve or reject leave requests with full access to all details and entitlements. Document and communicate approvals (and rejections) by email in real-time to ensure clarity.

### **Leave reporting**

Tailor the built-in reporting capabilities to ensure the exact information needs of the organisation can be met.

### **High visibility planning boards**

Real-time information on all activities is displayed. Tasks can be allocated or re-allocated, and even the actions in the field can be monitored via input from mobile devices.

### **Forecasting**

Enable managers to forecast what leave their staff will accrue up to any date in the future.

### **Mobile HR and Self Service**

Your staff book their holidays on the web, so why not let them check and request leave via the Internet as well? With MYOB Greentree's Mobile HR Self Service, they can access and maintain leave and personal records.

### **Personal data management**

Provide the facility for employees to maintain their own information including address, banking, contact and emergency details.

### **Leave summaries**

Easily access a summary of leave balance and history. Allow staff to submit leave requests from anywhere and receive an immediate email advising them of the outcome.

### **Management approvals**

Enable all leave requests to be viewed and approved or rejected without the manager or staff member having to be in the office.

## Health and Safety



The benefits of maintaining a safe work environment are considerable for every organisation – from preventing potential injuries, to cost and efficiency improvements and compliance with statutory requirements. Using MYOB Greentree's Occupational Health and Safety module, organisations can ensure that when incidents do occur, they are properly managed.

### **Incident management and reporting**

Input and store all necessary workplace incident information to ensure complete records. Easily tailor reports to view single or multiple incidents for analysis. Attach documents and files in any format so that all details are stored in the one easy-to-access location.

### **Follow Up**

Automatically trigger follow up actions for correct process compliance.

### **External people tracking**

Keep track of the external people involved, such as witnesses, medical staff and industrial or government staff.

### **Rehabilitation and Return-to-Work management**

Track and record post-incident outcomes, including rehabilitation and return-to-work plans.

### **Process definition**

Use MYOB Greentree's Workflow module to define and audit processes that ensure compliance.

Want to learn how MYOB Greentree  
can work for your business?  
Schedule a demonstration today.

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