Configuring MYOB to enable sync with EmployeeConnect leave requests

Introduction:

To make sure that leave requests work correctly between EmployeeConnect and MYOB, please ensure the following settings have been configured.

Note:

Before proceeding, please ensure that EmployeeConnect and MYOB have initially been connected.

MYOB uses timesheets to process both timesheets and leave requests. Any manual changes that are made to timesheets directly in MYOB will affect both timesheet and leave data sent from EmployeeConnect.

Leave request data sent to MYOB (from EmployeeConnect) will ***add*** to an employee's '**Standard Base Hourly Pay**', which will need to be **manually** adjusted when processing pay in MYOB. This is a limitation on the MYOB application.

Step 1 - Ensure that timesheets (in MYOB) are used *only* for "**Payroll**", *not* "**Time Billing And Payroll**"

- Go to the Setup menu and choose **Preferences**. The Preferences window appears
- In the **System** tab, select "**I Use Timesheets for**"
- Select the "**Payroll**" option
- Click **OK**
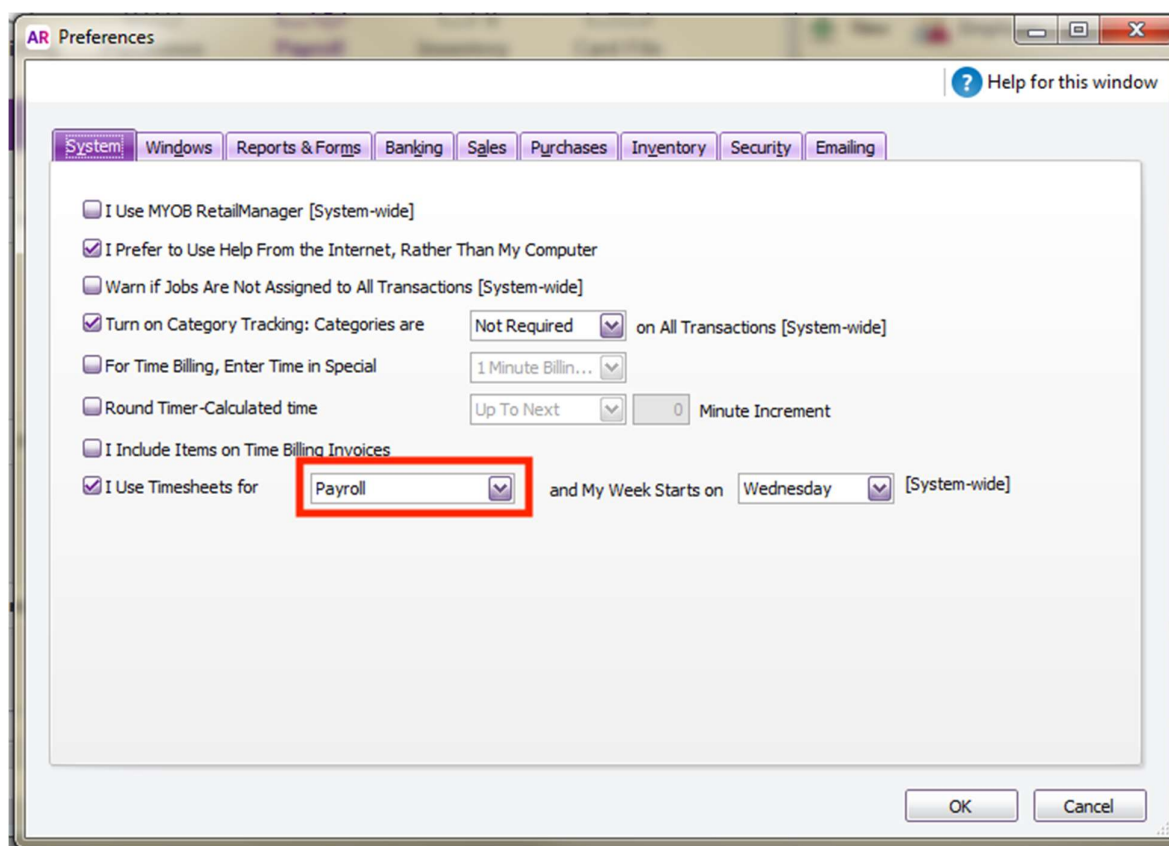
Step 2 - Ensure that all relevant **Entitlements** (in MYOB) that you wish for an employee to apply for as leave, or display as leave balance data (in EmployeeConnect) are ticked

- Open the **Card Information** for an employee
- In the **Payroll Details** tab, select **Entitlements** from the left menu
- Tick relevant **Entitlements** that you wish the employee to have access to for leave and leave balance data in EmployeeConnect
- Click **OK**

Note:
Ensure that the above steps are repeated for each employee that will be using leave in EmployeeConnect

Step 3 - Ensure that all relevant "**Hourly**" **Wage Categories**, which are related to leave are assigned to employees (Annual Leave, Personal Leave etc.)

- Open the **Card Information** for an employee
- In the **Payroll Details** tab, select **Wages** from the left menu
- Tick relevant Wage Categories that you wish the employee to use for leave in EmployeeConnect
- Click **OK**

Note:

Any leave type(s) that you wish for an employee to apply for and successfully push from EmployeeConnect to MYOB, please ensure that the respective **Wage Category** linked to the **Entitlement** (in MYOB) is assigned to the employee.

Ensure that the above steps are repeated for each employee that will be using leave in EmployeeConnect