

Entering Employees



Select [**Card File**] and then click [**Cards List**].



Select the [**Employee**] tab and then click [**New**] to create a new employee.



Make sure that the [**Profile**] tab has been selected and complete as shown below.

Card Information

Profile | Card Details | Payroll Details | Payment Details | Contact Log | Jobs | History

Brown, Robert

Card Type: Employee Designation: Individual Inactive Card

Last Name: Brown First Name: Robert

Card ID: *None

Location: Address 1

Address: 120 Hay Street Phone#1: 03 9123 8521

City: East Brentwood Phone#2: Phone#3: Fax: Email: Website: Salutation: Mr

State: Vic Postcode: 3025

Country: Australia

Print Letter Email Website

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Click the [**Card Details**] tab and enter the Identifier [**M**].

Card Information

Profile | **Card Details** | Payroll Details | Payment Details | Contact Log | Jobs | History

Brown, Robert

Double click in this area to link to picture file.

Identifiers... M

Custom List #1: Custom Field #1: Custom List #2: Custom Field #2: Custom List #3: Custom Field #3:

What are identifiers? They are letters used by MYOB Accounting to “tag” different cards in the card file list. In this case employees. These identifiers allow the filtering of reports so that only the identifier or identifiers selected will appear in the report. Albert has used the identifier [**M**] for males and [**F**] for females.

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Click the [**Payroll Details**] tab.



Complete as shown below and press the [**Payments Details**] tab.

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Payroll Categories

Wages



Press the [**Wages**] tab to the left hand side of the window and complete as shown below.

| Wage | Type |
|-------------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | Wage |
| <input type="checkbox"/> | Advance |
| <input type="checkbox"/> | Back Pay |
| <input type="checkbox"/> | Base Hourly |
| <input checked="" type="checkbox"/> | Base Salary |
| <input type="checkbox"/> | Bonus |
| <input type="checkbox"/> | CDEP Payments |
| <input type="checkbox"/> | Commission |
| <input type="checkbox"/> | Holiday Leave Loading |
| <input checked="" type="checkbox"/> | Holiday Pay |
| <input checked="" type="checkbox"/> | Long Service Leave |
| <input type="checkbox"/> | Other Income |
| <input checked="" type="checkbox"/> | Overtime (1.5x) |
| <input checked="" type="checkbox"/> | Overtime (2x) |
| <input checked="" type="checkbox"/> | Sick Pay |
| <input checked="" type="checkbox"/> | Unused Holiday Pay |
| <input checked="" type="checkbox"/> | Unused Long Service Leave |

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