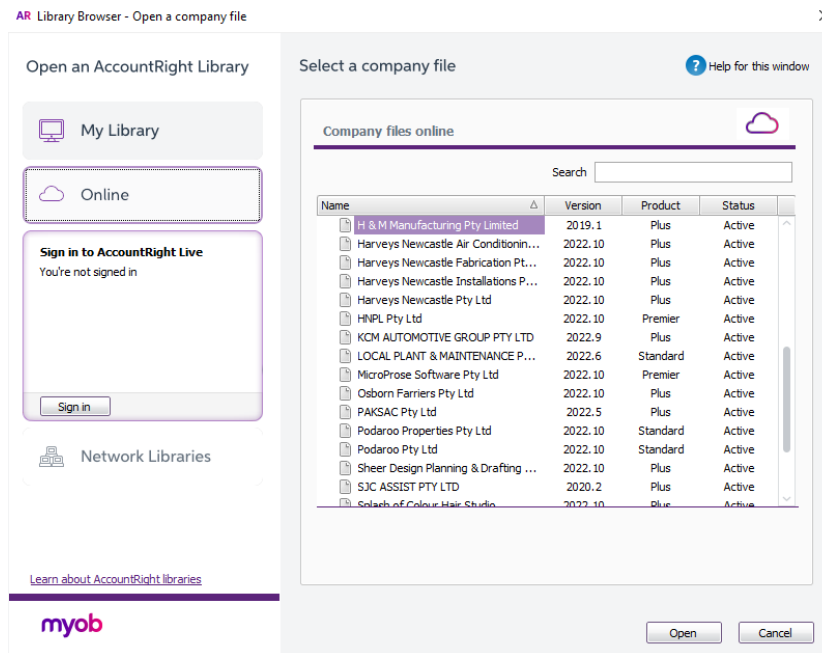


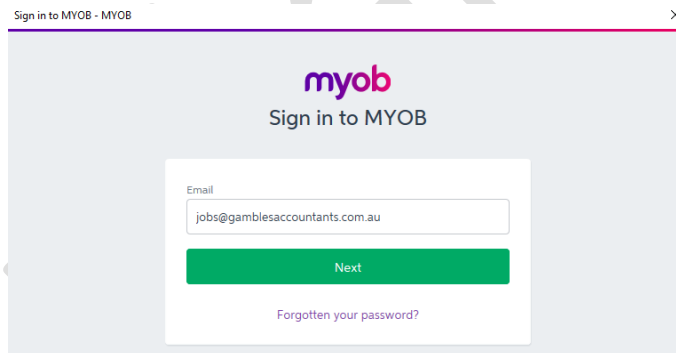
Signing In to MYOB: [k1]

The below instructions will help you to Sign in to MYOB Timesheet portal.

1. [k2] Under Sign in to AccountRight Live, click Sign in button. You will be directed to Sign in to MYOB screen.



2. Enter your Email ID and click Next button



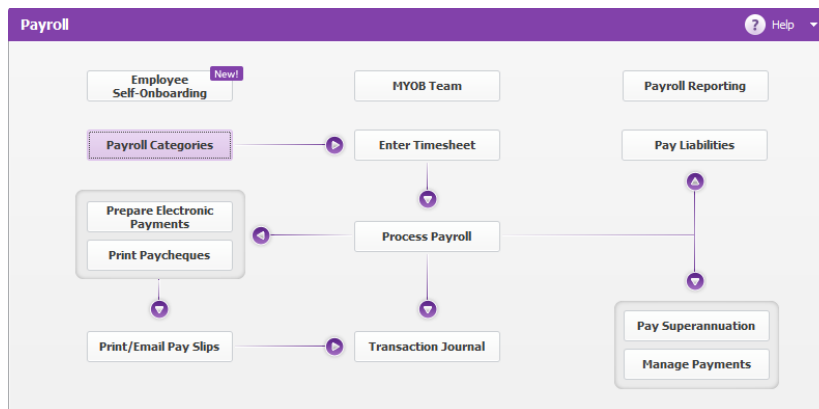
3. Enter your Password and click Sign in button. You will be signed into MYOB.

Note: Click Forgotten your password and follow the instructions, if you have forgotten your password.

Entering a Timesheet on MYOB: [k3]

Here you can create or modify your timesheet based on your activity for the entire week.

1. On Payroll screen, click Enter Timesheet.



The Enter Timesheet window appears.

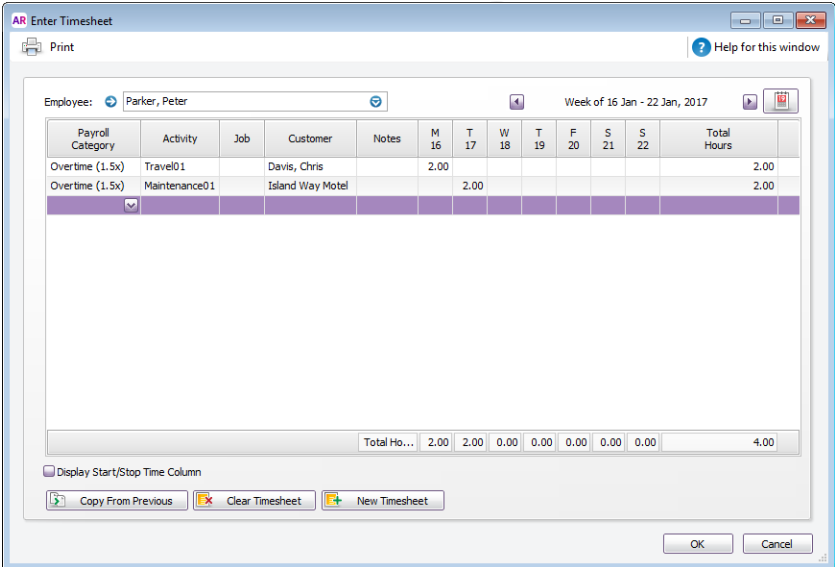
2. In the Employee field, type or select the employee's name. Only employees with assigned hourly type wage categories can be chosen.

The employee's timesheet with any previously entered details for the period also appears.

Note: A grey value in an hour's column indicates hours already processed in a pay run.

3. If you are recording details for a week other than the current week, select the required week by navigating using back and forward arrows:
 - Click the back arrow (←) to select a previous week
 - Click the forward arrow (→) to select a future week
 - Click the calendar icon (📅) to select a desired week from the calendar that appears.
4. Enter timesheet details in one of the following ways:

If you want to...	Do this...
Enter the daily hours for each payroll category worked	For each payroll category, enter an hourly payroll category in the Payroll Category field and enter the daily hours worked in the date fields.

	<p>Note that minutes should be entered as a decimal % of hours. e.g., 30 minutes is .5 hours.</p> <p>You can also:</p> <ul style="list-style-type: none"> Record time-billing details (depending on your selection in the Preferences window) Type a description in the Notes field Assign a job number
Use the same details as the previous week	<p>Click Copy From Previous. The employee's timesheet details for the previous week appears.</p> 

Note: If you want to record details of the start and stop times for a payroll category, select the Display Start/Stop Time Column option. You can now record any information you like in the Start/Stop column. The Start/Stop column accepts letters and/or numbers so use whatever time format you like. For example, you could enter "Worked 9-5" or "Monday 9-12, 2-4" or "Sick leave Mon 1pm-5pm". The start and stop times you enter are for your records and won't affect the calculated Total Hours value.

- If you want to enter another timesheet for the same employee, but for another week, repeat from step 3.
- To record a timesheet for another employee, click New Timesheet.
- When you've finished entering all timesheets, click OK.

Note: If you recorded time-billing activity details on this timesheet, an activity slip is created when you record the timesheet. You can review or modify the activity slip information in the Enter Activity Slip window or the Enter Timesheet window.