📘 What are Employees in MYOB?

Employees in MYOB are records created to manage:

- Salary and wages
- Payroll processing
- Tax deductions
- Superannuation
- Payslips and payroll reports

👉 Creating employees is the first step before running payroll.

🎯 Why Creating Employees is Important ?

Creating employee records in MYOB helps you to:

- ✔️ Process payroll accurately
- ✔️ Calculate tax and deductions correctly
- ✔️ Generate payslips
- ✔️ Maintain employee payroll history
- ✔️ Comply with payroll and tax requirements

Without employee setup, payroll cannot be processed.

🧠 What Information is Stored for an Employee?

- An employee record may include:
- Personal details
- Pay rates and pay frequency
- Tax details
- Superannuation details
- Bank account for salary payment
- 📌 All payroll calculations depend on this setup.

🧾 **Steps to Create Employees in MYOB**

1 **Open Myob**

Open your MYOB company file

2 **Go to Payroll**

From the main menu, click Payroll.

3 **Go to Employees**

Click on Employee

4 **Add Employee**

Click on Add new Employee button

5 Enter Employee Details

Fill in:
- Employee name
- Address
- Phone number
- Email ID

6 Set Employment Details

Select:
- Employment type (Full-time / Part-time / Casual)
- Start date

7 **Enter Pay Details**

Add:
- Pay rate (hourly or salary)
- Pay frequency (weekly / fortnightly / monthly)

8 **Add Superannuation Details**

Enter:
- Super fund name
- Contribution percentage (12%)

9 **Save Employee Record**

Click Save to create the employee.

📊 What Happens After Saving an Employee?

After the employee is created:

- Employee appears in payroll list
- Payroll can be processed
- Payslips can be generated
- Payroll reports include the employee

❌ Common Mistakes to Avoid

- ❌ Incorrect pay rate
- ❌ Wrong tax setup
- ❌ Missing superannuation details
- ❌ Duplicate employee records

⚠️ Important Concept

- Creating an employee does not record any expense
- Salary expense is recorded only when payroll is processed.