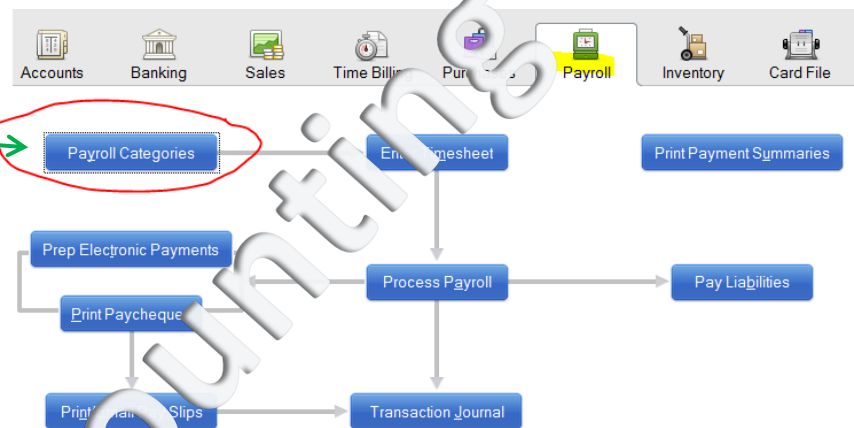


How to add new Payroll Categories in MYOB

A Payroll category is how MYOB splits up the components that make up an employees pay.

To add detail to your Payroll data in MYOB you can use extra Payroll Categories to produce more meaningful payroll reports. This article shows you how to create new Wages payroll categories.

1. In the **Payroll** command centre click the button **Payroll Categories**



2. The Payroll Category List will then open, make sure you are on the **Wages** tab.

The screenshot shows the MYOB Payroll Category List window. At the top, there are buttons for 'New' and 'Edit'. Below these, there are tabs for 'Wages', 'Superannuation', 'Entitlements', 'Deductions', 'Expenses', and 'Taxes'. The 'Wages' tab is selected and highlighted with a red circle and a green arrow pointing to it from the second step. Below the tabs is a table with the following columns: Name, Type, and ATO Reporting Category.

	Name	Type	ATO Reporting Category
→	Advance	Salary	Not Reportable
→	Back Pay	Hourly	Not Reportable
→	Base Hourly	Hourly	Not Reportable
→	Base Salary	Salary	Not Reportable
→	Bonus	Salary	Not Reportable
→	CDEP Payments	Hourly	Not Reportable
→	Commission	Salary	Not Reportable
→	Holiday Leave Loading	Hourly	Not Reportable
→	Holiday Pay	Hourly	Not Reportable

3. Click the **New** button



Depending on which version of MYOB you are using it may be in the top right hand corner or along the bottom of your screen.

4. Fill out the Wages Name
Make sure the Checkmark is against
Hourly
Click the **Employees** Button

Wages Name: Unproductive
Type of Wages: ☐ Salary ☒ Hourly
Wages Information
Pay Rate: Regular Rate Multiplied by: 1.0000
☐ Fixed Hourly Rate of: \$0.00
Optional Account: ☐ Override Employees' Wage Expense Account
☐ Automatically Adjust Base Hourly or Base Salary Details
Help F1 Employee Exempt New OK

5. The Linked Employees screen will open

Click with your mouse in the Check Box
for every employee that needs to have
this payroll category available to use
when processing their pay.

Click the **Ok** button when you have all
of the employees that have that payroll
category marked.

Linked Employees
Help for this window
The following employees qualify for:
New Wages Category

	Card ID
<input checked="" type="checkbox"/> Employees	
<input checked="" type="checkbox"/> Jones, Mary	EMP00001
<input checked="" type="checkbox"/> Long, Alan	EMP00002
<input checked="" type="checkbox"/> Parker, Peter	EMP00003
<input checked="" type="checkbox"/> Smith, Sue	EMP00004

OK Cancel

This will take you back to the Wages Category screen

Click the **Ok** button

You should now be back to the Payroll Category List page, you can add more new pay categories if you need or close that screen.

Exact Accounting is a MYOB Professional Partner, just contact us for any further assistance you need,

Cheers,

Kerry Casanova, CPA

