MYOB | IMS PAYROLL

IMS Online Express - Employee User Guide

Logging into IMS Online Express

Your Payroll Administrator will advise the web address for logging into IMS Online Express.

You can log into IMS Online from anywhere where there is an internet connection.

Use the links on the login page to download the app for your smartphone

Welcome to IMS Online

USERNAME

PASSWORD

LOG IN

GET IT ON Google Play | Download on the App Store

Privacy Policy | Terms of use

Login Details

Your login name is your IMS Payroll employee number.

The first time you log into IMS Online Express, your password is your IRD Number (e.g. 012-345-678 is entered as 012345678). If you don't know your IRD Number, please contact your Payroll Department.

After you successfully logged in for the first time, you will be prompted to change your password. Make sure the password is secure, and remember, it is case-sensitive.

If you forget your password, please contact your Payroll Department so that it can be reset.
You will be logged out after 9 unsuccessful attempts.

You can change your password at any time when logged into IMS Online Express. Click on the 'My Password' tab and enter new password details.

My leave	My time	My roster	My payslips	My documents	My details	My password

Change my password

Current Password | New Password * | Confirm Password *

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IMS Online Express Screens

The following tab pages are available in IMS Online Express:

IMS Online - Sample Company Limited
My leave | My payslips | My documents | My details | My password

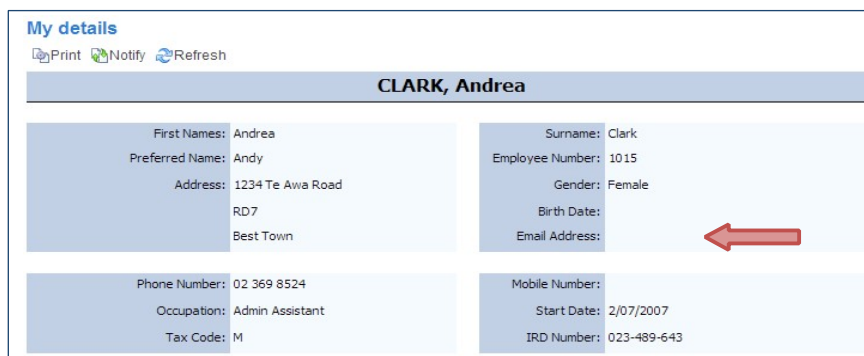| My Leave	My Payslips	My Documents	My Details	My Password
• Apply for leave online • View past, current and future Leave Requests • Check the status of Leave Requests (Not approved / approved) • View scheduled days of work • View actual leave history payments • View Balances (Balances updated after each pay run is closed. Balances are controlled by the actual payroll system)	View payslips online	View documents online (for ex. Company policies, newsletters)	Review personal payroll details. Notify payroll department if changes are required.	Change password details

E-mail alerts

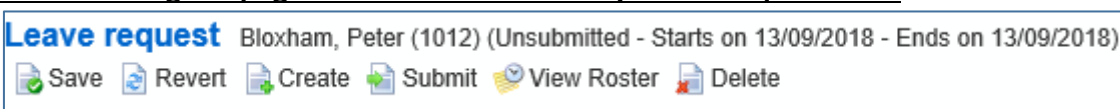E-mails will be generated from IMS Online Express when the following actions are undertaken:

You submit a Leave Request	You withdraw a Leave Request
• An e-mail will be sent to your Manager (and copied to your Assistant Manager if you have one) advising them of your leave request • If you add a comment, this will be included in the e-mail text	• An e-mail will be sent to your Manager (and copied to your Assistant Manager if you have one) advising them you have withdrawn your leave request • Your comment will be included in the e-mail text

 *You will only receive an email if you have an email address set up in IMS Payroll (likewise, your manager will Only receive an email if they have an email address set up as well). Check that you email address is stored correctly by checking the **My Details** tab.*

My details
Print Notify Refresh

CLARK, Andrea

First Names:	Andrea	Surname:	Clark
Preferred Name:	Andy	Employee Number:	1015
Address:	1234 Te Awa Road	Gender:	Female
	RD7	Birth Date:	
	Best Town	Email Address:	
Phone Number:	02 369 8524	Mobile Number:	
Occupation:	Admin Assistant	Start Date:	2/07/2007
Tax Code:	M	IRD Number:	023-489-643

The following tab pages are available in the My Leave Requests tab:

Leave request Bloxham, Peter (1012) (Unsubmitted - Starts on 13/09/2018 - Ends on 13/09/2018)
Save Revert Create Submit View Roster Delete

Apply for Leave

To create a leave request, click **My leave requests** on the **My Leave** tab:

The annual leave planner screen will display. Click on the date that you wish to take as leave and then click the **Create** button to create the Leave Request.

The leave request window will display.

Partial Day Leave Request

By default, it is assumed that a leave request is for an entire day, based on standard hours for the day. However, from time to time, you may wish to apply for a partial day, for example, a half day Annual Leave.

After completing the leave request details, instead of clicking **Submit**, click the **Part-day details** button instead:

The following screen will display:

Make sure to put a tick in the **Partial day** box and complete the number of hours of leave taken for the partial day. Click **Submit** to submit the leave request to your Manager or click **Save** to submit the leave request on a later date.

Upon clicking Submit, an email will be sent to your Manager. You will receive an email when your Manager has approved / declined the leave request.

A leave request can be withdrawn. To withdraw a leave request, click **My leave requests** on the **My leave** tab page, and then click on the relevant leave request. Click the **Withdraw** button. Add a comment to explain why you are withdrawing the leave request, and then click **OK.**

You will not be able to withdraw a leave request unless a comment is added. An email will be sent to your Manager notifying them that the leave request has been withdrawn. Your comment will be included in the email sent to your Manager

Colour coding on the Leave Planner calender

The leave planner is colour coded. Click on **Show Legend** to display the colour legend.

General Information

Alerts & Warnings

As timesheets are updated, coloured warnings may display. There are two types of warnings:

- Critical (Red) warning – this warning must be addressed; you will not be able to Save or Submit your timesheet until it has been resolved.
- Information (Yellow) warning – this warning is for information purposes only; you should read the warning, take action if necessary, otherwise Save or Submit the timesheet as normal.

> *When a coloured warning is displayed, using your mouse, hover over the coloured alert and a message will appear advising you what the warning or message is*

- Each organisation will have their own set of messages relative to them.

Logging out of IMS Online Express

> *It is important to use the Logout link to ensure you are logged out of the system properly for security reasons.*

Frequently Asked Questions

Q: What are the numbers on the leave planner calendar?
A: These reflect the number of hours you are rostered for each day.

Q: I have applied for Annual Leave at Christmas, but I have now changed my mind and I'd like to come back to work a couple of days earlier
A: You may withdraw the Leave Request, and then create a new Leave Request for the new dates.

Q: I want to apply for leave that falls in six months' time; does my leave balance reflect what my balance will be at that time?
A: No. The leave balance displayed reflects the leave balance as at the last closed pay period in IMS Payroll.

Q: I got a warning saying I have insufficient leave for my future Leave Request, so Leave without Pay applies. However, I will have enough available by the time I take the leave. Why does this warning show?
A: The warning is based on your leave balance right now, as at the last closed pay period. Leave payments will be recalculated in the future so if you have sufficient leave by the time the Leave Request is due to be paid, then paid leave will apply.

Q: My Leave Request includes a public holiday. Do I have to do two Leave Requests to make sure leave isn't deducted on the public holiday?
A: No. IMS Online Express works out that a public holiday is included within the Leave Request, and will pay a Statutory Holiday instead (as long as that day is a rostered day for you). A yellow warning will display alerting you that a Statutory Holiday is payable rather than normal leave.

Q: Why can't I see any reason codes when I try applying for leave?
A: Are you a casual employee? If so, casuals cannot apply for leave in IMS Online Express. Alternatively, make sure you're not typing letters into the Reason field – IMS Online Express will attempt to shorten the list based on

what you type. This means if you have typed say "Q" into the field, no leave reasons meet these criteria. Try entering a "?" or use the dropdown arrow instead.

Q: **What happens if I try to apply for leave during a period for which I am not rostered to work?**
A: A warning will display so no leave payments are generated for non-rostered days.