Quick start Guide v1.8

Payroll Mauritius

Welcome and thank you for choosing **Payroll Mauritius**, your 100% cloud payroll solution!

You will see that implementation and use of **Payroll Mauritius** are very simple. We have made every effort to make your user experience as intuitive as possible.
In this guide, you will discover how, in 30 minutes, your software will be at least operational for your organization.
You will then, in a 2nd time, consult the Auto formation tutorial (you will find into the ⚙ menu) to deepen your knowledge of the more advanced features of your **Payroll Mauritius** software.

Summary   Page

Preliminaries

In order to quickly implement your software, you must have preliminary at least the following elements concerning **your Company** :
- His Name (Corporate Name)
- Logo (as an image file)
- His BRN (Business Register Number)
- His TAN number (Tax Account Number)
- His NPF number (National Pension Fund)
- Payroll closing day of the month (absences stop, overtime ...)
- Pay day of the month
- Company Manager and/or HR supervisor (Name, Surname, email and mobile number)

To create your **Employees**, you will need at least the following elements :
- Employee code (if exists, otherwise a number will automatically be assigned by the system)
- Gender (Mr / Mrs / Miss), First and Last Name (Maiden Namer if used)
- Birth date
- NIC Number (National Identity Card or Passport number)
- TAN Number (Tax Account Number) – if the employee is subject to PAYE
- Pension fund number (if any)
- Family status (single, married, divorced, widowed)
- Date of entry into the Company
- Currently employed job
- Base salary amount (monthly gross)
- Amount (if any) of the transport participation
- Remaining leaves balance (local)
- Remaining sick leaves balance

  And if you make the payment of wages by bank transfer (highly recommended):
- The name of the Employee's bank and his bank account number

If you decide to activate the employee protected area that he can access by his **mobile phone**, and also if you want to send him his payslips by email, the Employee email

IMPORTANT
In addition, in order for the 13th month Bonus and PAY Deduction calculations to be accurate, it may be **necessary to re-import previous pay slips**. Refer to the Appendix at the end of the document for this implementation phase of Payroll Mauritius.

Creation of your Company

Please connect on https://www.payrollmauritius.com/en/login using the identifiers given to you during your registration.

Then go to the top right in the **"Employer"** section and click on the **[Company]** button. A screen is then presented to you.

- Enter the **"Company Details"** tab and fill in the fields indicated (some fields are compulsory and you will have to fill them in order to validate). Upload your Company **logo** (which will be printed on the payslips) by clicking below the **[change picture]** button (the file must be in JPEG or TIF format),

- Then go to the **"Contact"** tab and enter details of the manager (HR Director or Manager ...),

- In the **"Payroll"** tab, enter the **"Closing day of month"** (day when absences and overtime are stopped) and the **Pay Day** (date of payment of employees). Also indicate whether you pay monthly (standard case), fornightly or weekly payroll and finish by indicating whether the End of Year Bonus (13th month) is included in the December pay statement or is subject to a separate Payslip

- In the **"Bank"** tab, enter detail of the Bank Account of your company. It will be used for salaries payments as well as for PAYE and NPF payments (notice that several banks can be added to the system, the first one created will be the one used for PAYE and NPF payments). The **Bank Name** and **Bank Account** are compulsory. If you don't have yet these informations, you can come by

- In the **"Documents"** tab you will be able to keep the key documents of the company. If you have it handy in digital form, click **[Add Document]** button in order to upload your **BRN certificate**; it will be verified to authenticate your Company

- Then click the **[Save]** button at the top right.

Congratulations! Your company is now created.
You will not normally (or very rarely) return to this section.

Creation of your Employees

You can of course create your Employees one by one by going to the "Employees" tab and clicking on the **[New Employee]** button, however we can also import them at once.
In order to do this, we will use an interesting feature of Payroll Mauritius that allows you to automatically integrate the elements of an **Excel® spreadsheet** (if you do not have Microsoft© Excel®, you can use the free **Open Office®** software by downloading at the following address **http://www.openoffice.org/download/**).

Then we invite you to download our **automatic creation sheet of employees** by clicking on the following link https://www.payrollmauritius.com/downloads/employees.xlsx for Excel® or https://www.payrollmauritius.com/downloads/employees.ods for Open Office® (or copy/past this URL in your internet browser) and open it.

Each line (starting from line 2), will correspond to one of your employees who will be created automatically, each column corresponds to a data characterizing your employees (for example, column E will be the Name of the employee). **Do not change the names of these columns!**
Notez que :
- column headers in bold are <u>required</u> fields to fill
- by hovering over the line 1 with your mouse, a comment is displayed explaining the desired and expected content of the zone
- line 2 contains an example of content: replace it with one of your employees

From the preliminary data you have collected, fill in your sheet with 1 line per employee, then save your sheet using the[Ctrl]+[S] key combination.

Now, let's integrate it into your **Payroll Mauritius** software. For that, go to the **"Employees"** section (top left), then click on the arrow to the right of the **[New][v]** button and choose the **"Import"** option. Then click the **[Select File]** button, select its location on your computer, and then click the **[Upload]** button; you then come to a window **"Data Mappings"** (validate by clicking on the button at the top right **[Close & Refresh list]**), and finally launch the import by clicking on **[Import]**.

Congratulations! In these few minutes, you've done the largest part of the work of setting up **Payroll Mauritius**. Easy isn't it ?!
Now your employees are integrated in Payroll Mauritius and ready to use.
You can now (if you wish) go to the cards of your employees to adjust some parameters by clicking on the tab **"Employees"** (left) and double clicking on the line of the employee (we will see this point a little later in the document).

Modify and adjust your Employees datas

Adjust premiums or deductions

No doubt this part is one of the most interesting of initialization of **Payroll Mauritius** software because you will be able to indicate for all or a part of your employees, the specific's payroll datas of your employees.

You could indicate the basic salary when importing your Excel sheet.

Perhaps the payroll of your employees is a bit more sophisticated; it is then advisable to indicate once and for all your particularities to **Payroll Mauritius** so that month after month, your payslips and contributions are automatically calculated.

Are there bonuses or deductions awarded to all your employees?

For example, you decide to assign a quarterly premium of one quarter of a monthly base salary to your employees. In **Payroll Mauritius**, nothing more simple!

You just have to go to the **"Employer"** section (top right) and click on the **[Common Sect]** button (for common sections) .

Then click **[Add section]** on the window that opens, select the type of section: in our case **« 3500 Special Allowance »** then on the window that opens check "Use a custom different display title" and customize the name of the section title by entering "Quarterly premium".

Indicate in the "Employee Amounts" section Multiplier Fixed/formula: **0.25** (since you give a quarter of salary) then in Value Fixed/formula indicate **p.basic** which is the system variable for the basic salary (the list of all these variables is available in the online help of Payroll Mauritius).

You just have to check the months for which this bonus will be activated: it is quarterly, so lets checked January, April, July and October and uncheck the other months. Finally, select the category of emoluments by choosing « Salary, wages, etc... ». Finish by clicking on the top right **[Validate section]**. That's it, now all your employees will have this quarterly bonus!

Note that you can then, punctually, do not give all or part of the premium by modifying / removing it on a given bulletin for a given month and a given employee.

Are there bonuses or deductions awarded to only some of your employees?

For example, "executives" or "salespeople" or if the quarterly bonus above would only be allocated to a specific category of employees, or for example, you allocate a parking space in exchange for a contribution of Rs 1,000 "Parking" etc.

In this case, you should be able to create a **Group** only for the employees concerned will be attached (note that an employee can be attached to several groups, and leave when you want).

To create a Group, nothing more simple, go to the **"Employer"** section (top right) and click on the arrow to the right of the **[Settings][v]** button, and in the proposed list, choose the option **Payroll Group**. The list of all groups is displayed (normally empty the first time). Click **[Add New Group]** at the top right of the list and simply enter the Group name and a description. For example, create the "Parking" group with the description "All employees benefiting from rented parking".

Then, you just have to create a **[Common Sect]** (see above) with as type "9000 Deduction" with the title "Contribution charge parking" with Fixed multiplier: 1 and Fixed Value: 1000 and Emoluments: Not to be included.

From now on, note that for the payroll section, there is just beside the current tab of name "Calculation Details", a second tab of name **"Payroll groups"**. It allows you to add a group doing so that the topic will only apply for the selected group. Click on it and click the **[Add Group Association]** button, a window opens showing you all the groups you have created; simply click on the "Parking" group and finalize your entry by clicking on the **[Save]** button.
You have finished ! From now on, all the employees who will be associated with the "Parking" Group, will see a deduction of Rs 1,000 every month on their payslip.

We now have just to indicate which of your employees benefit from a parking space by indicating this on the Employee Form (see next page).

Are there bonuses or deductions allocated specifically to an employee?

Nothing is easier in **Payroll Mauritius,** go to the employee's Form by clicking on the "Employees" tab and double-clicking on the employee's line, then choose the **"Payroll Sections"** sub-tab and then click on the **[Add section]**.
Again, select the type of section and add the desired items in the heading and validate your section.

This will now be systematically taken every month for your employee (depending on the possible start and end date and / or the the selected months).

The Employee form

To view the contents of an employee's file, click on the **"Employees"** tab on the left of the list of tabs and under the "Employees" section and under the [Action] button at the top left: the list of all your employees is presented to you. Incidentally, you may have noticed that all the functions you used in **Payroll Mauritius** have opened a new tab each time, which allows you to quickly and easily return to it by clicking on it, until you have it closed by clicking on the small closing cross.

Then double-click on one of the employees concerned: its form opens (in a new tab) displaying the first sub-tab of the **"Personal"** data of the employee.
In order to involve the employee in the "Parking" group (see above), click on the **"Payroll groups"** tab and then click on the **[Add Group Association]** button, the window showing all the created groups is presented to you.
Double click on the "Parking" group and save the form by clicking on the **[Save]** button. From now on, this employee will see a deduction of Rs 1,000 to be carried out every month on his payslip (until you decide to remove him from the group, by deleting his association with this one on this tab).

Repeat the operation on each sheet of the employees concerned.

By the way, take the opportunity to explore what is an employee form by discovering the different sub-tabs of the form.
If you have completed in the most complete way the Excel® sheet that was used for the automatic creation of your employees, large majority of fields are already filled. Complete these if necessary.

In order to have these elements in a secure and accessible 24/7, we also invite you to store in digital form the documents of your employees: CV, contract of employment, EDF Form etc ... to do that, go into the sub- tab **"Documents"** of the Employee record, and click the **[Add Document]** button. On the window that opens, select a "Category" (categories of documents that you can customize according to your wishes by going to the "Employer" section then [Settings] and "File Categories" and [Add Category] button.]), select the location of the document and add a description in the field "Notes" and click on [Save]: the document is now stored in the list for this employee in your "Cloud" and accessible from anywhere by clicking on the right (from the document in the list) on the green arrow icon.
Also check the **"EDF Details"** tab so that the exemptions to which the Employee is entitled are entered for the calculation of PAYE deductions (use EDF Form filled by Employee).
Also adjust, by going to the **"Leaves"** tab, the acquired balance of the days of leave **(Local Leaves)** and **Sick Leaves** by double-clicking on the relevant line on "Rollover" and entering the number of days, then click on[Validate].

Timesheet: Absences data entry

When you imported the Excel spreadsheet, you were able to specify the days balances about paid leave (local) and sick leave for each of your employees, or entered manually as seen above.
As the month progresses, absences will be included in your Payroll Mauritius software.
To do this, go to the **"Salary Calculation"** section and click on the **[Timesheets]** button.
Choose the employee concerned by clicking on it in the list on the left (you can find it more easily by entering letters of his name in the search box just above the list); Then the calendar of the current pay period will appear on the right-hand side, with all the days set to default as "working".

To indicate an absence, simply double-click in the column **"work / Leave" of the concerned day**, and choose in the list (click on the arrow downwards), the type of leave.

Do this for all affected employees and complete your entry by clicking the **[Save changes]** button (top right). That's it, the days leaves will be automatically deducted!

Timesheet: Create a new field to enter something else

You can use the timesheet and add new columns to enter information other than absences.
Entry/exit hours, bonuses or deductions are some examples...
To do this, create it by going to the **"Employer"** section and clicking on the **[Settings][v]** button and selecting the **"Timesheet Fields"** option. Click on **[Add Timesheet field]** and fill in its Identifier (which will be used in the calculations, e. g. bonus (without accents in lower case)), its Name (e. g. bonus) which will be displayed in the timesheet, tick visible, its Type by its content (number (in our example of bonus), text, date, time, checkbox or choice list (then fill in the possible choices in Data, entering them separated by a comma (e. g. beginner, junior, senior)) and confirm by OK.
From now on, when you enter the **"Salary Calculation"** section and click on the **[Timesheets]** button, the new "Bonus" column will be displayed. For a selected employee, click for the desired day in this column and simply enter the desired amount. If necessary, repeat the operation on other dates: the total will be done automatically.
In order to ue it, all you have to do is create a payroll section, either common (or for a Group) or specific to the Employee by going to his or her form. Let's create in our example a common section by going to the **"Employer"** section then **[Common sect]** and **[Add Section]**, choose type : 3000 - Special allowance and in Multiplier Fixed/Formula : **1** and Value Fixed/Formula : **t.prime** then **[Validate Section]**. From now on, all employees for whom you enter amounts in the Bonus column will have it in their Bulletin!
Note that to use this column in a payrolls ection, you only need to take **t.** followed by the name created.

Payroll calculation / Automatic calculation

At any time you can decide to start the calculation of the payroll to see the result or edit the payslips. To do this, in the **"Salary calculation"** section, click on the arrow on the right of the **[Calculate] [v]** button and choose the **Automated Calculation** option.

Then choose whether you want to start the calculation for **"all"** employees (recommended) or only those who have not already been calculated, and validate by the button **[Start calculation]**.

After a few moments all your payslips have been calculated; go to the **"Employees"** tab (on the left) to display the list of all employees for whom, to the right of each line, a printer appears. Click on it to preview the payslip statement. You can also, if you have filled in the employee's email, send the pay slip by this way by clicking on the icon of the small envelope.

Payslip adjustment / "Manual" calculation

Before dispatching your automatically calculated payslips, you may want to view them to check these and in some cases, refine certain items.

To do this, go to the **"Calculation Bulletins"** section click on the arrow to the right of the **[Calculate] [v]** button and choose the option **Manual calculation.** The screen then offers you the list of all your employees on the left and the theoretical calculation of the elements of the payslip for the employee selected in the list on the right.

All the sections participating in the calculation are then presented to you. If you want to change something, click the **[Recalculate]** button.

All you need to do is delete a section by clicking on the "minus" icon (red) to the left of the section, or modify the section by clicking on the "sheet" icon. You can also add a section for this bulletin (for this pay period only, otherwise for a specific section to the employee that will be repeated every month, you must add it in the tab "Payroll Sections" of the Employee Form), by clicking at the top right of the **[Add section]** button.

IMPORTANT - Remember, to validate any changes you have made to the employee's payslip (after click on the **[Recalculate]** button at the top right), and if the result suits you, you can then click on the button **[Validate]** making that it will then be considered as the payslip of the employee for the current pay period and will then feed the summary statements and declarations.

How to do declarations (PAYE, NPF...)

You have 2 methods to make your NPF (social) and MRA (tax) returns.

- Either you make a declaration in "paper" form

To do this, go to the **"Declaration"** section and click on the **[NPF & NSF]** button and then at the top right of the list click on the **[Print]** button: the official form is then presented for printing (hover your mouse over the preview of the document to make the printer appear). Then go to the same section **"Declaration"** and click on the **[PAYE]** button then at the top right of the list click on the **[Print]** button. Sign and seal the 2 forms.

Prepare a check payable to the "National Pension Scheme" of the amount of the NPF / NSF / LEVY, attach the form and deposit / mail to the Ministry of Social Security within the time limit. Prepare another check payable to the "Mauritius Revenue Authority" in the amount of PAYE, attach the form and submit / mail it by Post Office to the MRA.

- Either you make a declaration in "digital" (dematerialized) form

To do this, go to the **"Declaration"** section and click on the **[NPF & NSF]** button and then at the top right of the list click on the **[Export]** button: a CSV file with the standard expected by the NPF is then generated (onto the default download space of your computer).

Then click on **[Online Declaration]** button, a new window opens and log in with your IDs on the MNS website to upload the file via MNS or MRA website.

Then go to the **"Declaration"** section and click on the **[PAYE]** button then at the top right of the list click on the **[Export]** button: a CSV file with the standard expected by the MRA is then generated (onto the default download space for your computer).

Then click on the **[Online Declaration]** button, a new window opens and log in with your IDs on the MRA website to upload the file via MNS or MRA website.

Note: You can choose to use the centralized deposit system set up by the MRA instead of the MNS. The file format is different. Choose the filing method you want by going to the **"Employer"** section, then click on **[Company]** and choose from the **"Payroll"** tab, "Declaration Type: MNS or MRA".

Be careful, statements are one thing, payments are another. It is up to you to do the necessary in the wake to settle the organizations, sums expected.

Payments

VYou will be able to manage salary payments via **Payroll Mauritius**.
To do this, you could determine in their file who are employees paid by bank transfer (**"Employees"** - double click on the name - tab **"Salary Settings"**) and then enter the Bank and the account number for employees concerned.

Then go to the **"Reports"** section and click on the down arrow the **[$ Payments] [v]** button and choose the **"Bank Transfers"** option: the list of all your employees paid by bank transfer is presented to you, grouped by bank.

Just click on the **[Export]** button (top right) to generate the file corresponding to the expected file format of your bank in your default download directory of your machine.

All you have to do is send it via the support agreed with your bank (mail, internet banking ...).

This Guide has given you a brief overview of the basic features of Payroll Mauritius. We strongly invite you to consult the self-training tutorial available in the ⚙ menu.

We wish you a pleasant use of Payroll Mauritius!

– O -

Appendix: Importing the history of pay slips

As a precondition to the integration of the histories, **your Employees must already have been created in Payroll Mauritius** in order to be able to integrate the pay slip histories. If you wish to have the Emoluments to carry out the Return Of Employees by the system, you ALSO need to have created in **Payroll Mauritius**, the Employees who also left during the year by taking care to put the departure date in their Employee file ('Employees' > tab[Employment] > Departure date).

In order to have the exact calculation elements for PAY DEDUCTIONS and/or the calculation of the 13th month (bonus), the introduction of previous bulletins may be necessary.
If your employees are not subject to the payment of Tax (PAYE) and if they have not had any increases, bonuses or overtime during the current calendar year, you can ignore this schedule.

Otherwise:
	- if you start using Payroll Mauritius before 1/07 of year N, you must, at a minimum, enter in the system the salary slips for the months from 07/N-1 to now (for the correct calculation of PAYE)
	- if you start using Payroll Mauritius after 1/07 of year N, you must, at a minimum, enter in the system the pay slips for the months from 01/N to now (for the correct calculation of the year-end bonus)

Although not advisable for reasons of time to spend, you can of course, month by month, enter the data and recalculate the past payrolls in **Payroll Mauritius**. Otherwise, we advise you to re-import the files of these files which will be more efficient, have less risk of errors and will be faster! This point is the subject of the following.

1) Preparation
The import of pay slips is based on the integration of a spreadsheet in Microsoft Excel® or Open Office® format formatted as follows:
	- 1 history file per month (if the file has several tabs with different months, only the first tab will be read : save the same file under several different names by placing the tab corresponding to the month in the first position)
	- With the list of all employees in the lines and all payroll sections types that have been used in the columns (including employer and employee contributions)

Then enter your spreadsheet:
	- insert a blank line in position 1 (left click on the number 1 of the current line and right click - Insert line)

- Locate in your spreadsheet the column corresponding to the:

    - Employee's **Personnal Number**/Code/Identifier (must be the same as in his employee file in Payroll Mauritius, tab[Personal] > Employee Code), and on line 1 of this column, enter **code**

    - Now locate the **Basic Salary**, and similarly on line 1 of the corresponding column, enter **1000**

    - **Overtime**, still on line 1 put **1100** (if you have the details in a column of paid overtime x1.5 put **1110**, in another column those paid x2 put **1150** and for those paid x3 put **1160**)

    - If M**edical allowance** is given, put **1600**

    - If **Housing allowance** is given, put **1500**

    - Concerning **Transport**, depending on the allowance given to the Employee, a part may be subject to the Tax. You then need to have 2 columns:

        - a column with **non-taxable transport**, put **2000**. If you have more detail and it is a **Travelling Allowance**, put **2100** and if it is a **Petrol Allowance**, put **2200**

        - a column with the share of **taxable transport**, put **2500_original**

    - Concerning the various **Allowances** paid to Employees:

        - it is advisable to create these in Payroll Mauritius beforehand by going to the section 'Employer'>[Common Sect]>[Add section] then choose a type of section **3000** Special Allowance, tick "[X] Use a custom different display title" and for "Section title:" Enter the name you want of the allowance, then in the section 'Employee Amounts' "Multiplier" put the value 1 and "Value Fixed " the value 1. [Validate section]. Repeat this operation for all your different allowances by using not 3000 but 3100, then 3200 etc

        - Then in the columns on the Worksheet corresponding to your allowances above, then put on line 1 : **3000** or **3100** or...

    - **Fringe benefit**, put **3600** (if it is a **car**, put **3650**)

    - **NPS** Employee part, put **4000**

    - **NPS** Employer part, put **4000_employer**

    - **NFS** Employee part, put **4100**

    - **NFS** Employer part, put **4100_employer**

    - **LEVY** Employer part, put **4200_employer**

    - **PAYE**, put **5000**

    - If a **Pension scheme** is in force:

        - For the Employer part, put **7000_employer**

        - For the Employee part, put **7000**

    - If a **Medical scheme** is in force:

        - For the Employer part, put **7100_employer**

        - For the Employee part, put **7100**

- Concerning the various **deductions** made to Employees:

- it is advisable <u>to create these in Payroll Mauritius beforehand</u> by going to the section 'Employer'>[Common Sect]>[Add section] then choose a type of section **9000** Deduction, tick "[X] Use a custom different display title" and for "Section title:" Enter the name you want of the deduction, then in the section 'Employee Amounts' "Multiplier" put the value 1 and "Value Fixed " the value 1. [Validate section]. Repeat this operation for all your different deductions by using not 9000 but **9100**, then **9200** etc

- Then in the columns on the Worksheet corresponding to your deduction above, then put on line 1 : **9000** or **9100** or...

− **Net to be paid** to the Employee, put **net**

−

IMPORTANT NOTE :

In addition, **2 additional MANDATORY columns** are to be created by you (in the position of your choice in the Worksheet):

- **taxable** (word to be put on line 1 of this new column): by formula, on the first Employee's line, add all the sections that are subject to PAYE (at least the basic salary 1000, add the taxable allowances 3000..., overtime 1100... and the possible part of the transport that would be taxable 2500_original) (ex : =B4+C4+F4+J4). Then copy down this formula for all Employees

- **wages** (word to be put on line 1 of this 2nd new column): by formula, on the first Employee's line, add all the headings that are subject to Social Charges (at least the basic salary, add the premiums submitted, excluding transport). Then copy down this formula for all Employees

At the end of these operations, you should have a spreadsheet as follows (of course the columns and positions will be different):

	A	B	C	F	J	N	O	Q	R	S	T	U
1	code	1000	1600	2000	1500	taxable	wages	4000	4000_employer	4100_employer	4200_employer	4100
2		Basic	alloc malad	Transport	Indemn log			N.P.S. Employee	NPS Employeur			
4	1165	101800		10000		111800	101800	543	1048	437	1527	175
5	1182	11475		840		12315.82	11475	344	689	287	172.13	115
6	1183	36000		0		36000.54	36000	543	1048	437	540	175
7	1189	53125		1000	12000	66125.44	53125	543	1048	437	796.88	175
8	1542	80000		0		80000.0003	80000	543	1048	437	1200	175
9	1573	60000		1720		61720	60000	543	1048	437	900	175
10	1641	18360		2680		21040	18360	543	1048	437	275.4	175
11	1708	15360		2040		17400.23	15360	461	922	384	230.4	154
12	1709	18360		2600		20960.33	18360	543	1048	437	275.4	175
13	1722	18000		0		18000.18	18000	543	1048	437	270	175
14	1758	17360		0		17360.29	17360	536	1042	434	260.4	174
15	1789	17000		960		17960.3	17000	510	1020	425	255	170
16	3005	97700	5520	0		116695	97700	543	1048	437	1465.5	175
17	3014	190200		0		190200	190200	543	1048	437	2853	175

Repeat this operation for each of the spreadsheets corresponding to each of the archive months to be transferred:

- insert the two columns "taxable" and "wages" <u>at the same positions</u> as on your first configured worksheet and copy the formulas entered for these calculations, for each of the employees in the new worksheet.
- Then insert a new blank line in position 1 and copy and paste from line 1 of your first worksheet that you have already set up.

<u>**IMPORTANT NOTE**</u>: For the special case of the year-end bonus, the single amount (including Base Salary, any overtime, etc.) must be set with **1800**

2) <u>Importation</u>

Once the spreadsheets have been correctly configured, you can import them into Payroll Mauritius. We recommend that you import them chronologically, starting with the oldest one.

For this purpose:
Position yourself on the Payroll period of the desired month (section "Period" and click Calendar)

- In the'Employer' >**[Admin][v]** section, choose **'Import Previous Payroll'**.
- In the wizard that is presented, click on **[Select File]** and take the file corresponding to the first month to import, then validate by clicking on **[Upload]**
- You are presented with an overview of what will be integrated into the system; confirm by clicking on **[Import]**
- Check by going to the **[Employees] tab** that for each of them, there is indeed a payslip (materialized by a small printer to the right of each Employee line) now for the current month (if necessary refresh the list by clicking at the bottom of it on the loop arrow)
- Go to the next month and repeat the operation with the correct spreadsheet

_____