



Objective

In order to automate a calculation for a group of Employees, how to create a payroll section that will be systematically automatically updated in the pay slip every month for the Employees concerned.

How to do this ?

We now know how to create a common payroll section for all Employees (see prerequisites FAQEN110). Our wish is to "limit" the scope of this to a specific group of Employees (e.g.: performance bonus for executives; retention for health scheme, etc.).

Create a group and associate Employees with the Group

In order to achieve this objective, we will set up a **Group** in **Payroll Mauritius**.

To do this, we will go to the 'Employer' section and click on the [Settings][v] button and choose the option "Payroll Groups " and then click on a button [Add New Group].

Then enter the name of the Group and add a description of the Group and [Save]

The screenshot shows a web interface for creating a group. The title bar says "Group: MANAGERS". There are "Delete" and "Save" buttons. Below are tabs for "Details", "Team Leaders", and "Employees". The "Details" tab is selected. It contains the following fields:
Name: MANAGERS
Description: Managers of the Company
Team:
Category: [empty field]

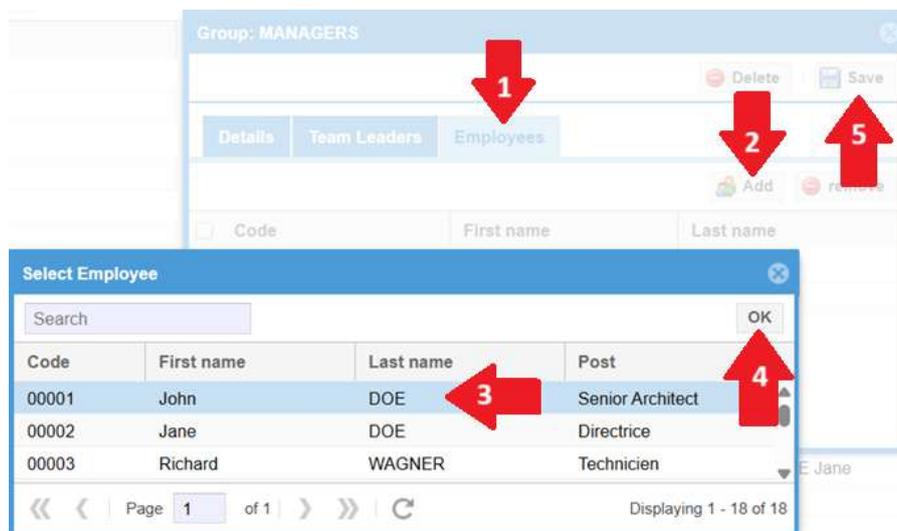
The "MANAGERS" Group is then created.

Note: if the 'Team' checkbox is ticked, this group can also be defined as a group of Employees whose leave requests sent by these Employees via the **Staff Connect** mobile application can be validated by the Team Leader(s) indicated in the tab for this group.

Note: the 'Category' field can be used to create groupings of groups in order to produce consolidated reports of all the groups with the same category. For example, if there is a group for employees with a 4% Pension plan and another group with a 6% Pension plan, if you specify the 'pension' category for each of these groups (same name in both), the reports will combine the information for these groups with the same category.

It is then necessary to indicate **which Employees belong to this Group.**

To do this, simply click on the **'Employees'** tab (1), and use the **[Add]** button (2) to select the employee to be added to the group from the list of Employees (3), confirming with the **[OK]** button. Repeat the sequence (2 to 4) to add other Employees to the group.



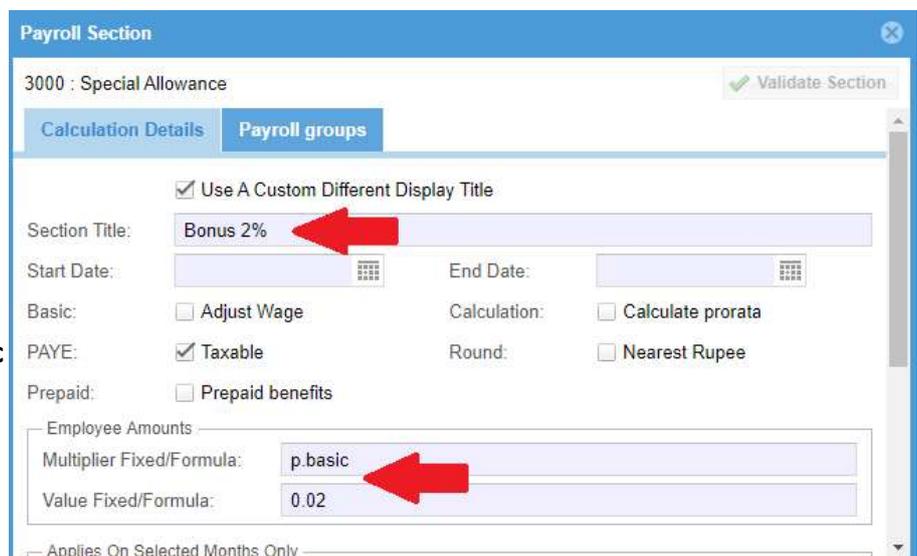
Then **[Save]** (5).

Create a payroll section associated with a Group

From now on, once this has been done, it is necessary to create a common payroll section that we will restrict to the "MANAGERS" Group that we have just created. This section (for example) will give a monthly bonus of 2% of basic salary to Executive Employees (Managers).

To do this, go to the 'Employer' section and click on the button **[Common sect]** and the button **[Add Section]** : choose (for example if not already used) a type of field 3000 - Special Allowance, and fill it in this way:

Note: the basic salary is identified by the variable **p.basic** which will be multiplied by the coefficient 0.02, will then give the bonus.



As it stands, if we validate it like this, it would be common to all the Company's Employees.



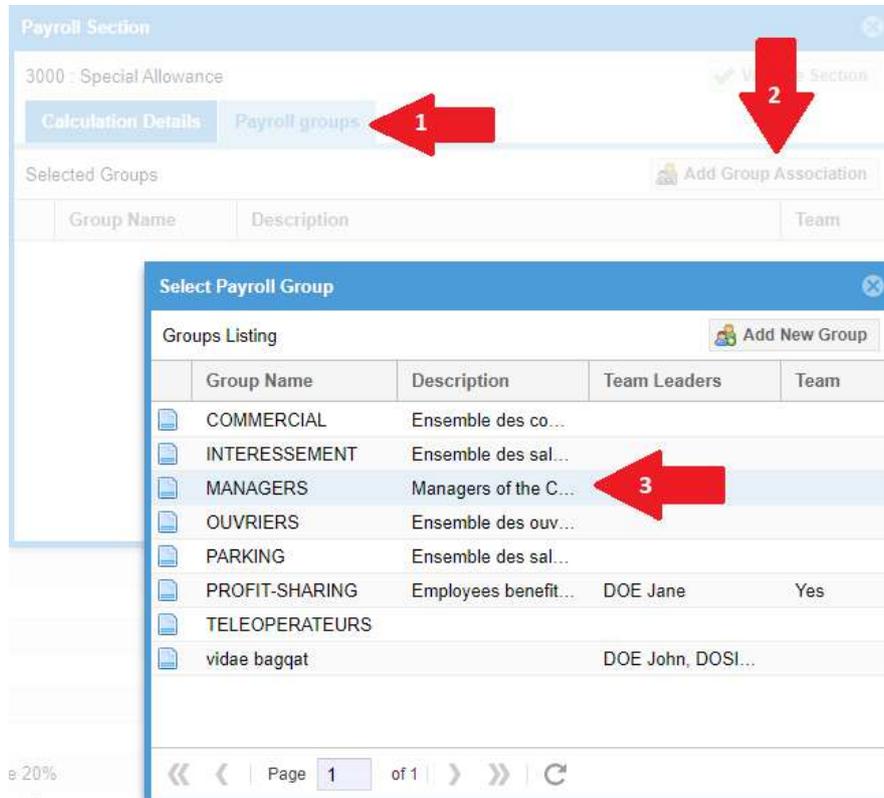
How to create a payroll section for a group of Employees

FAQEN112

Prerequisites : FAQEN110

V1.2

In order to "restrict" this bonus only to company managers, click on the "Payroll groups" tab. " then click on the button [Add Group Association] and select in the proposed list, the group "MANAGERS".



Then by clicking on [Validate Section] button, the bonus is now associated ONLY with the Employees of the MANAGERS group. It will be automatically inserted in the pay slip of the concerned employees.

	From	To	Code	Section Title	Groups	Employer		Employee	
						Multiplier	Value	Multiplier	Value
			3000	Bonus 2%	MANAGERS			p.basic	0.02
			4100	NSF		if(and(e.is_npf...	IF(p.wages>=g...	if(and(e.is_npf...	IF(p.wages>=g...
		31/07/2018	5000	PAYE				IF((p.taxable>...	if(e.is_paye_p...
			1800	End Of Year Bonus				max((p.cumul...	if(g.period_typ...
		30/06/2019	4200	LEVY		if(e.is_npf_pai...	p.wages	0	0