



Objective

Payroll Mauritius allows you to manage the time sheets (absence/attendance days) of Employees. We have seen (see prerequisites) how to manage any overtime by adding it manually. You can also, if desired, manage the hours worked in order to automatically calculate lateness and overtime, which will then also be automatically included in the Payslip, as additional payments or deductions or as a credit for recoverable hours.

How to do this ?

Overtime management is based on the principle that you will need to have employees' entry and exit hours for each day worked.

To do this, you can integrate these hours into **Payroll Mauritius** via different flows, at your choice :

- direct manual entry in timesheets
- import a spreadsheet sheet (Excel®, Open Office® or CSV) into the timesheets
- recovery of an existing electronic pointing system (magnetic, biometric) using APIs made available by **Payroll Mauritius**
- implementation of electronic pointing devices (finger print, magnetic card, video recognition...) with real-time sending to the Cloud (we invite you to consult for this purpose https://payrollmauritius.com/fr/controle_acces.html)

1) Set up the Timesheets

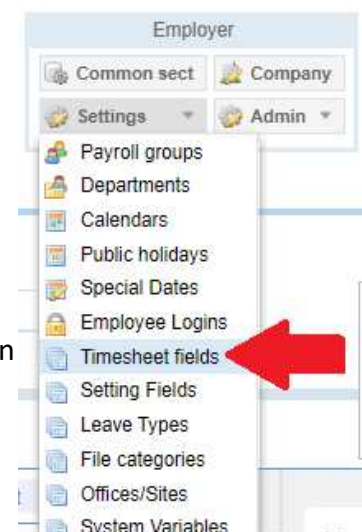
To begin with, it is necessary to set up additional columns in the Employees' Timesheets, in order to include, for each day :

- the time of entry
- the time of exit
- lateness
- overtime hours

To do this, go to the 'Employer' section and click on the [Settings][v] button and choose ' **Timesheet fields**'.

The list is displayed (empty at first) containing all the additional optional columns that you can add to the Timesheets.

Note you can create up to 40 additional columns in the Time Sheets, in order to collect, hours, bonuses, transports, quantities etc... which will then allow you to perform payroll calculations or simply record monthly data that you want to keep by Employee,





Then click on the [Add Timesheet Field] button

As you may have seen earlier (see Prerequisites at the top of this page), it is necessary to enter the different fields to create the column :

Let's start by setting the column to enter the **entry time**. Then come in:

- Identifier : time_in
- Name : Time IN (or Entry Time)
- Visible : ticked
- Type : timefield
- Field : time_in
- Displ.Pos: 1 and confirm your entry with [Ok]

Click again on [Add Timesheet field] and set the column for **the exit time** :

- Identifier : time_out
- Name : Time OUT (or Exit Time)
- Visible : ticked
- Type : timefield
- Field : time_out
- Display: 3 and confirm your entry with [Ok]

Click again on [Add Timesheet field] and set the column to receive the **lateness** :

- Identifier : lateness
- Name : Lateness (or Delays)
- Visible : ticked
- Type : numberfield
- Field : lateness
- Position : 2 and confirm your entry with [Ok]

Click again on [Add Timesheet field] and set the column to receive **the overtime**:

- Login : overtime
- Name : Overtime (or Supp Time)
- Visible : ticked
- Type : numberfield
- Field : overtime
- Position : 4 and confirm your entry with [Ok]

So now, when you go to the 'Bulletin Calculation' section and click on the [Timesheet] button and choose an Employee, the display looks like this with the new columns :



Day	Date	Work/Leave	Time IN	Lateness	Time Out	Overtime	Info
Tue	25/Jun/19	working					
Wed	26/Jun/19	working					
Thu	27/Jun/19	working					
Fri	28/Jun/19	working					
Sat	29/Jun/19	notworking					
Sun	30/Jun/19	notworking					
Mon	01/Jul/19	working					
Tue	02/Jul/19	working					

2) Calendar management

Once this has been done, it is necessary to define, in order to be able to automatically define whether it is lateness or overtime, what are the employees' normal hours. To do this, we use the **Calendars** available in **Payroll Mauritius**.

By defining one (or more) Calendar, you will be able to attach it to an Employee which will define his normal working hours, as well as the way you want to calculate his lateness and overtime.

To do this, go to the 'Employer' section and click on the [Settings][v] button and choose 'Calendars' then [Add a calendar].

Normal Working Days	Start Time	Breaks	End Time	Overtime
<input checked="" type="checkbox"/> Monday	08:00	60	17:00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Tuesday	08:00	60	17:00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Wednesday	08:00	60	17:00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Thursday	08:00	60	17:00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Friday	08:00	60	17:00	<input checked="" type="checkbox"/>
<input type="checkbox"/> Saturday	08:00	60	17:00	<input checked="" type="checkbox"/>
<input type="checkbox"/> Sunday	08:00	60	17:00	<input checked="" type="checkbox"/>
<input type="checkbox"/> Holiday	08:00	60	12:00	<input checked="" type="checkbox"/>

Lateness
Minimum (mins) 5

Overtime
Minimum (mins) 15 Deduct lateness
Minimum Arrival (mins) 0
After hours break 0 after 0 mins



Start by giving it a Name.

Then for each day of the week, indicate the start and end time of the work, and the total number of breaks for the day. Check if the day is authorized to receive overtime.

Note: Flexible hours. If you have Employees who are not subject to specific working hours but only over a number of weekly hours to be worked (executives...), tick the **[X] Flexible Time** box, taking care to indicate the theoretical start, break and end hours for each day to determine the total theoretical hours to be worked. The number of hours worked will then be aggregated per week before calculating lateness or overtime.

For lateness (Late Entry) : define in Minimum (minutes) from how many minutes after the start time, the arrival triggers delays (In our example above, if the person arrives at 8:03, as the margin is 5 minutes, they will not be considered late; if they arrive at 8:06, they will be counted as 6 minutes late (not 1)),

For overtime, indicate in Minimum (minutes) from how many minutes after the end time, the departure of overtime (In our example above, if the person leaves at 17:10, as the margin is 10 minutes, there will be no overtime; if he leaves at 17:20, it will be charged 20 minutes of overtime.

Tick **[X] Deduct lateness** if you want any lateness to be removed from any overtime (the adjustment is made on the same day, so a lateness of one day does not impact the overtime of another day).

You can also trigger overtime if you arrive before the work start time by filling in the Minimum arrival time (mins) field. In our example by putting 0, there is no overtime in the morning, but if you put 10, a person arriving at 7:40 would have 20 minutes of overtime.

Finally, in case of overtime, if you grant a (legal) break that is not paid for, indicate the duration of the break in Overtime Break, as well as from how many minutes after the hour, it is granted.

Multiple hours of work

Most calendars are single hourly, but if you have several possible schedules (shift), you can add another schedule to the Calendar by clicking on the green button (+) and thus define another schedule (shift of the evening for example). You can then define a schedule (in the section "Salary Calculation">[Timesheet][v]>Scheduler) over several weeks/months to indicate day by day on which schedule of the Calendar the Employee is located.

Click on [Validate] to save your Calendar.

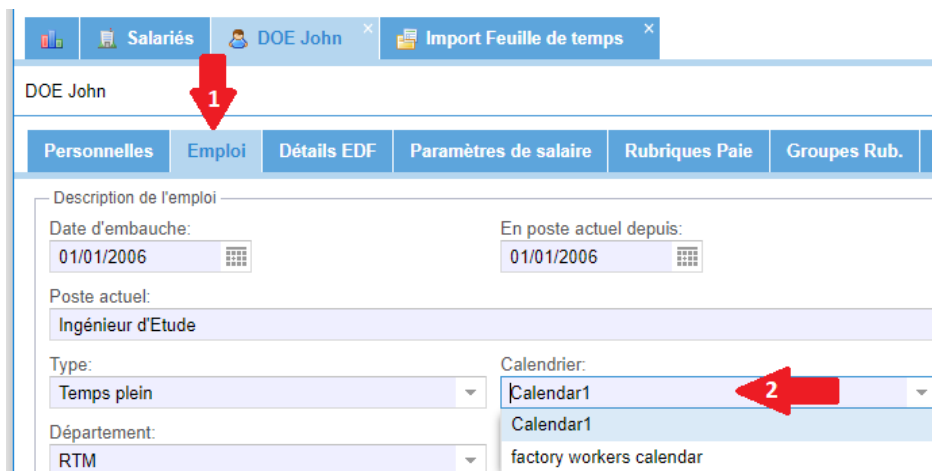
If Employees operate on different schedules, create as many calendars as necessary.



3) Indicate on which Schedule the Employees operate

Once the possible schedule or schedules for Employees have been defined, it is advisable to indicate Employee by Employee, what are their 'normal' working hours and therefore on which previously defined schedule they operate.

To do this, go to the Employee's file ("Employees" tab then double click on the Employee's line), and choose the "Employment" sub-tab, then select the Calendar corresponding to the Employee's hours and [Save] his file :



4) Indicate the parameters for Time Management in the Company Parameters

From now on, it is advisable that we specify in the Company Settings that we want to manage the times for Employees,

To do this, go to the 'Employer' section, then click on the [Company] button and choose the 'Timesheets' tab.



How to set up automatic overtime management (and lateness) in Payroll Mauritius

FAQEN115

Prerequisites : FAQEN109, FAQEN114

V1.1

The screenshot shows the Payroll Mauritius software interface. At the top, there are several tabs: Employees, Period, Salary calculation, Declarations, Reports, and Employer. The 'Salary calculation' tab is active, and the 'Timesheets' sub-tab is selected. A red arrow labeled '1' points to the 'Company' dropdown menu in the 'Employer' section. Another red arrow labeled '2' points to the 'Timesheets' tab in the main navigation bar. Below the navigation bar, the 'Timesheets' settings are displayed. The 'Automatic overtime' section is expanded, showing the following options:

- Automatic overtime
- Overtime field:
- Calculation type:
- Calculation option:

The 'Automatic lateness' section is also expanded, showing the following options:

- Automatic lateness
- Lateness field:
- Calculation type:
- Lateness absence field:

There is also an 'Automatic Lunch' section with the following options:

- Automatic Lunch
- Lunch field:

In the "Automatic overtime" block, tick the **[X] Automatic overtime** box ; this opens the entry for :

- Overtime field : select the field previously created for overtime (in our example ***overtime***), then specify
- The Type of calculation: ***Hours*** or Minutes, finally indicate
- The calculation option : are overtime hours to be counted only ***after normal hours*** (at the end of the day), or ***Cumulative Hours***, meaning that overtime can, in addition to the end of the day, also come and accumulate with an arrival before normal time (at the beginning of the day)

If you also want to manage lateness :

In the "Automatic lateness" block, tick the **[X] Automatic lateness** box ; this opens the entry for :

- The Lateness field : select the field previously created for lateness
- (in our example ***lateness***), then specify
- The Type of calculation : ***Hours*** or ***Minutes***

5) Enter the input/output hours of the Employees

From now on, only monthly (or daily) entry and exit times for Employees remain to be entered. As seen in the introduction to this chapter, you can :

- **Enter them manually** in the timesheets



To do this, you can use the monthly timesheets (section 'Salary calculation', click on [Timesheets]) or daily timesheets (section 'Salary calculation', click on [Timesheets][v] and select "Daily Timesheet").

In both cases, you can then fill in the entry and exit times for an Employee by selecting them with a click, then double-clicking on the entry and exit time of the day concerned and entering the time respectively.

- These must be entered in HH:MM format, with the ":" serving as a separator between hours and minutes. Thus 8 hours and 2 minutes in the morning should be entered 08:02 while 6 hours and 30 minutes in the evening should be entered 18:30.
- In the entry, you can type 1830 [Enter], the system will then automatically convert to 18:30 (idem 802 [Enter] will give 08:02).

Day	Date	Work/Leave	Schedule	Time IN	Lateness	Time Out	Overtime	Info
Sat	20/Jul/19	notworking						
Sun	21/Jul/19	notworking						
Mon	22/Jul/19	working	Calendar1					
Tue	23/Jul/19	working	Calendar1					
Wed	24/Jul/19	working	Calendar1	08:00		17:00		
Thu	25/Jul/19	working	Calendar1	08:02		18:30		
Fri	26/Jul/19	sick	Calendar1					

Note on the data entered, the presence in each of the boxes of a small red triangle at the top left; meaning that the data is entered but not yet sent to the Cloud. You should click on the [Save Changes] button from time to time to ensure that the triangles disappear and your entries are saved.

Note: You can return to the entry at any time (if you have the rights to do so) and as long as the payroll period has not been completed.

- If you record entry and exit times from another system, export an Excel® or CSV file from that system to reimport it into **Payroll Mauritius**

To do this, you have an Import Wizard which you will find in the section "Bulletin Calculation" then click on [Timesheet][v] and select "Import Timesheet".

- Timesheets
- Timesheets
- Daily Timesheets
- Import Timesheets**
- Leaves
- Employee Calendar
- Yearly Leaves
- Monthly Leaves
- Scheduler
- Time Attendance Report
- Timesheet Validators



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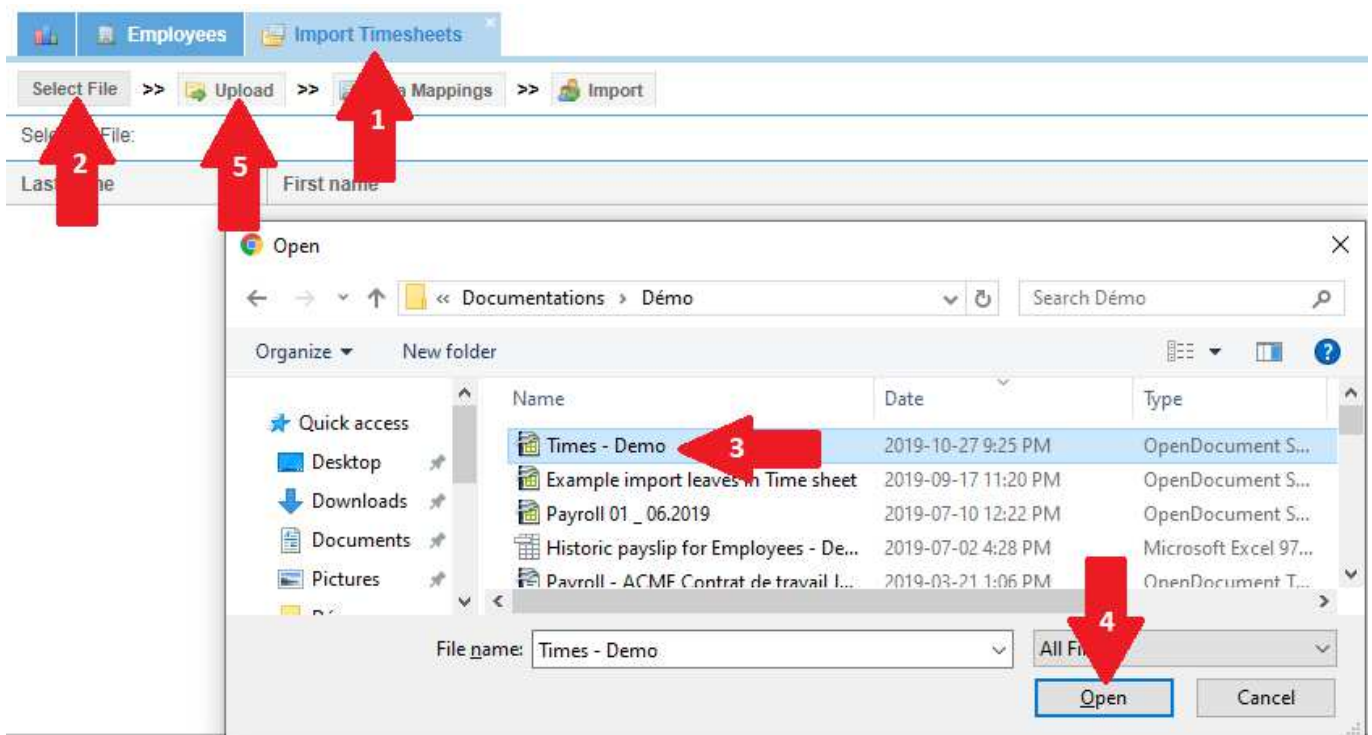
The Excel® sheet you are going to import must have at least :

- online, the days for each employee
- in columns : the employee's code/registration time

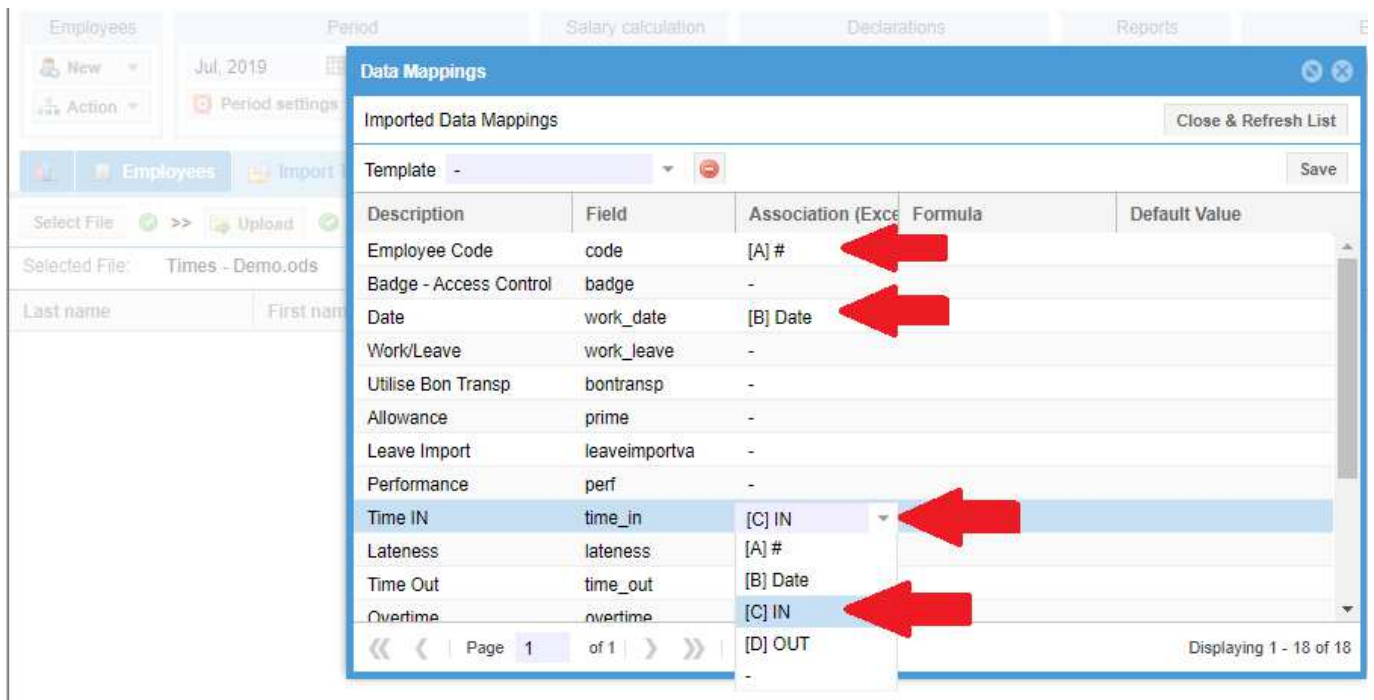
	A	B	C	D
1	#	Date	IN	OUT
2	00001	2019-07-30	08:05	17:00
3	00001	2019-07-31	07:56	17:32

Note: You can import an Excel® sheet into **Payroll Mauritius** with **all the additional columns of your choice** to retrieve information from other systems (Time Clock, CRM for bonuses etc...) by simply setting the columns of your choice in the system. You can then simply attach a payroll section to it once and for all (see FAQEN109) : the payroll will then be calculated automatically by simply importing your Excel® sheet !

A screen with the import wizard is presented to you ; click on [Select file] and click on its location in the window presented to you ; then click on the [Upload] button



A screen is then presented to you in which you will be able, for the columns configured in the Timesheet (Field), to associate an Excel® column with the data you wish to import :



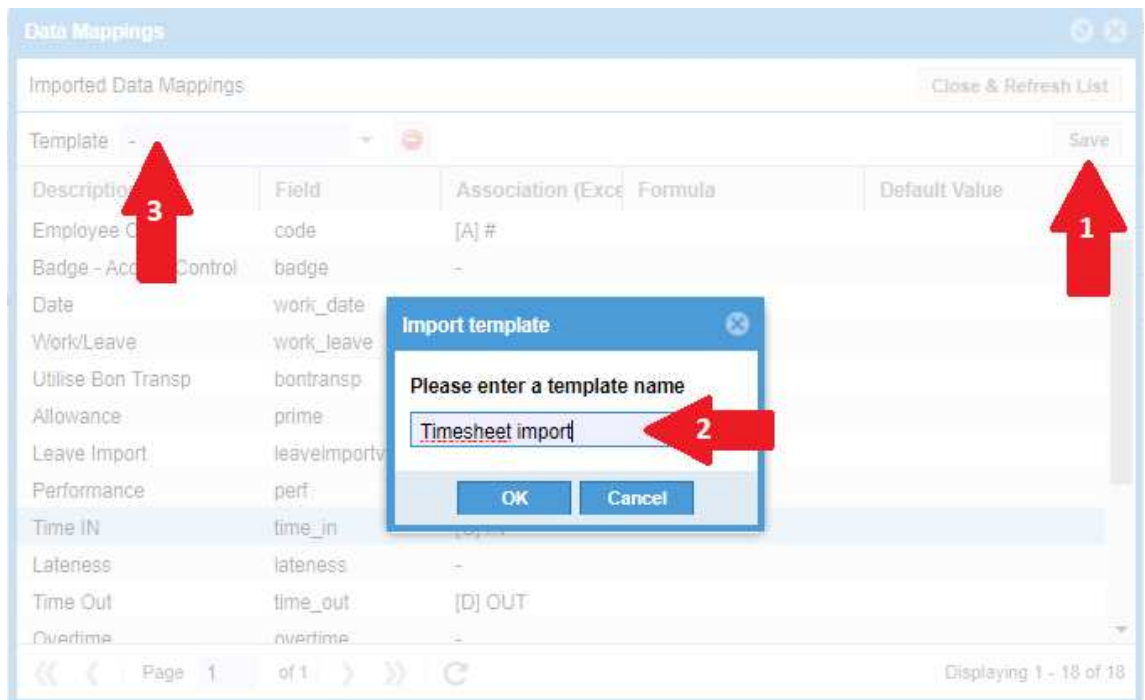
Thus we will be able to define that the **Employee Code**, which is a mandatory data, corresponds in our spreadsheet to column A :

for this, on the "code" line of the screen, click in the **Association column (Excel column)** and in the list (which contains the columns of your Excel sheet identified by the System), choose **[A]**.

Do the same for the other mandatory field (work_date) and match the [B] column, then time_in (Enter) column C and time_out (Exit) column D.

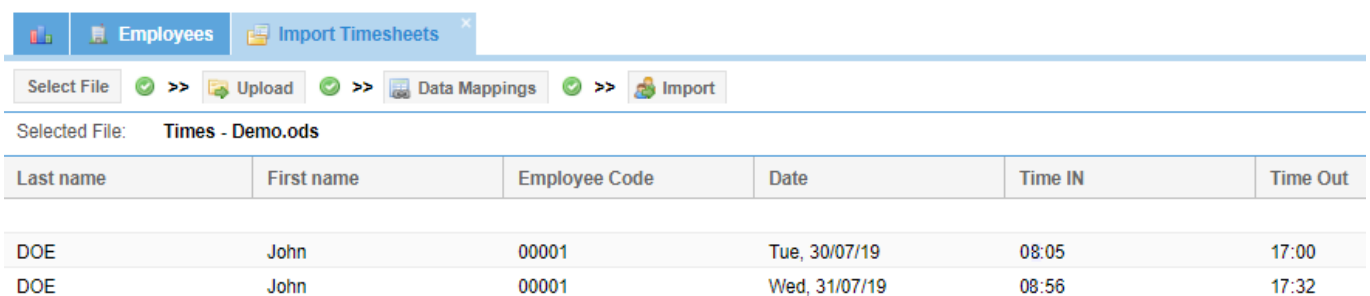
If you are going to use this setting to import only once, click on the **[Close & Refresh List]** button.

However, it is very likely that you will use this import monthly (or daily), in which case it is advantageous to save this setting by clicking on the **[Save]** button.



Give a name to your import template and click **[OK]**. The next time you import, all you have to do is choose the model (arrow 3 above) and the associations with the columns will then be automatically reminded !

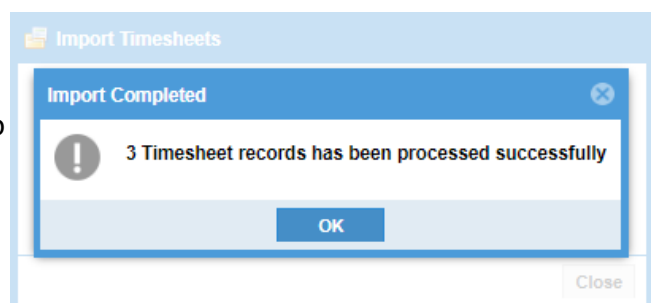
Click on the **[Close and Refresh List]** button, the following screen will appear :



It allows you to preview the information that will be imported into the Timesheet for a final check. If this is not convenient for you, simply cancel the operation, otherwise you can click on the **[Import]** button on the wizard.

After a few moments, a message informing you of the successful completion of the operation is presented to you :

Note : 3 records because in our example line 1 contains the column headers (names) and also represents 1 record.





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You can then reopen your Timesheet to view the import that has been done :

Day	Date	Work/Leave	Schedule	Time IN	Lateness	Time Out	Overtime	Info
Tue	23/Jul/19	working	Calendar1					
Wed	24/Jul/19	working	Calendar1	08:00		17:00		Previous manual entries
Thu	25/Jul/19	working	Calendar1	08:02		18:30	1.50	
Fri	26/Jul/19	sick	Calendar1					
Sat	27/Jul/19	notworking						
Sun	28/Jul/19	notworking						
Mon	29/Jul/19	notworking						JIOI Spec
Tue	30/Jul/19	working	Calendar1	08:05	5.00	17:00		Spread sheet importation entries
Wed	31/Jul/19	working	Calendar1	07:56		17:32	0.53	
Thu	01/Aug/19	working	Calendar1					

Note that the lines that were not affected by the import remain unchanged in the system. So our previous manual entry for July 24 and 25 is still present.

July 30 and 31 were imported. Note the automatic calculation of overtime (Overtime column) which was then performed by the System, based on the Employee's calendar information.

On July 31, he arrived at 7:56 a.m. for a work start scheduled for 8:00 a.m., since we did not select overtime before normal working hours, this arrival did not generate any overtime.

On the other hand, he left at 17:32 for a normal time of exit at 17:00. He therefore worked 32 minutes of overtime, which, converted to decimal form, gives $32/60 = 0.53$ hours of overtime.

Note : Calculated overtime remains proposals that you are free to accept, modify or delete in the Timesheet (if you have the rights).

Simply double-click in the column of your choice to change the entry and/or exit times or the amount of overtime calculated to enter the desired amount.

You can then **restart the calculation of overtime (and lateness) hours** by clicking on the button **[Calc. Overtime]** of the timesheet : be careful, all overtime hours (including those that may have been entered manually) will be deleted and replaced by calculations.

- Instead of manual entry or Excel® import, you can use a real-time badging or biometric system compatible with **Payroll Mauritius** : the data is then automatically **sent in real time** to the Employees' time sheets on the System

We invite you to contact us if you wish to implement such a system on : info@payrollmauritius.com