Objective

When employee absences/attendances are managed in an external system and it is not possible to manage this in **Payroll Mauritius**, it is possible to integrate these elements into the **Payroll Mauritius** Timesheets via an import in Excel® or CSV format.

How to do this ?

To do this, it is necessary to examine the codes used in the external system to identify the different types of leave : mainly paid leave (local) and (sick) leave.

Imagine an example where paid leave is identified in the External System by the code "LO", sick leave by the code "SI" and unpaid leave by "SSO" and the External System generates a spreadsheet (Excel®, Open Office® or CSV) as follows (this is an example, columns could be ordered differently):

	A	B	C	D
1	Employee code	Date	Leaves	Last
2	00001	17/06/2019	LO	1
3	00001	19/06/2019	SI	0.5
4	00001	20/06/2019	SSO	1

- Column A gives the <u>mandatory</u> Employee ID (column can be another position) that must correspond in the **Payroll Mauritius** Employee Record to the Employee *Code field or the Badge/Access Control field.*
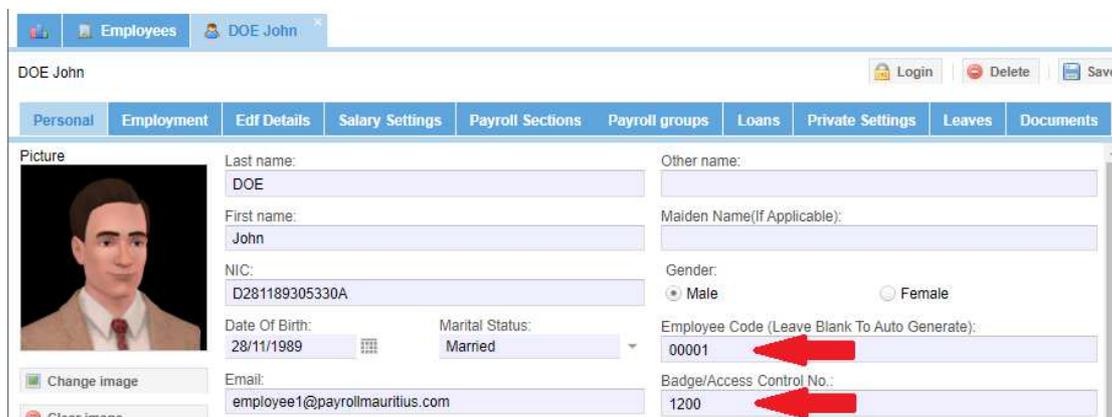
- Column B gives the date of the leave
- Column C gives the type of leave, with an internal code for the External System
- Column D gives the duration of the leave, either the full day 1 or ½ day

Preliminary : Setting up the timesheet

To be able to import ½ days of absence, it is necessary to create a column in the Timesheet that will be "fictitious" (not visible), but necessary to build the "grammar" necessary to import these ½ days (if you do not manage ½ days of absence, you can skip this section)

To do this, go to the 'Employer' section then click on [Settings][v] and choose'Timesheet Fields' then click on [Add Timesheet Field].

Then fill in the following information :

- – *Identifier* : leaveimportva
- – *Name* : Leave import
- – *Visible* : Not checked (=invisible in the Timesheet)
- – *Type* : numberfield
- – *Field* : value04 (take a value field not already used)
- – *Position :* 0   -   *Empty*:
- – *Empl. View* : Not ticked
- – *Empl. Chan*. : Not ticked
- – *Mgr. View*. : Not ticked
- – *Mgr. Chan*. : Not ticked
- –

Setting up leave settings

It is then necessary to set up in **Payroll Mauritius**, the different types of leave possible.

To do this, go to the 'Employer' section and click on [Settings][v] and choose 'Leave types'.

Paid leave (local) and sick leave must exist by default in the list: it is necessary to **change the code to the one used by the External System**. To do this, click on the icon located in front of the "Sick Leaves" leave and on the screen that appears, replace the Code with the one used (in our example "SI") then click on [Save]

Perform the same operation with the leave: "Local leaves" but putting for the *Code* this time "LO" (instead of LL). [Save]

You then need to create a new type of leave for Leave Without Pay.
To do this, click on the [Add Leave Type] button and enter the following fields:

Note the Code "SSO" which is the one used in the External System. *The Amount per year* is zero, meaning that as soon as the first unpaid leave is taken, this will generate a negative balance and trigger a pay deduction for the day.

Importing the spreadsheet from the External System
Then let's start setting up the import of the spreadsheet in the Timesheets.
To do this, go to the 'Salary Calculation' section and click on [Timesheet][v] and choose the "Import Timesheets" option.
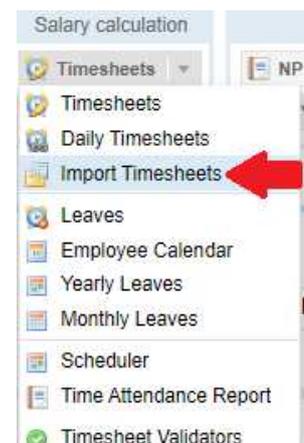
The wizard for importing a spreadsheet file is presented to you.

Click the **[Select File]** button in this wizard to open a window and select the spreadsheet (or CSV file) from your External System.
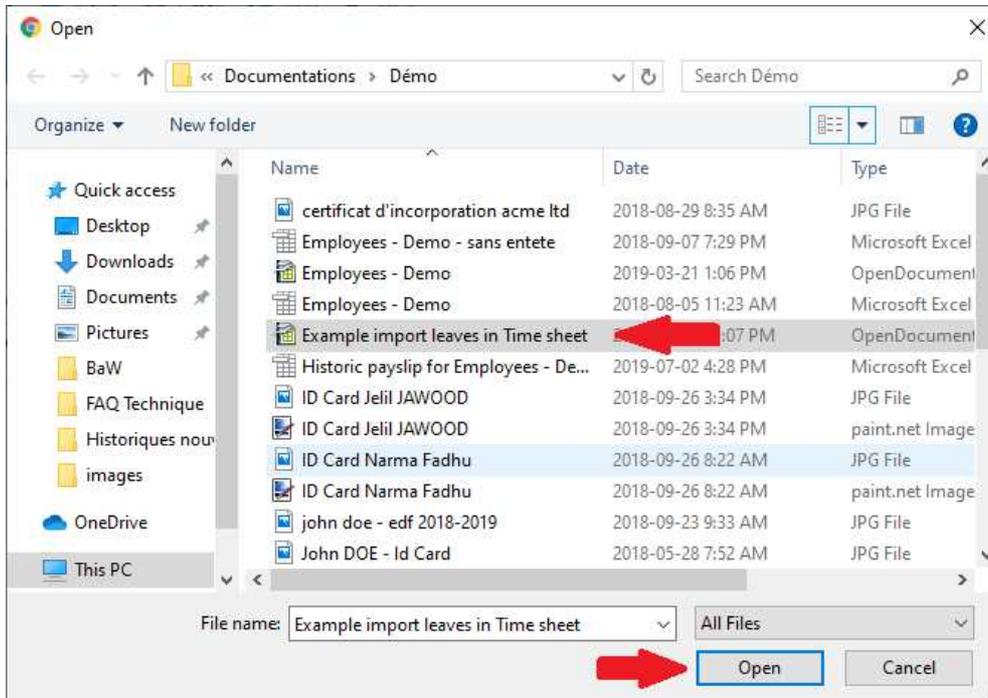
Then click on the **[Upload]** button on the wizard to send your file to the **Mauritius Payroll** Cloud. A window opens allowing you to match the columns of your spreadsheet to the expectations of **Payroll Mauritius**.

Double click in the *Association* column and choose the column in the corresponding spreadsheet.

Note: If you manage half-days, enter an Excel® type formula for the *Work/Leave* column that allows you to modify in real time during import, the imported data to adapt them to your expectations. Thus, in order to be able to manage half days for a type of leave, it is necessary that this leave has the prefix "half." in front.

Thus the formula *if(__value04__<1, "half.","")&VAL* allows for the value04 (given for the leavimportva field), if it is less than 1 (and therefore even less than 0.5), to add before the field value (VAL) of the current *Work/Leave* column, the prefix "half. ", otherwise only this value is taken.

Click on the **[Save]** button and give a name to your import template and then click on **[Close & Refresh list]** button: an overview of the values that will be imported is then presented.

Click on the **[Import]** button. After a few moments, a message informs you of the successful completion of the import process
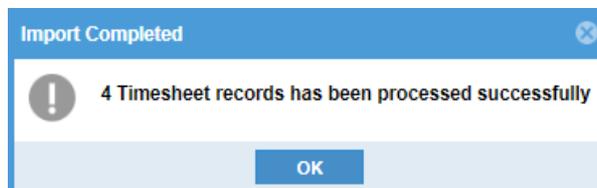
By going to consult the Employee's timesheet, the days off have been imported :

In the future, by using your template, you will only have to do this last operation of importing the spreadsheet to receive the attendances/absences automatically in the time sheets of the Employees concerned !