Objective

The lives of your employees can make them need compensation on their monthly salary in advance, and you may be able to pay them a down payment on their salary. **Payroll Mauritius** makes it very easy to manage this point, either on an ad hoc basis or systematically according to your habits and the company's policy towards your employees.

How to do this?

Very punctual operation because, generally speaking, you do not have to grant your employees in advance, use the Time Sheet and the possibility offered in it to add, for a particular employee, a payroll section that will only be taken into account for the current payroll period.

Go to the section 'Salary Calculation' and click on the button [Timesheets].

On the left where you are presented with the list of Employees, click on the Employee concerned by the salary advance, then on the right, click on the tab "**Sections for Current Month**".

Employees	Peri	Period			y calculation	Decl	arations	Reports	Empl	loyer	
🚴 New 🔻	Jul, 2019	Monthl	y Salary 📼	🔯 Tir	nesheets 👻 📃	NPF&NSF Emoluments		💲 Payments 🔻	Common sect	📄 📄 Company	ACME
and Action +	😡 Period settings	G Clos	se period	Calc 🔹		PAYE Accounting *		Reports 🔻	😵 Settings 👻	🌼 Admin 👻	CORPORATION
di. 🧕 Em	ployees 🔯 Timeshee	ts ×									
Employees		0	BEEHARR	Y Sylviana	3					6	Retrieve Time
Search		C	Timesh	eet Sect	ions for Current Mont	n Variabl	es Access Contro	1			
Department	▼ Office/Site ▼	0	Timesheet	for BEEHAR	RY Sylviana		16/.	lun/2019 - 15/Jul/2(019 🔳 Calc. Overtime	🛐 Export	Save Changes
Code	Name	-	Day D	ate	Work/Leave	Time	IN Lateness	Time Out	Info		
- 00004	AUMERRALY Priscilla		1 1	6/Jun/19	notworking						
DOD 10 BEEHARRY Sylviana			won 1	7/Jun/19	working						
B 00002	DOE John	1000	Tue 1	B/Jun/19	sick						
	DOL WIT		Wed 1	9/Jun/19	working						
			Thu 2)/Jun/19	working						

A new screen is presented to you (normally empty), add for the employee concerned (in our example Sylviana BEEHARRY) and for the given pay period (in our example from June 16 to July 15), one or more payroll sections.

<u>Note</u> : You can use this feature to make any type of payroll section for a transaction that would be onetime for the current month (expense reimbursement, exceptional bonus,...).

If, on the other hand, the operation was recurrent for the Employee, enter the Payroll Section in the Employee's file (Employees>click on the Employee>'Payroll Sections' tab) so that it is repeated every month and not just for the current month.



🤱 New 🖂	Jul, 2019	Month	ly Salary 👻	🔯 Timesheets 🕞	NPF&NSF	Emoluments	💲 Payments 👻	🕼 Common sect	🎎 Company	ARM
an Action +	🙋 Period settings		ose period	Calculate +	PAYE	Accounting +	Reports +	💮 Settings 🔹	🌍 Admin 👻	CORPORATI
			Select Se	ction Type				8		
			Search:		0				G	Retrieve Time
		C	Code	Title		Description				
	- Office/Site -		7200	EPZ Scheme				-		41
			9000	Deduction		Any calculated/fixed	Amount			a Section
	Name		9100	Deduction (2)		Any calculated/fixed	Amount < 2		Emp	sloý <mark>ee</mark>
00004	AUMERRALY Priscilla		9200	Deduction (3)		Any calculated/fixed	Amount	1	fultiplier	Value
00010	BEEHARRY Sylviana		9300	Deduction (4)		Any calculated/fixed	Amount			
demo_	CHOWRY Yasine		9400	Deduction (5)		Any calculated/fixed	Amount			
00002	DOE Jane		9500	Deduction (6)		Any calculated/fixed	Amount			
			3300	Deduction (0)		Filly calculated/lixed	Anount			

Click on the [Add Section] button and Choose a Deduction field (for example 9100).

Fill it in by changing the name of the Item (which will thus be displayed in the Pay Slip), then entering the amount of the slary adance (for example, we want to put an advance of Rs 3,500, fill in the Fixed Multiplier / Formula field: 1 and in the Fixed Value / Formula field: 3500 (as a reminder, the result of the item is always :

Fixed multiplier / Formula x Fixed Value / Formula, which will give us 1 x 3500 (=3500)).

Payroll Section					8
9100 : Deduction				Validate Section	I
Calculation D	1				^
	☑ Use A Custom Different Disp	lay Title			
Section Title:	Salary advance 2				
Basic:	Adjust Wage	Calculation:	Calculate pr	orata	
PAYE:	Taxable	Round:	Nearest Rup	pee	
Prepaid:	Prepaid benefits				
Employee Amou	nts				
Multiplier Fixed/	Formula: 1				
Value Fixed/For	mula: 3500				I
Category ——					
Emoluments:	Not to be included in emolum	ents		•	Ŧ

then click on [Validate Section].

<u>Note</u>: Because it is only a financial advance on the Basic Salary which is already subject to Tax and social security contributions, the salary advance is not taxable (box unchecked).

Ω	FAQEN120 - How to manage salary advances in Payroll Mauritius	FAQEN120
Im	Prerequisites: Initiation Payroll Mauritius / Time Sheet - FAQFR109	V1.1

Employees	G	BEE	HAR	RY Sylvia	ana					🙀 Retrieve T	ime C
Search	C	Ti	mesl	heet	Sections for Current N	lonth	Variable	es Access Contr	ol		
Department	▼ Office/Site ▼ 🛞	BEE	HAR	RY Sylvia	ana					🛃 Ad	d Section
Code	Name				0 J TH			Employ	er	E	nployee
- 00004	AUMERRALY Priscilla			Code	Section Litle	Grou	ips	Multiplier	Value	Multiplier	Value
- 00010	BEEHARRY Sylviana		0	9100	Salary advance					1	3500

The payroll section is then added.

Let's check how the calculation of the Payslip will be impacted by going to the section "Salary calculation" then click on the button [Calculate][v] and choose the "Manual calculation" option.

Salary calculation

 Salary calculation

 Timesheets

 Calculate

 Manual calculation

 Automated calculation

 M-1 Net Variance

Select the Employee in the list on the left (BEEHARRY Sylviana in our example): the Salary advance is then deducted from his Net payable !

[Pa	yslip	∃⊒ Variables				
Nan	ne:	BE	EHARRY Sylviana [00010]	Period:	16/Jun/2019	- 15/Jul/2019	
Pos	t:	Cha	argée Qualité	Salary Date:	30/Jul/2019		
NIC	:	B27	70319993345S	TAN:	12204402		
							Add Section
		Code	Sections			Revenue	Deduction
0		1000	Basic			40,000.00	
٢		2000	Transport			1,600.00	
٢		4000	NPS				562.00
٢		4100	NSF				187.00
٢		5000	PAYE				1,454.00
٢		9100	Salary advance				3,500.00
					Totals	41,600.00	5,703.00
	Show	All			Net Pay	: Rs 35,897.00	
Loc	al Lea	ives Take	en: O				
Sick	Leav	es Taker	n: 1				



If your Company's policy easily grant advances to Employees, in which case the need to add such down payments is no longer a one-time need but quite systematic.

Of course you can continue to use the previous method, but there is an even more functional way : we will add an additional column in the Timesheet that will allow you to enter salary advances.

To do this (as seen in FAQFR109 - How to create a payroll section that is automatically fed by an entry in a timesheet), let's add a new column to the timesheet ('Employer' section > [Settings][v] button > 'Timesheet Fields') call it 'Advance' (and 'advance' as an identifier, numberfiled type).

Then let's add a common Payroll section ('Employer' section > [Common Sect.] button) as follows:

Payroll Section							⊗
9100 : Deduction (2)					✓ Validate Section	on
Calculation Det	ails Payr	oll groups					-
	🗹 Use A Cu	stom Differen	nt Display ⊺	- Title			
Section Title:	Salary adva	nce					
Start Date:			E	nd Date:			
Basic:	Adjust Wa	ige	C	alculation:	Calculate prorata		
PAYE:	Taxable		R	ound:	Nearest Ru	pee	
Prepaid:	Prepaid b	enefits					
Employee Amou	nts						
Multiplier Fixed/	t.advance						
Value Fixed/For	mula:	1					
Applies On Selec	ted Months O	nly					•

As a reminder, **t.advance** takes the totalization over the period of the amounts in the time sheet column, having 'advance' as identifier.

V1.1

FAQEN120 - How to manage salary advances in Payroll Mauritius	FAQEN120
Prerequisites: Initiation Payroll Mauritius / Time Sheet - FAQFR109	V1.1

💼 🛄 En	nployees 💱 Timesheets 🏠						
Employees	3	BEEHA	ARRY Sylv	iana			
Search	C	Time	esheet	Sectio	ns for Current Month	Variables	Access Control
Department	▼ Office/Site ▼ ⊗	Timesh	eet for BE	EHARF	≀Y Sylviana		
Code	Name	Day	Date		Work/Leave	Advance	Info
📄 00004	AUMERRALY Priscilla	Sun	16/Jun/	19	notworking		
- 📄 00010	BEEHARRY Sylviana	Mon	17/Jun/	19	working	2500.00	
00002	DOE Jane DOE John	Tue	18/Jun/	19	sick	2000.00	
00009	DOE Tom	Wed	19/Jun/	19	working		
00005	DOSINGH Vishal	Thu	20/Jun/	19	working		
000003	LUCKNATH Visial	Fri	21/Jun/	19	working		
00012		Sat	22/Jun/	19	notworking		
00000	MAINGARD LIIIlle	Sun	23/Jun/	19	notworking		
		Mon	24/Jun/	19	working		
		Tue	25/Jun/	19	working	1000.00 <	

you can now enter all the advances (even several advances in the month, in our example 2 advances for a total of Rs 3,500), and the calculation of the Bulletin will then automatically give you the total deduction over the month :

	mployees 🥳 Timesheets ×		Payroll Calculator									
Employees 3 Search C ^e Reload			yslip			🔄 ReCalculate 🖌 Validate & Next						
			Pa	yslip	∃ Variables							
Department - Office/Site - 🔕			me:	BEI	EHARRY Sylviana [00010]	Period:	16/Jun/2019	- 15/Jul/2019				
Code Name			st	Cha	argée Qualité	Salary Date: 30/Jul/2019						
00004 AUMERRALY Priscilla			NIC: B270319993345S			TAN:	TAN: 12204402					
- 📄 00010	BEEHARRY Sylviana								Add Section			
┣ 00002	DOE Jane	-			war oo a			12	Aud Section			
- ┣ 00001	DOE John			Code.	Sections			Revenue	Deduction			
- ┣ 00009	DOE Tom	0		1000	Basic		40,000.00					
- ┣ 00005	DOSINGH Vishal	0		2000	Transport			1,600.00				
	LUCKNATH Vimal	0		4000	NPS				562.00			
📄 00006	MAINGARD Emilie	0		4100	NSF				187.00			
- ┣ 00007	SOWEE Neerma	0		5000	PAYE				1,454.00			
00003	WAGNER Richard	0		9100	Salary advance				3,500.00			
							Totals	41,600.00	5,703.00			
			Show	/ All		Net Pay: Rs 35,897.00						
		Loo Sic	al Lea k Leav	aves Take ves Taker	n: 0 : 1							

<u>Note</u> : for Employees who not had an Salary advance in their Timesheet, no line will appear on their Payslip.