



## 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]**.

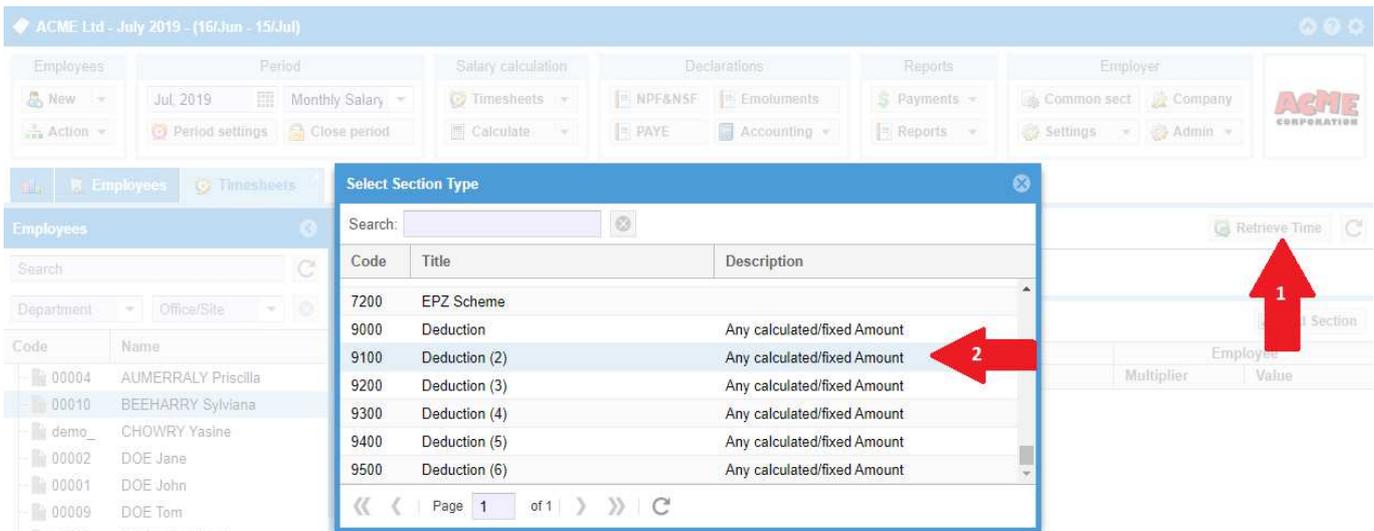
On the left where you are presented with the list of Employees, click on the Employee concerned by the salary advance, then on the right, click on the tab **"Sections for Current Month"**.

Day	Date	Work/Leave	Time IN	Lateness	Time Out	Info
Mon	16/Jun/19	notworking				
Tue	17/Jun/19	working				
Wed	18/Jun/19	sick				
Thu	19/Jun/19	working				
Fri	20/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.

**Note :** You can use this feature to make any type of payroll section for a transaction that would be one-time for the current month (expense reimbursement, exceptional bonus,...).

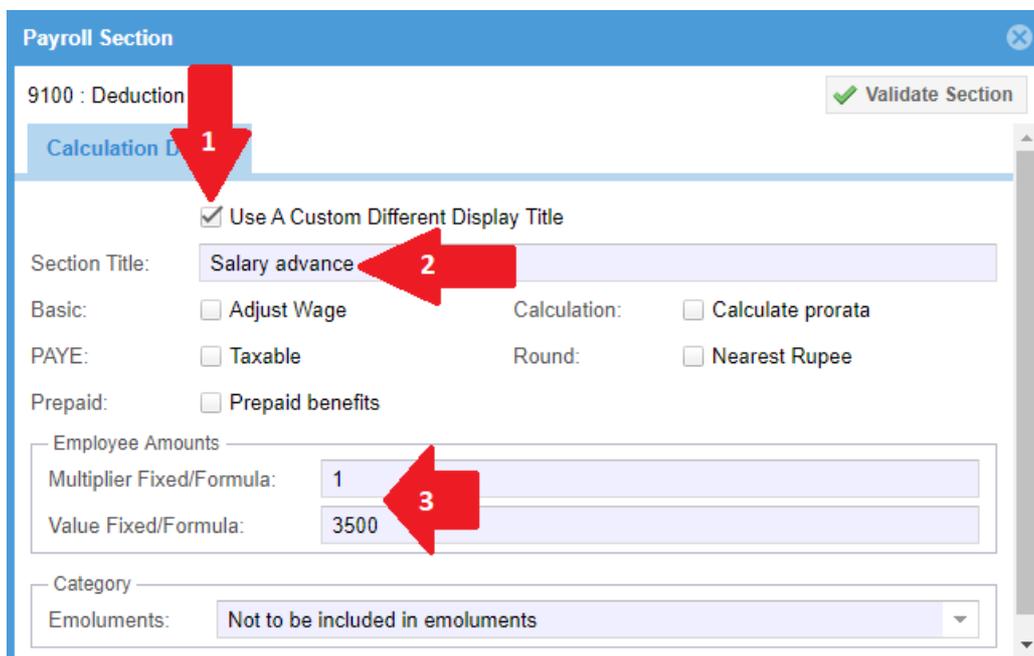
If, on the other hand, the operation was recurrent for the Employee, enter the Payroll Section in the Employee's file (Employees>click on the Employee>'Payroll Sections' tab) so that it is repeated every month and not just for the current month.



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 salary advance (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  $\times$  Fixed Value / Formula, which will give us  $1 \times 3500 (=3500)$ ).



then click on [Validate Section].

**Note :** 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).



**Employees** BEEHARRY Sylviana Retrieve Time

Search Refresh

Department Office/Site Close

Code Name

00004	AUMERRALY Priscilla
00010	BEEHARRY Sylviana

**Timesheet** Sections for Current Month Variables Access Control

BEEHARRY Sylviana Add Section

Code	Section Title	Groups	Employer		Employee	
			Multiplier	Value	Multiplier	Value
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

- 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 !

**Payslip** Variables

Name: BEEHARRY Sylviana [00010] Period: 16/Jun/2019 - 15/Jul/2019

Post: Chargée Qualité Salary Date: 30/Jul/2019

NIC: B270319993345S TAN: 12204402

Add Section

Code	Sections	Revenue	Deduction
1000	Basic	40,000.00	
2000	Transport	1,600.00	
4000	NPS		562.00
4100	NSF		187.00
5000	PAYE		1,454.00
9100	Salary advance		3,500.00
<b>Totals</b>		<b>41,600.00</b>	<b>5,703.00</b>

Show All Net Pay: Rs 35,897.00

Local Leaves Taken: 0

Sick Leaves Taken: 1



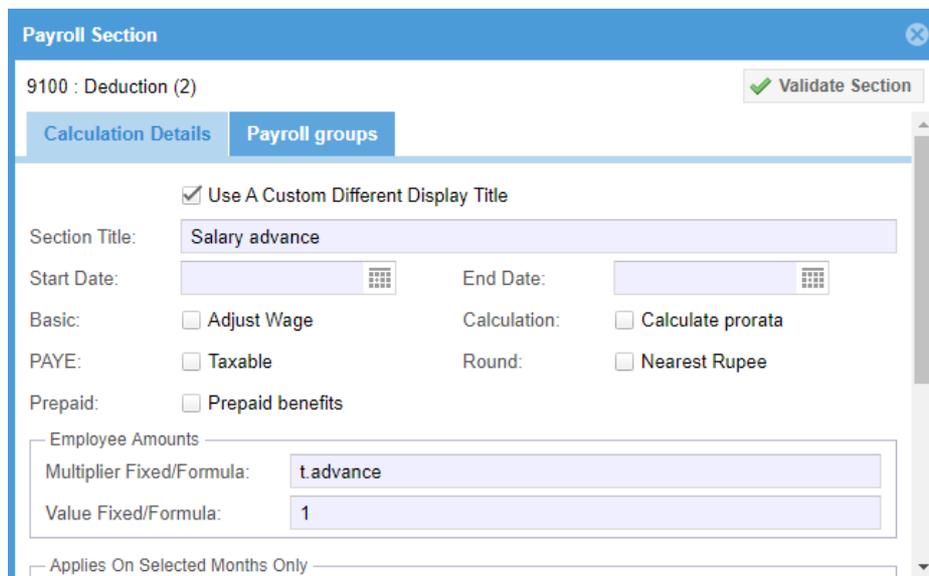
What if the salary advances were more regular?

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:



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



Day	Date	Work/Leave	Advance	Info
Sun	16/Jun/19	notworking		
Mon	17/Jun/19	working	2500.00	
Tue	18/Jun/19	sick		
Wed	19/Jun/19	working		
Thu	20/Jun/19	working		
Fri	21/Jun/19	working		
Sat	22/Jun/19	notworking		
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 :

Code..	Sections	Revenue	Deduction
1000	Basic	40,000.00	
2000	Transport	1,600.00	
4000	NPS		562.00
4100	NSF		187.00
5000	PAYE		1,454.00
9100	Salary advance		3,500.00
<b>Totals</b>		<b>41,600.00</b>	<b>5,703.00</b>

Net Pay: Rs 35,897.00

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