



## How can I have my pay period end not on a fixed date but on the last day of each month

FAQEN129

Prérequis : System Administrator

V1.0

### Objective

The pay period in **Payroll Mauritius** allows you to get a day of the month for which holiday and overtime calculations are stopped.

By default, **Payroll Mauritius** allows you to obtain fixed duration pay periods by simply specifying the day in the desired month (for example the 23rd of each month).

However, you may want this pay period to be the last day of the calendar month concerned, which implies a period end date that changes depending on the month (31, 30 or 28).

### How to do this ?

Nothing could be simpler in **Payroll Mauritius**.

Enter the Company settings by clicking in the 'Employer' section on the [Company] button and then on the 'Payroll' tab.

Then enter the value **31** as the "Period Closing Day Of Month".

The screenshot shows the 'ACME Ltd - February 2020 - (24/Jan - 23/Feb)' interface. The 'Employer' section has a 'Company' button highlighted with a red arrow labeled '1'. Below, the 'Company' settings are shown with a 'Payroll' tab highlighted by a red arrow labeled '2'. In the 'Periods' section, the 'Period Closing Day Of Month' is set to 23, and a red arrow labeled '3' points to the dropdown menu where '31' is selected.

Click on [Save] button. It's done !

From now on, all your pay periods will be automatically stopped at the end of each calendar month (the 31st for January, March... the 28th (or 29th) for February and the 30th for April, June...).