Objective

Your Company's activity may make it increasingly common for Employees to use mobility (or teleworking).
Therefore, the implementation of a time clocking system becomes an essential element of time and payroll management for these Employees.
However, since these Employees are not on the premises, they cannot use any time clocking systems that may have been set up.

Payroll Mauritius has a solution thanks to the (free) mobile application Staff Connect.

How to do this ?

In addition to consulting pay slips, online leave requests, access to personal data and many other functions, **Staff Connect** (https://app.payrollmauritius.com/) enables you to manage your Employees' time by allowing them to clock in and out.

To do so, you must authorize the time registration via the mobile app by going to the 'Employer' section, then click on the [Company] button and on the "Timesheets" tab; click on the checkbox **Allow time input from Employee**

From now on, all Employees will be able to clock in and out from anywhere in the mobile application: a simple press on the [SET TIME IN] (or OUT) button will show the time.
The hours will then automatically update the Employee's time sheet for the given day!

Depending on your organization, you may want to make the activation of these entry/exit times via Staff Connect **only available near the office** or one of your job sites.

All you need to do in **Payroll Mauritius** is to indicate the GPS coordinates of your site and the number of meters around it from which you allow the Employee to clock in/out via the mobile application.

To do this, go to the 'Employer' section and click on the [Company] button and choose the 'Contact' tab. At the bottom of the proposed screen, enter your GPS coordinates (in Mauritius, GPS coordinates always start with -20 for latitude and 57 for longitude, we advise you to use Google® Maps to determine your location) and then the range of distance from which an Employee will be able to clock his or her hours:

Note Distance range: Non-military GPS has an accuracy of 10 meters. We advise you to take this limit of uncertainty into account when entering the distance range and therefore never enter a range less than 10m (50m may be advisable).

Therefore, when the Employee uses Staff Connect (he will have to authorise the use of his location (GPS if smartphone or wifi/IP if computer)), the map of the geographical location of the office will be displayed to him as well as its geolocation: as long as he is not within the indicated perimeter around the office (in our example 50 meters), the buttons allowing to enter the time of entry and the time of exit will not be accessible.
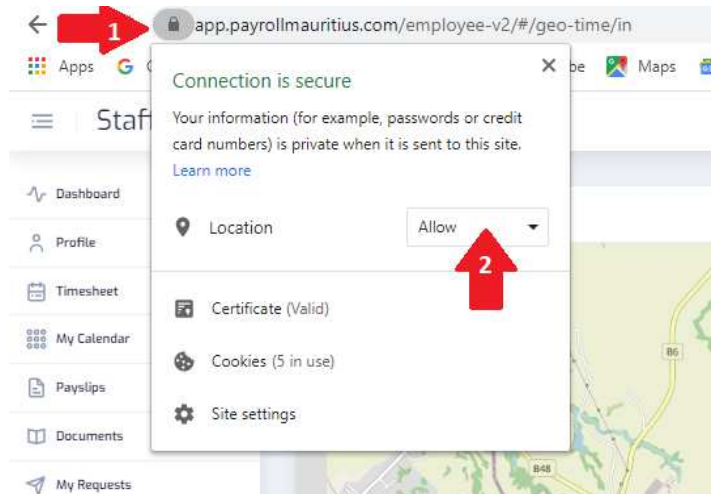
Note: When using Staff Connect from a computer, if your geolocation does not work and you are using the Google® Chrome browser (recommended by **Payroll Mauritius**), then check that you have enabled the location by clicking on the small padlock located in the Chrome URL bar, and that you have enabled the location.

Pointing in case of several sites/offices

If your business has several offices, it is also possible to indicate the GPS location of each of them. To do this, in the 'Employer' section, click on the [Settings][v] button and choose the « Offices/Sites » option. On the list presented to you, click on the button in front of the Site you have already created (or click on [Add Office/Site] to add a new one), and fill in the Geolocation section:

Repeat this operation for each of your offices.

From now on, if the Employee is associated to an Office/Site in his Employee file ("Employment" tab), he will be able to clock in hours when he is also close to it!

And teleworking...

In case of teleworking of some Employees, you can create as many sites (which will then be the GPS coordinates of the Employees' homes) as you wish and then assign the Employee to the site of his home in his Employee file: you can then ensure that the pointing is made from this location for each of them.

General Remark: WARNING, **Staff Connect** app does not block the Employee from clocking in several times in the same day. Only the earliest time will be used for the TIME IN and the latest time for the TIME OUT.

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