



How to change Payroll Mauritius so that the pay period is the pay period for the payment of Salaries (and not the calendar month)

FAQEN137

Prerequisites : System Administrator

V1.0

Objective

The default setting of **Payroll Mauritius** is that the end date of the Payroll Period is the date on which absences (local, sick...) and overtime/lateness are stopped for the current month.

The other payroll sections (basic pay, bonuses, deductions, and so on) are calculated over the entire calendar month.

But you might want to make this pay period also the pay period for the wage components.

How to do this ?

There is a system parameter that allows you to manage this very easily.

To do this, go to the 'Employer' section and click on the **[Settings][v]** button and select the "**System Variables**" option.

WARNING - Using the system variables incorrectly can cause major disruptions or even loss of data that may be irreversible. BEFORE changing or manipulating a system variable, make sure that you are using it correctly.

The screenshot shows the 'Employer' section of the Payroll Mauritius software. The 'Settings' menu is open, and the 'System Variables' option is selected. The 'System Variables for company' table is visible, with the 'Global variables/Period Prorata' variable highlighted. Red arrows indicate the navigation path: 1 points to the 'Settings' button, 2 points to the 'System Variables' option in the dropdown menu, and 3 points to the 'Global variables/Period Prorata' row in the table.

Name	Code	Identifier	Value	Date
Global variables/Disable Codes Exceptions (Employees)		global.disable_codes_except...	0	
Global variables/Daily Multiplier	t.workingdays	global.daily_multiplier.transport	0	t.n
Global variables/Daily Multiplier	t.workingdays	global.daily_multiplier.basic	0	t.n
Global variables/Emoluments Month		global.fiscal_month.month_s...	0	07
Global variables/Emoluments Month		global.fiscal_month.month_end	0	06
Global variables/Minimum Negative Income Tax		global.min_negative_tax	9700	
Global variables/Period Prorata	m	global.prorata_type	0	
Global variables/Leave Hours For Day		global.leaves_hours	9	
Global variables/Default leave on A/C	local	global.default_leave	0	
Global variables/Bank Express Send Salary	N	global.bank_express	0	

Then locate the **Global Variable/Period Prorata** variable: its content is normally **m**.



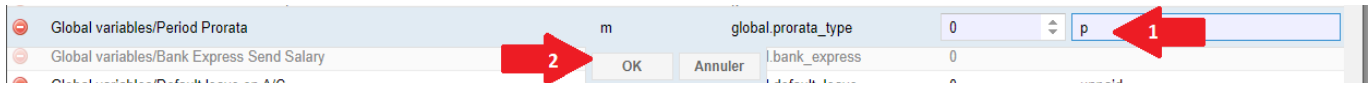
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Double click on the line and position yourself on the "Data" field then enter the value **p** :



Then confirm your entry with [OK].

From this moment on, any calculation or recalculation of the pay slips will take into account the end of the Pay Period (defined in the section 'Employer' button [Company] tab "Payroll" – Period Closing day of month) for the calculation of all the payroll sections.