



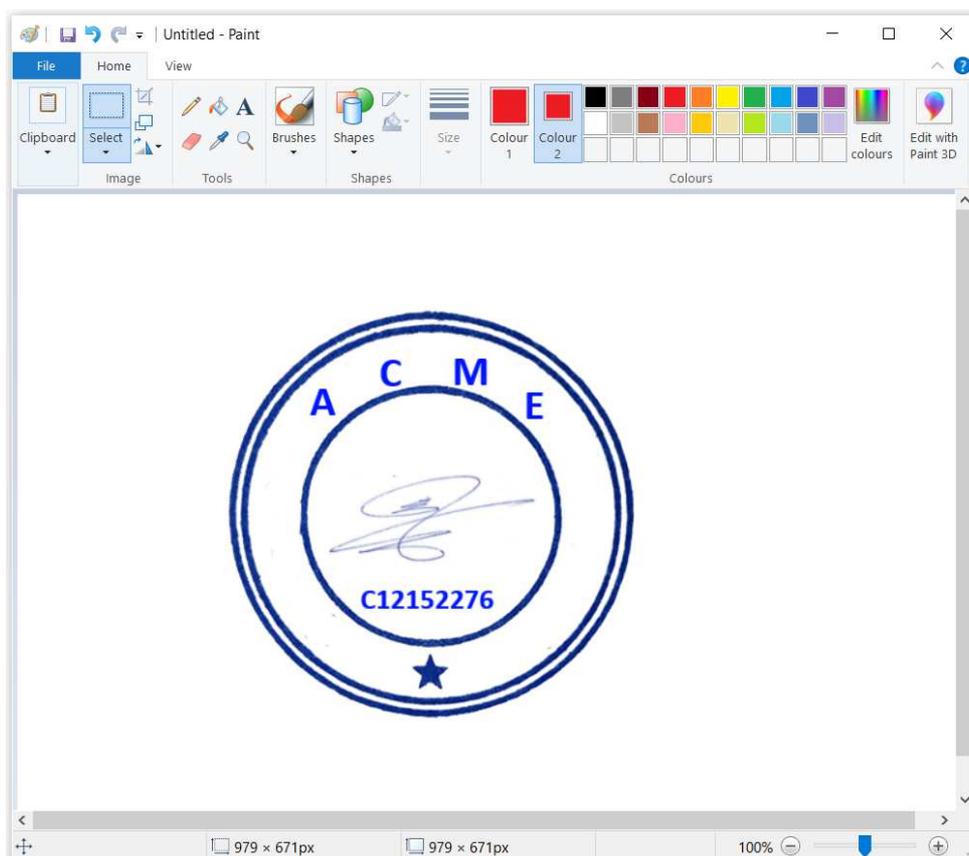
Objective

The digital pay slip issued by **Payroll Mauritius** and given to the Employee is an important document which must be kept without time limit by the Employee.
In general, it is generated with the Company logo and letterhead but without any additional additions.

In order to further add to its official character, it is then possible to automatically affix your commercial stamp and/or your signature on each of the Payroll Bulletins generated by **Payroll Mauritius**.

How to do this ?

To do this, make a digital capture of your stamp and/or signature (scanner, picture from your cell phone), then use your favorite image editor. In our example we will use the Microsoft© Windows® Paint® software, and open the image.



Then reduce it by keeping only the "useful" part using the selection tool :

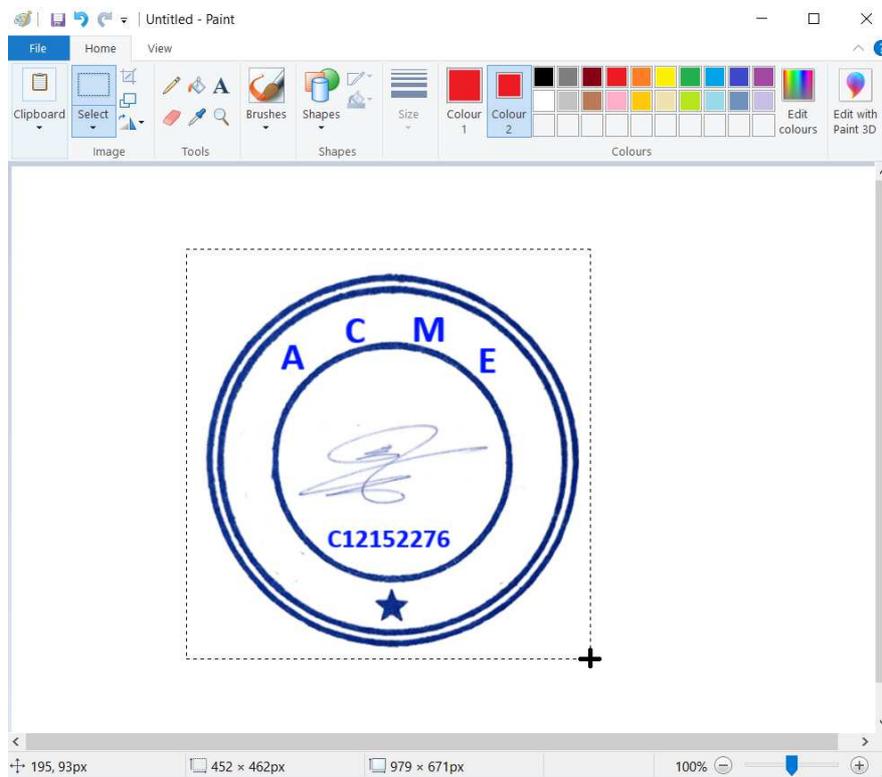


How to add a stamp and or signature at the bottom of payslips

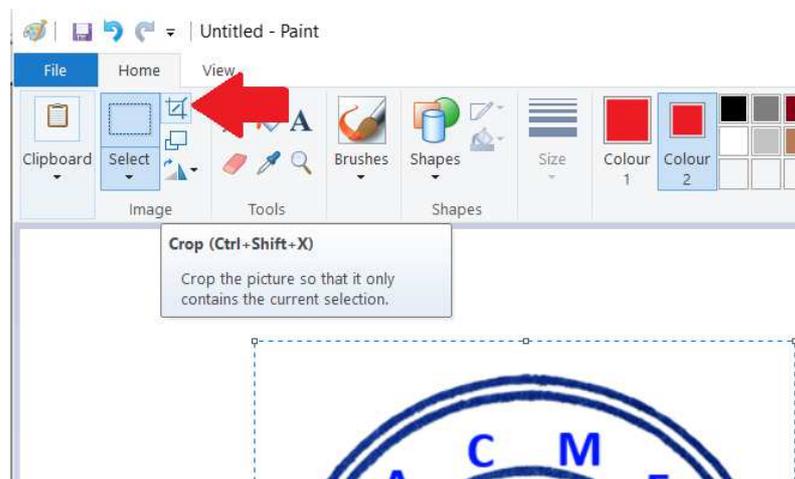
FAQEN141

Prerequisites : Minimal knowledge of image editor / drawing software

V1.0

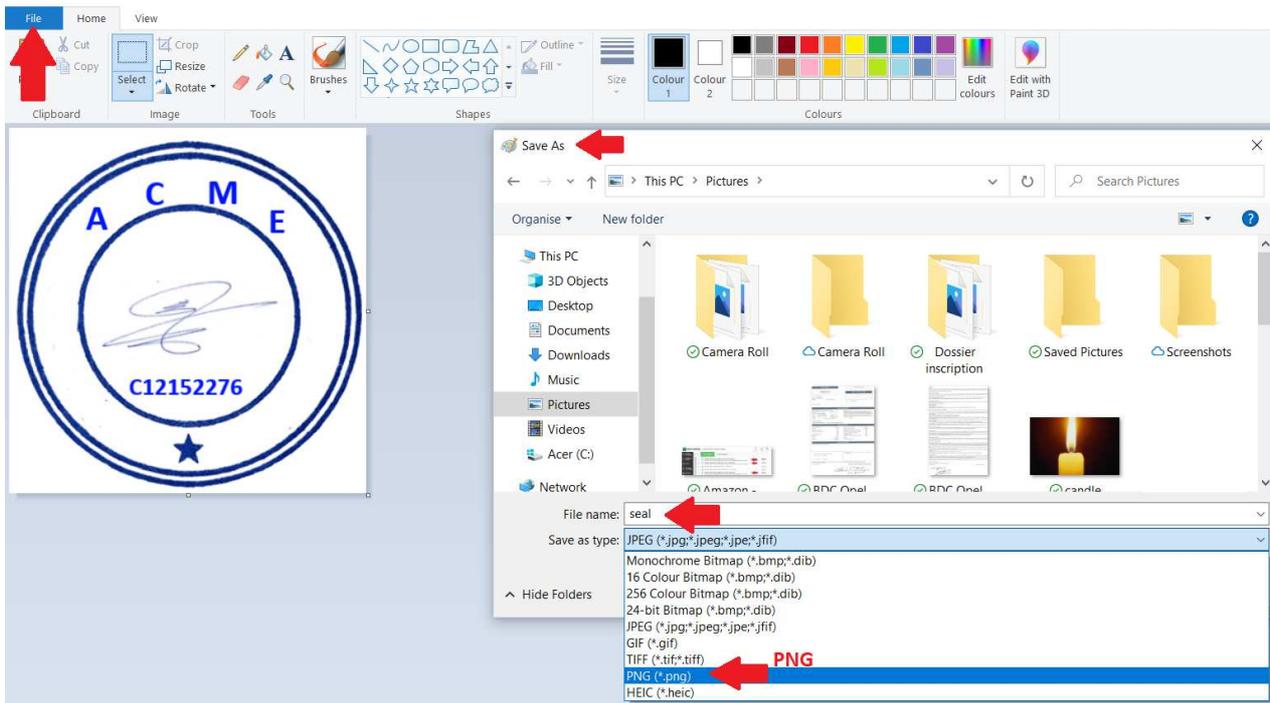


Then the « Crop » tool :



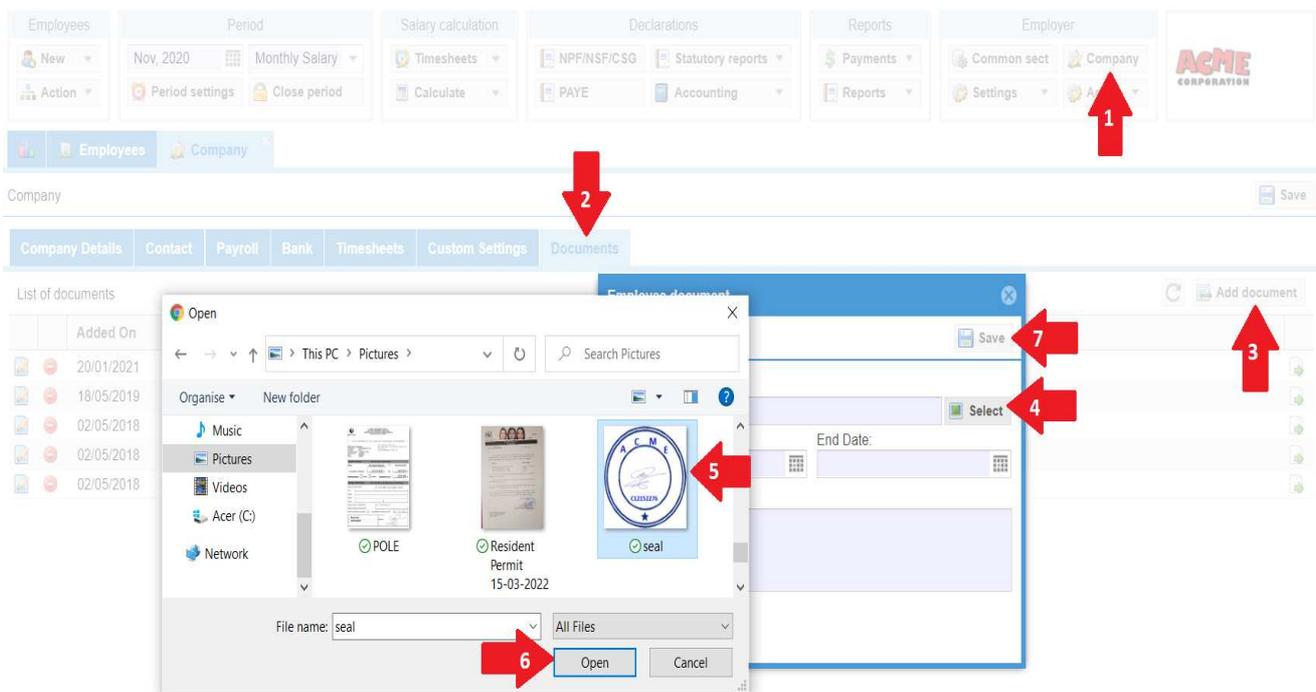
The image is then reduced to the useful portion you previously selected.

Then save the image (File - Save as) giving it the mandatory filename : **seal** and the image format "**PNG**"



Then enter **Payroll Mauritius** and in the 'Employer' section, click on the [Company] button (1) and choose the Documents tab (2).

Then click on the [Add Document] button (3) and the [Select] button (4) to choose its location (5) and open it (6) then [Save] (7) in order to send it to the Private Cloud of your Company:





How to add a stamp and or signature at the bottom of payslips

FAQEN141

Prerequisites : Minimal knowledge of image editor / drawing software

V1.0

The file **seal.png** is then added to the list of Documents available online for the Company.

Employees Company

Company

Company Details Contact Payroll Bank Timesheets Custom Settings Documents

List of documents

	Added On	From	To	Filename	Notes
	20/01/2021			seal.png	
	18/05/2019			03_fiche_intendance.doc	Fich pour blabla
	02/05/2018			RIB ACME.jpg	RIB ACME Ltd
	02/05/2018			BRN ACME Ltd.jpg	BRN ACME Ltd
	02/05/2018			certificat d'incorporation ACME LTD.jpg	Certificat d'incorporation ACME Ltd

From now on, all Payslips will automatically be printed with your stamp :

Printing Payslip

Send as email



ACME Ltd
Royal Road
Port Louis
Tel: 2221234
BRN: C12152276

Payslip
Period Start: 24-Oct-2020
Period End: 23-Nov-2020
Salary date: 19-Nov-2020
Month: Nov-2020
Advance: Rs 0.00

Employee

Code: 00001	Post: Ingénieur d'Etude
Name: DOE John	Dept.: RTM
NIC: D281189305330A	Date Joined: 01-Jan-2006
TAN: T00001	

Payroll

Code	Sections	Revenues	Deductions	Employer
1000	Salaires Basique	102,000.00		
1110	Overtime @1.5x	472.00		
2000	Transport	1,296.00		
3140	Special allowance	10,200.00		
3180	Recuperation Allowance	2,604.00		
3500	Special Allowance (E)	1,020.00		
4010	CSG		3,060.00	6,120.00
4100	NSF		199.00	498.00
4200	LEVY			1,020.00
5000	PAYE		18,362.00	
6500	Loan Deduction	1,000.00		
7100	Medical Scheme		374.70	1,197.47
7900	PRGF			5,070.00
Totals		117,592.00	22,995.70	13,905.47

NET PAY: MUR 94,596.30

Additional Infos.

Payment Method: Bank Transfer	Leaves taken (period): 0 local / 0 sick
A/C: 1223345566	Local Leaves: 22.00 allowed / 5 taken / 17 rem.
Mauritius Commercial Bank	Sick Leaves: 15.00 allowed / 1 taken / 14 rem.

This is a computer generated document

