



How to enter (or import) monthly variable elements using a customizable multi employee form

FAQEN143

Prerequisites : Knowledge of how timesheets work, payroll headings + FAQEN116

V1.0

Objective

The monthly payroll is established by combining fixed elements (basic salary, transport allowance, fixed bonus...) and elements that vary from one month to another (number of kilometers traveled for a mileage allowance, production work units allowing the establishment of a production bonus...).

It is already possible to create customizable fields in the Timesheets, allowing you to enter or import these elements and to use them in a payroll section that will calculate the result, but this requires you to indicate these in the Timesheets of each of the concerned Employees, for specific dates and not for the whole payroll period.

Payroll Mauritius allows you to create a simple input form (which can also be fed by importing a spreadsheet) without a specific date (but for the pay period) and for all employees on a single screen, thus facilitating the introduction of the variable elements of monthly pay variables into the system.

How to do this ?

Let's imagine that we want to be able to simply enter a monthly bonus for the employees concerned. To do this, we will use the same column settings that we use for timesheets: section 'Employer', button [Settings] (1) - option "Timesheet fields" (2)

The screenshot shows the 'Employer' settings menu with the 'Settings' option highlighted (1). The 'Timesheet Fields' table is visible with the following data:

Identifier	Name	Visible	Type	Field	Display Pos.	Data	Monthly	Blank
avance	Acompte	NO	numberfield	value08	0		NO	
lunch_in	Lunch In	YES	timefield	lunch_in	0		NO	
lunch_out	Lunch Out	YES	timefield	lunch_out	0		NO	
time_in	Time In	YES	timefield	time_in	1		NO	
time_out	Time Out	YES	timefield	time_out	1		NO	
nb hours	Nb heures Travaillées	YES	numberfield	value01	1		NO	
prime	Prime	<input checked="" type="checkbox"/>	numberfield	value10	1		<input checked="" type="checkbox"/>	
lateness	Lateness	YES	numberfield	value01	2		NO	
lateabs	Absence Deduct	YES	combobox	text02	3	local.sic...	NO	
overtime	Overtime	YES	numberfield	overtime	4		NO	

Then click on the [Add timeshield Field] button (3) and enter a field that will have a *prime* identifier (always in lower case and without spaces), a "Prime" column label, visible (in the form) as a number field at position 1 of the form, in a value field (value10), but with a particularity by checking the ✓ Monthly box (4)



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Note: These variables are found with the other columns of the Timesheets, with the same capacities, only the ✓ Monthly character differentiating them.

In order to complete our form, let's imagine that we also want to enter another variable allowing us to enter bonus points (for example), a formula of which will then allow us to calculate a Performance Bonus in the Pay slip.

To do this, let's add the variable *perfbonus* as below:

Champs données pour la Société

	Identifiant	Nom	Visible	Type	Champ	Pos. d'affichag	Données	Mensuel
⊖	bontransp	Utilise Bon Transp	NO	combobox	text06	0	Oui,Non	NO
⊖	overtime15	Overtime 1.5	YES	numberfield	value11	0		NO
⊖	prime	Prime	YES	numberfield	value10	1		YES
⊖	leaveimportva	Leave Import	NO	numberfield	value04	0		NO
⊖	perfbonus	Performance Bonus	YES	numberfield	value07	0		YES

Congratulations! Your setup is complete!

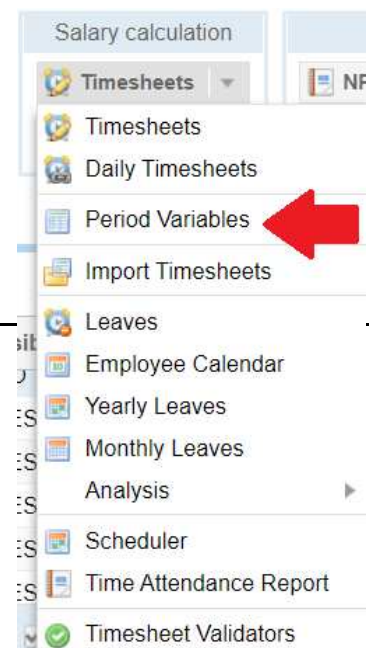
To introduce the elements, and enter the values in the two variables that we have just created, you just have to go to the section 'Timesheet', and choose the option "**Period Variables**".

The following screen is then presented to you:

Employees Timesheet fields x Period Variables x

Period Variables Search Department Office/Site

Code	Last name	First name	Performance Bonus	Prime
00002	DOE	Jane		
00004	AUMERRALY	Priscilla		
00005	DOSINGH	Vishal		
00006	MAINGARD	Emilie		
00007	SOWEE	Neerma		
00008	RAMASINGH	Simla		
00010	BEEHARRY	Sylviana		
00001	DOE	John		
00003	WAGNER	Richard		
00009	DOE	Tom		
00011	BOLLYDHOL	Mark		
00012	LUCKNATH	Vimal		





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Note that only the monthly variables created are presented to you, without any date to enter, and with the list of all the Employees of the Company. You can filter on a Department or a site or search for a specific Employee, if you wish.

Then, simply double click in the desired fields for the concerned employees and enter the values:

Code	Last name	First name	Performance Bonus	Prime
00002	DOE	Jane	2.0000	3000.0000
00004	AUMERRALY	Priscilla	6.0000	
00005	DOSINGH	Vishal		1500.0000
00006	MAINGARD	Emilie		
00007	SOWEE	Neerma	4	
00008	RAMASINGH	Simla		
00010	BEEHARRY	Sylviana		
00001	DOE	John		
00003	WAGNER	Richard		
00009	DOE	Tom		
00011	BOLLYDHOL	Mark		
00012	LUCKNATH	Vimal		

Note: the amounts are displayed with a precision of 4 decimal places after the decimal point for possible needs of precise calculations; but once the formula has been carried out and/or the said amount has been entered (example here: Prime), it will be considered with a precision of 2 decimal places.

Note: rather than using the mouse, it is also sometimes easier to move around the grid with the arrow keys, press the [Enter] key to enter an amount and then press the [Enter] key again, then move to the next zone of your choice!

Note the red triangles at the top left of the fields you have entered, meaning that your entry is not yet saved on the server.

Once your entry is finalized (or in progress as many times as you wish), you just have to save it by clicking on the **[Save Changes]** button (at the top right of the window). The red triangles will disappear, indicating that your entry has been saved.



How to use the monthly variables entered in the payroll sections?

Indeed, once entered, these variables are not yet used in the Employees' Payslips.

To do this, nothing could be easier, you just have to address the variable with the formula: **t.monthly.identifier**

Thus, for the given month, if you want to use a payroll section displaying the variable Bonus entered previously, you can create a Common Payroll Section (common because for the Employees for whom you will not have entered any bonus variable, there will be no impact, the section calculated hereafter remaining at zero, it will not be displayed on the pay slip) :

The screenshot displays two windows from a payroll software interface. The left window, titled 'Payroll Section', shows the configuration for '3100 : Special Allowance'. It has tabs for 'Calculation Details', 'Payroll groups', 'Formulas', and 'Description'. The 'Formulas' tab is active. A red arrow labeled '3' points to the 'Section Title' field, which contains 'Monthly allowance'. Below this, there are fields for 'Start Date', 'End Date', 'Basic' (with options for 'Adjust Wage' and 'Calculate prorata'), 'PAYE' (with 'Taxable' checked), 'Prepaid' (with 'Prepaid benefits' unchecked), 'Round' (with 'Nearest Rupee' unchecked), and 'Currency' (set to 'MUR'). Under 'Employee Amounts', the 'Multiplier Fixed/Formula' field contains 't.monthly.prime' (indicated by red arrow '4') and the 'Value Fixed/Formula' field contains '1'. At the bottom, there are checkboxes for months from January to December, all of which are checked. The right window shows the 'Employee' table with columns for 'Multiplier' and 'Value'. A red arrow labeled '2' points to the 'Value' column. A red arrow labeled '1' points to the 'Common sect' dropdown menu in the top left of this window.

and enter **t.monthly.prime** to address the allowance prime variable previously entered.

Reminder : don't forget the '1' because the result of the calculation is always the multiplication of the 2 fields.



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Therefore, launching the calculation of the Payslip for one of the Employees (Vishal DOSINGH) concerned by the Bonus (1500 entered) will give :

Code	Sections	Revenue	Deduction
1000	Basic Salary	15,675.00	
3100	Monthly allowance	1,500.00	
4010	CSG		235.00
4100	NSF		157.00
Totals		17,175.00	392.00

Net Pay: **Rs 16,783.00**

To expand our use of monthly variables, let's now look at our previously created monthly variable *perbonus*, in which we have entered a number of bonus points.

Let's imagine that the resulting performance bonus is set as follows:

If the number of bonus points of the month is less than or equal to 2, there is no bonus, between 2 and 4, there is a fixed bonus of Rs 400, and from 5, a variable bonus of Rs 100 per bonus point.

3010 : Prime de Performance ({{t.monthly.perbonus}} points)

Use A Custom Different Display Title:

Section Title: Performance Bonus ({{t.monthly.perbonus}} points)

Start Date: [Calendar] End Date: [Calendar]

Basic: Adjust Wage Calculation: Calculate prorata

PAYE: Taxable Round: Nearest Rupee

Prepaid: Prepaid benefits Currency: MUR

Employee Amounts

Multiplier Fixed/Formula: `if(t.monthly.perbonus<=2,0;if(t.monthly.perbonus<5,400,t.monthly.perbonus*100))`

Value Fixed/Formula: 1

The common payroll item is then:



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As a reminder, the construction of the Excel® formula is as follows:

If the number of bonus points of the month is less than or equal to 2, there is no bonus, between 2 and 4, there is a fixed bonus of Rs 400, and from 5, a variable bonus of Rs 100 per bonus point.

$\text{if}(\text{t.monthly.perfbonus} \leq 2, 0, \text{if}(\text{t.monthly.perfbonus} < 5, 400, \text{t.monthly.perfbonus} * 100)) \times 1$

Note: note in the payroll section, the display of the number of points in the payroll section label using the variable between { }

Thus, during the calculation bulletin, for Neerma SOWEE (4 points entered in the variables of the month) :

Payslip

Print ReCalculate Validate Validate & Next

Payslip Variables

SOWEE Neerma [00007] 24/Feb/2021 - 23/Mar/2021

NIC: **S354545454** Date Joined: **10/Aug/2016**

Post: **Designer**

	Code	Sections	Revenue	Deduction
	1000	Basic Salary	33,000.00	
	3010	Performance Bonus (4 points)	400.00	
	4010	CSG		495.00
	4100	NSF		199.00
	5000	PAYE		840.00
Totals			33,400.00	1,534.00

Show All Net Pay: **Rs 31,866.00**

and for Priscilla AUMERRALY (6 points entered in the variables of the month) we obtain :

Payslip

Print ReCalculate Validate Validate & Next

Payslip Variables

AUMERRALY Priscilla [00004] 24/Feb/2021 - 23/Mar/2021

NIC: **A1704927889P** Date Joined: **01/Jul/2017**

Post: **Secrétaire de Direction**

	Code	Sections	Revenue	Deduction
	1000	Basic Salary	19,675.00	
	3010	Performance Bonus (6 points)	600.00	
	4010	CSG		295.00
	4100	NSF		197.00
Totals			20,275.00	492.00

Show All Net Pay: **Rs 19,783.00**



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How to import the variables of the month directly from a Microsoft® Excel® sheet?

We have seen previously that it was possible to enter the variables of the month manually and simply. However, these variables can come from an external system that it would be interesting to import in order to minimize the work of data entry and eliminate possible errors of re-entry.

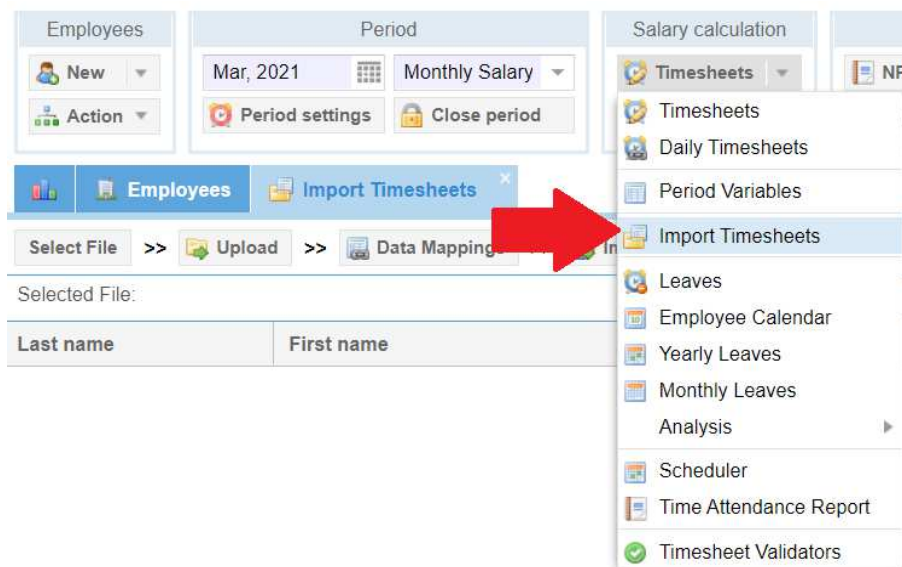
For this, **Payroll Mauritius** allows you to import a spreadsheet (or CSV file) containing this information.

As already seen in the FAQEN116, the import is done using the Timesheet import and the corresponding data mapping.

Let's take the following example of a file to be imported:

	A	B	C
1	employee code	Bonus units	Allowance prime
2	00006	3	
3	00007	5	1200
4	00008	2	500

We will import this file by selecting the option "**Import Timesheet**" in the section "Timesheet".





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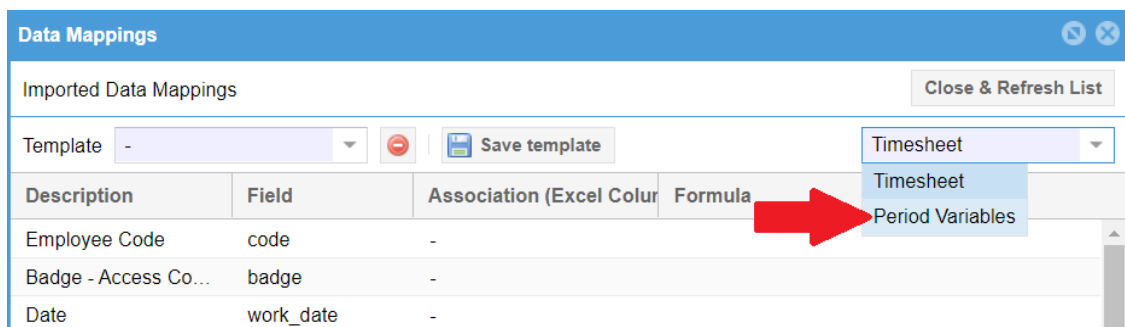
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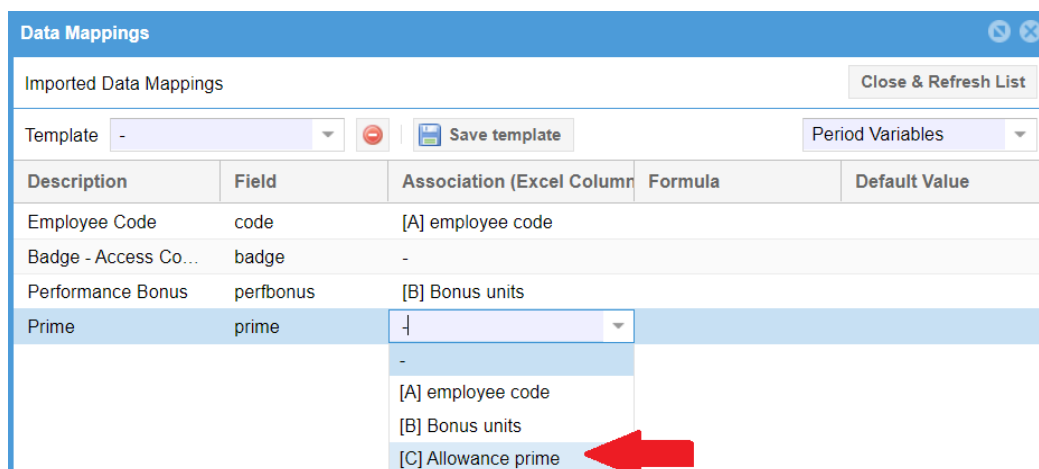
V1.0

By clicking on the **[Select file]** button and pointing to the file on your computer, click on **[Upload]** to upload it to the cloud.

The Mapping is then displayed allowing you to indicate the zones to be taken over. But unlike the import of a Timesheet, you must select **"Period Variables"** :



Only the monthly variables are then displayed. Then you have to make the association with the appropriate Excel® columns by clicking in the "Association" column:



Once you have clicked on the **[Close & Refresh list]** button (Note: you can save the template by clicking on the [Save template] button and give it a name for later use), you will be shown an overview of the variables included:



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Employees Import Timesheets

Select File >> Upload >> Data Mappings >> Import

Selected File: Variables mensuelles ACME.ods

Last name	First name	Employee Code	Performance Bonus	Prime
		employee code	0	0
MAINGARD	Emilie	00006	3	0
SOWEE	Neerma	00007	5	1200
RAMASINGH	Simla	00008	2	500

You just have to finalize the import by clicking on the button
After a few moments, the following message is displayed:



Import Completed

4 Timesheet records has been processed successfully

OK

If we go to the section 'Timesheet', option 'Period Variables', we can see that the imported data have been added to the already existing variables:

Employees Period Variables

Period Variables Search Department Office/Site

Code	Last name	First name	Performance E	Prime
00002	DOE	Jane	2.0000	3000.0000
00004	AUMERRALY	Priscilla	6.0000	
00005	DOSINGH	Vishal		1500.0000
00006	MAINGARD	Emilie	3.0000	
00007	SOWEE	Neerma	5.0000	1200.0000
00008	RAMASINGH	Simla	2.0000	500.0000
00010	BEEHARRY	Sylviana		
00001	DOE	John		
00003	WAGNER	Richard		
00009	DOE	Tom		
00011	BOLLYDHOL	Mark		
00012	LUCKNATH	Vimal		

Note: there can only be one value for a variable and for a given employee; thus, if a value already existed, it would be overwritten by the import (just as a new manual entry would overwrite the previous value).

All you have to do then is launch the calculation of the payslips!