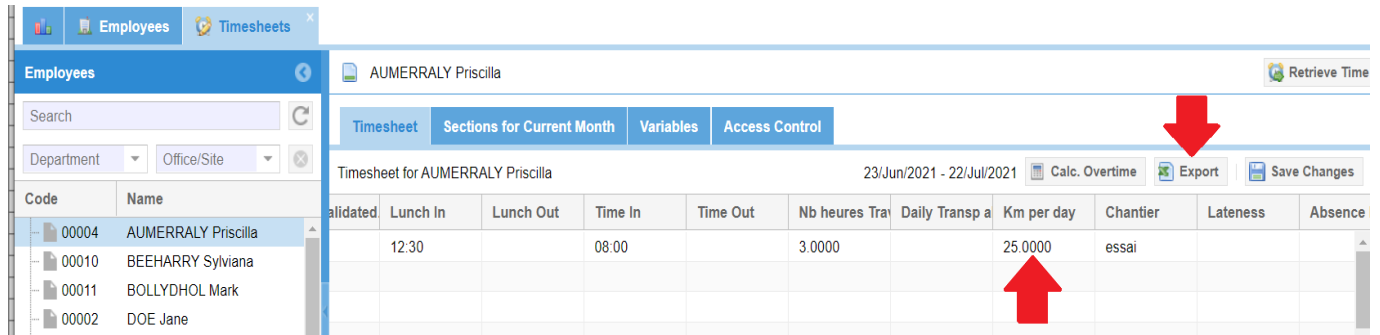




Objective

By default, **Payroll Mauritius** allows you to export your time data from your timesheets to Excel®. Thus, if you have set them up, you will have the date, time of arrival, departure, overtime etc...



But what about any additional fields you have set up that you would like to retrieve (e.g. "Km per day" with the identifier "km" in the Timesheet Fields).

Payroll Mauritius allows you to change a system setting to include the fields you would like to have in this Excel export.

How to do this ?

A system setting 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.

CAUTION - Using system variables incorrectly can cause significant disruption or even loss of data which may be irreversible. You must ensure that you are using them correctly BEFORE modifying a system variable or carrying out any manipulation on them.



How to export all or part of the columns of a timesheet

FAQEN144

Prerequisites : Knowledge of how timesheets work

V1.0

Locate the **Global Variable/Timesheet Export Additional fields**: its content is normally empty.

Name	Code	Identifier	Value
Global variables/Full Weeks Timesheets		global.fullweeks	1
Global variables/Timesheet Export Additional Fields		global.ts_export_add_field	0
Global variables/Daily Multiplier	t.workingdays	global.daily_multiplier.transport	0
Global variables/Daily Multiplier	t.workingdays	global.daily_multiplier.basic	0
Global variables/Disable Codes Exceptions (Employees)		global.disable_codes_except...	0
Global variables/Emoluments Month		global.fiscal_month.month_s...	0
Global variables/Emoluments Month		global.fiscal_month.month_end	0
Global variables/Minimum Negative Income Tax		global.min_negative_tax	9700
Global variables/Leave Hours For Day		global.leaves_hours	9
Global variables/Back Expenses Seed Sele...		global.back_expenses...	0

Double click on the line and position yourself on the "Data" heading, then enter the **identifier** of the timesheet fields you wish to have exported (in our example **km**).

Note: You can enter multiple values by separating them with a comma

Click [OK] to save your entry.

Restart your Timesheet Export, which now has the additional columns shown:

	A	B	C	D	E	F	G	H	I	J	K
1	Name:	AUMERRALY	Priscilla								
2	Code:	00004	ADMINISTRATIF								
3											
4	Code	Day	Date	Work	Time IN	Lateness (m)	Time Out	Overtime (h)	Worked (m)	Expected (m)	Km per day
5	00004	Wed	23/06/2021	working	08:00	0		0		480	25
6	00004	Thu	24/06/2021	working						480	
7	00004	Fri	25/06/2021	working						480	
8	00004	Sat	26/06/2021	notworking							