| | How to pay or carry over the remaining leave at the end of the year to the following year | FAQEN146 |
|---|---|---|
| | Prerequisites : Knowledge of how employee imports work via Excel© | V1.4 |

## Objective

As an Employer, you have to decide at the end of the year what to do with the remaining (local) holidays not taken by the Employees: either pay them or carry them over to the next year.

Once chosen, it is necessary to perform these operations in **Payroll Mauritius** so that from January of the following year, the Employee can see his holidays updated in the System.

This article mainly deals with the Management of Paid Leave (local); for the processing of sick leave, please refer to the end of the document.

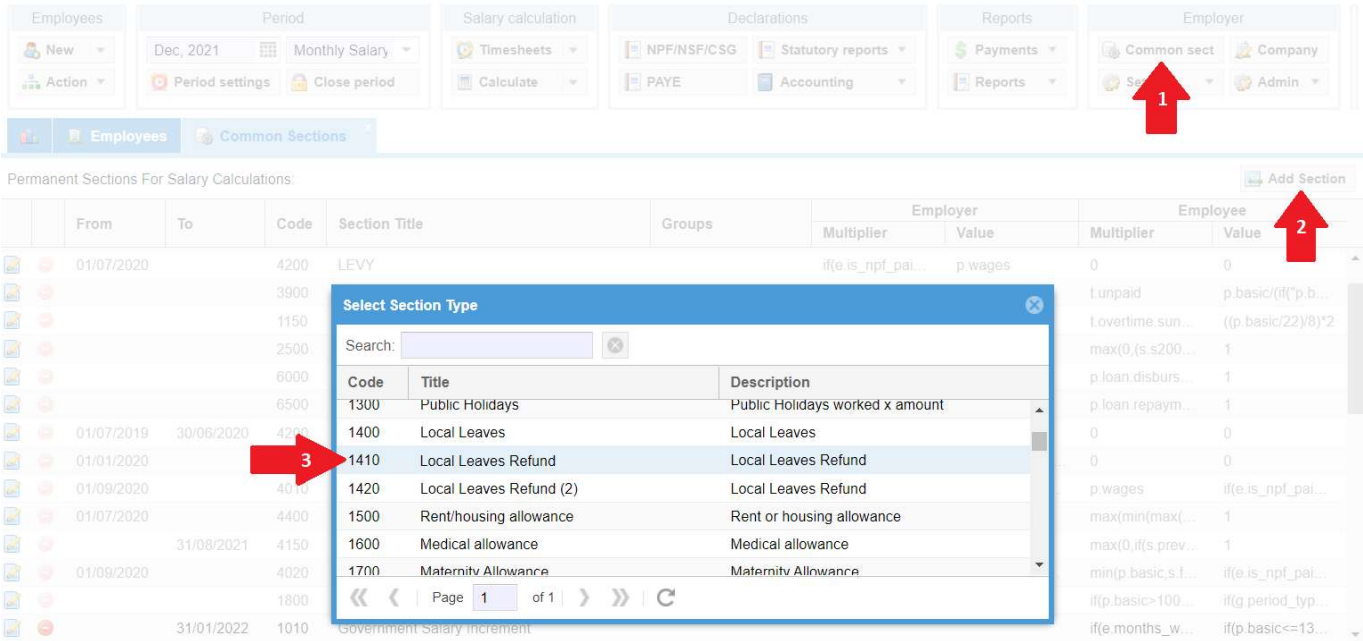
## How to do this ?

## If you want to pay the remaining (local) holidays

**1. Payment on the December salary**

All you need to do is to be in the December Pay Period, and for the month of December only, create a common payroll section which will then do this automatically for all Employees.

To do this, go to the 'Employer' section and click on the [Common Sections] button (1) and then once on the list click on the [Add Section] button (2) and choose from the list the section type :
1410 - Local Leaves Refund (3)





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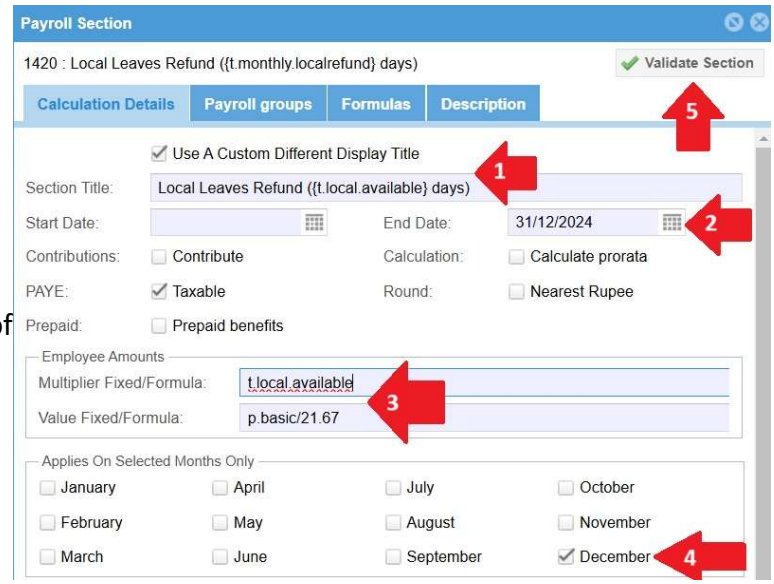
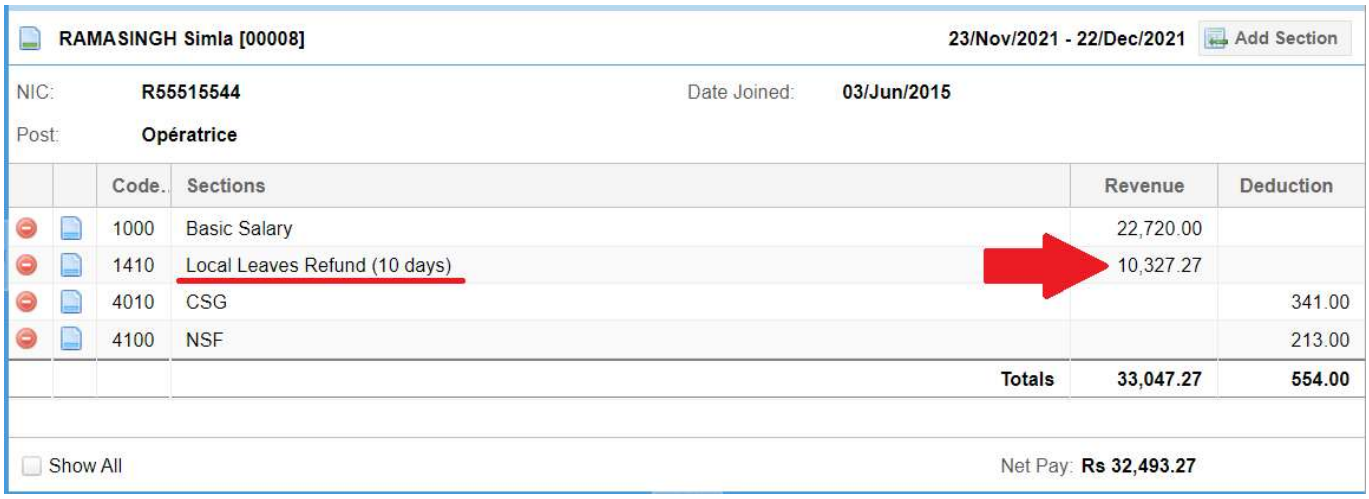



You can then customise the title of your payroll section so that the number of paid days **t.local.available** is displayed (note that this is placed in brackets) (1), indicate the validity deadline of 31 December N (2), and indicate in the formula the variable giving the number remaining paid holidays (local) **t.local.available**, which will be multiplied by the daily rate **p.basic/21.67** (3), and lastly, that this payroll section will only apply for the month of December (4). Save your Payroll section (5).

**Note**: Keep this item active, it will have no impact on the other months of the year; you will only have to change the validity date to 31/12/N+1 (2) so that the payment of the untaken leave days is made the following year.

From then on, by launching the calculation of the pay slip in the 'Salary Calculation' section, button [Calculate][v] option « Manual calculation », the payslip is presented to you with the payment of the days of leave:




**Note**: Be careful, the fact that you have paid for this leave does not mean that you have 'put it on' as such. The number of days remaining is always present on the payslip (if you have chosen a payslip model that displays them). They will be automatically reset on the January N+1 payslip with the new leave entitlements.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**2. Payment on the January salary**

All you need to do is follow the same instructions as for December above, but replace everywhere in the **1420** payroll section (there are 2 places, the title and the formula) :
**t.local.available** by **t.prevmonth.local.available**

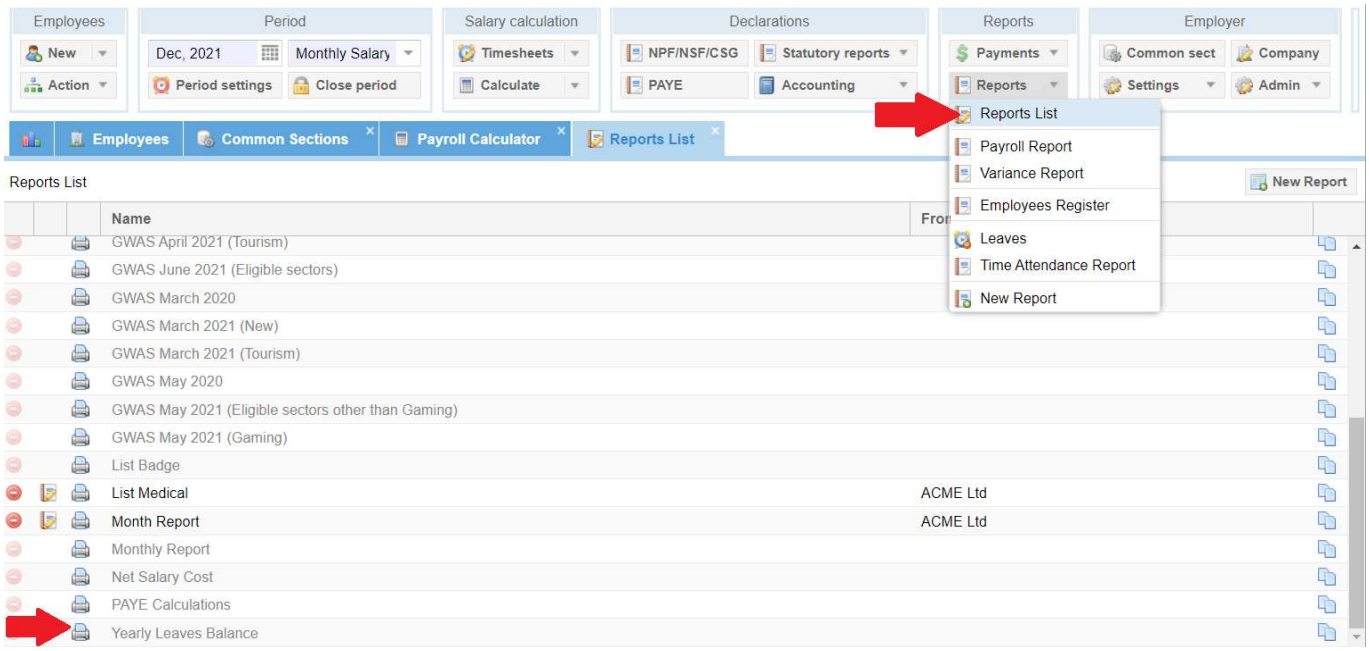
Otherwise, if you do not wish to pay the remaining leave :

## How to carry over the remaining holidays to the following year

You have a manual method for this, suitable for a company with less than 10 employees, otherwise it would be more appropriate to opt for an export/re-import of an Excel file (explained hereafter).

In both cases, you need **to know the amount of leave remaining** per Employee at the end of December. To do this, start by positioning yourself on the December pay period of year N.

Then go to the 'Reports' section, button [Reports][v] option 'List of Reports', and choose the report: Yearly Leaves Balance by clicking on the small printer button just before the report name.




You will be presented with the following screen: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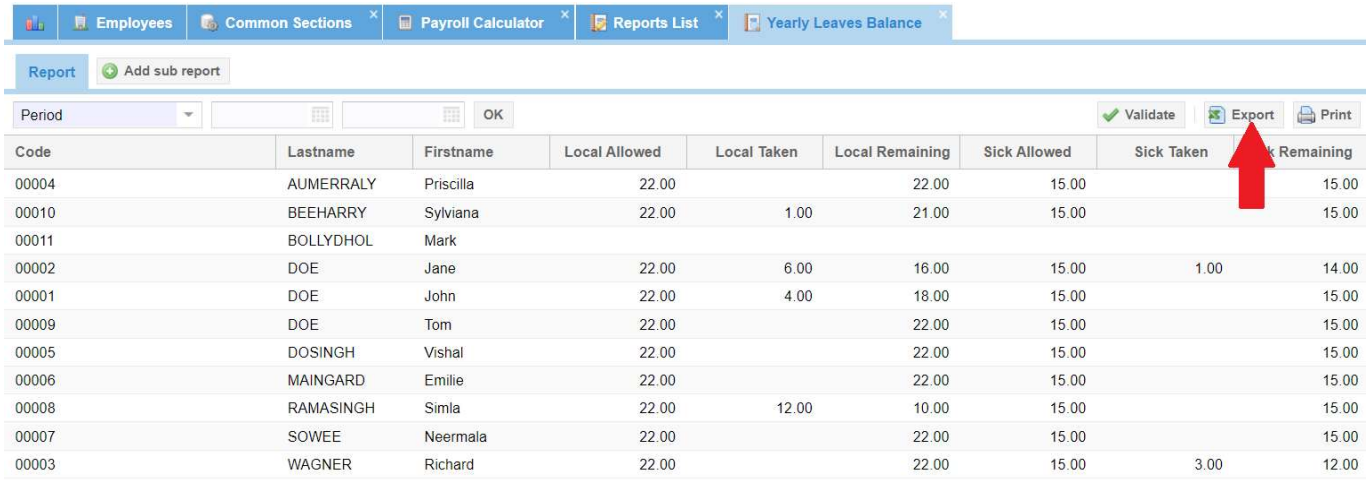


| Code | Lastname | Firstname | Local Allowed | Local Taken | Local Remaining | Sick Allowed | Sick Taken | k Remaining |
|---|---|---|---|---|---|---|---|---|
| 00004 | AUMERRALY | Priscilla | 22.00 | | 22.00 | 15.00 | | 15.00 |
| 00010 | BEEHARRY | Sylviana | 22.00 | 1.00 | 21.00 | 15.00 | | 15.00 |
| 00011 | BOLLYDHOL | Mark | | | | | | |
| 00002 | DOE | Jane | 22.00 | 6.00 | 16.00 | 15.00 | 1.00 | 14.00 |
| 00001 | DOE | John | 22.00 | 4.00 | 18.00 | 15.00 | | 15.00 |
| 00009 | DOE | Tom | 22.00 | | 22.00 | 15.00 | | 15.00 |
| 00005 | DOSINGH | Vishal | 22.00 | | 22.00 | 15.00 | | 15.00 |
| 00006 | MAINGARD | Emilie | 22.00 | | 22.00 | 15.00 | | 15.00 |
| 00008 | RAMASINGH | Simla | 22.00 | 12.00 | 10.00 | 15.00 | | 15.00 |
| 00007 | SOWEE | Neermala | 22.00 | | 22.00 | 15.00 | | 15.00 |
| 00003 | WAGNER | Richard | 22.00 | | 22.00 | 15.00 | 3.00 | 12.00 |

Export the report to a spreadsheet by clicking on the **[Export]** button. The file **report-yearly-leaves-balance.xlsx** will download to your computer: open it in your spreadsheet program.

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Code | Lastname | Firstname | Local Allowed | Local Taken | Local Remaining | Sick Allowed | Sick Taken | Sick Remaining |
| 2 | 00004 | AUMERRALY | Priscilla | 22 | | 22 | 15 | | 15 |
| 3 | 00010 | BEEHARRY | Sylviana | 22 | 1 | 21 | 15 | | 15 |
| 4 | 00011 | BOLLYDHOL | Mark | | | | | | |
| 5 | 00002 | DOE | Jane | 22 | 5 | 17 | 15 | 1 | 14 |
| 6 | 00001 | DOE | John | 22 | 4 | 18 | 15 | | 15 |
| 7 | 00009 | DOE | Tom | 22 | | 22 | 15 | | 15 |
| 8 | 00005 | DOSINGH | Vishal | 22 | | 22 | 15 | | 15 |
| 9 | 00006 | MAINGARD | Emilie | 22 | | 22 | 15 | | 15 |
| 10 | 00008 | RAMASINGH | Simla | 22 | 12 | 10 | 15 | | 15 |
| 11 | 00007 | SOWEE | Neermala | 22 | | 22 | 15 | | 15 |
| 12 | 00003 | WAGNER | Richard | 22 | | 22 | 15 | 3 | 12 |

Note that the Employees code is in column A, and that the balance of the remaining paid holidays (Local Remaining) is in column F.

## Manual method

To do this, simply go to the January period (of the following year) and in the Employee's file, to the **[Leaves]** tab (1). Note that we are at the beginning of the year and the leave entitlements have been automatically allocated (Allowed: 22 in our example).
Then double-click in the '**Rollover**' field of the Local Leave line (2) and enter the amount to be carried over (Local Remaining from the previous report above): in our example for this Employee, we carry over 10 days.


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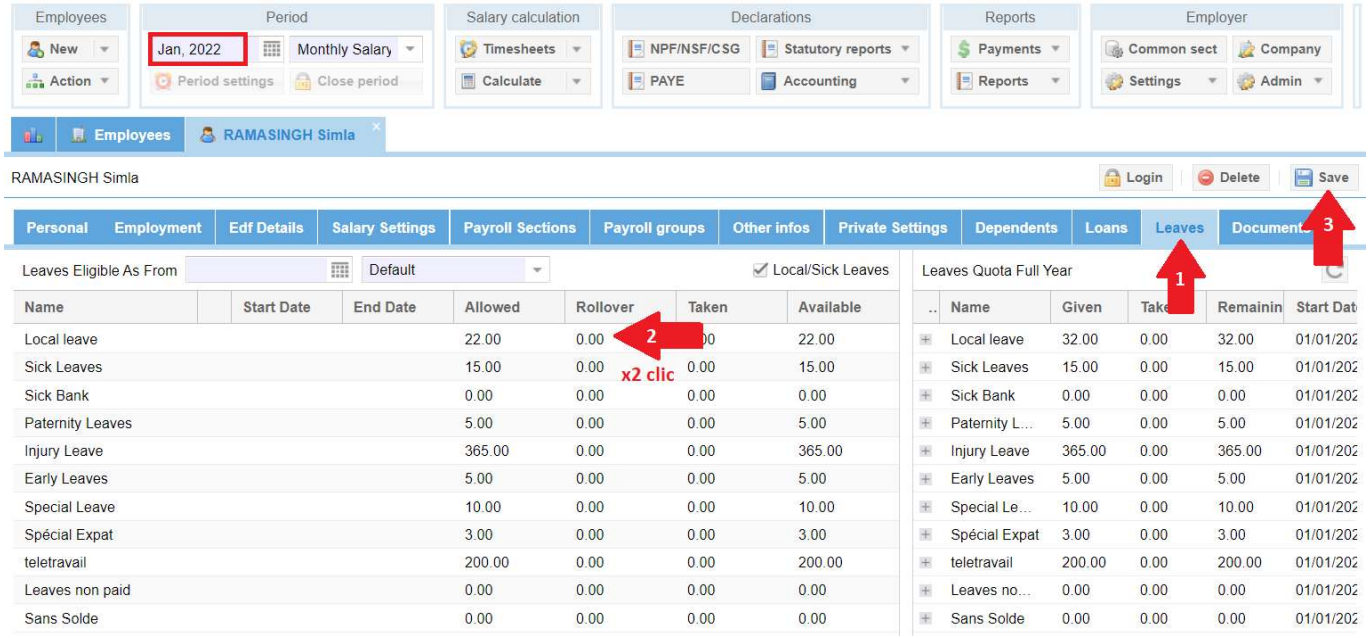



Then **[Save]** (3): the Available is then automatically updated :

| Name | | Start Date | End Date | Allowed | Rollover | Taken | Available |
|---|---|---|---|---|---|---|---|
| Local leave | | 23/12/2021 | 31/12/2022 | 22.00 | 10.00 | 0.00 | 32.00 |

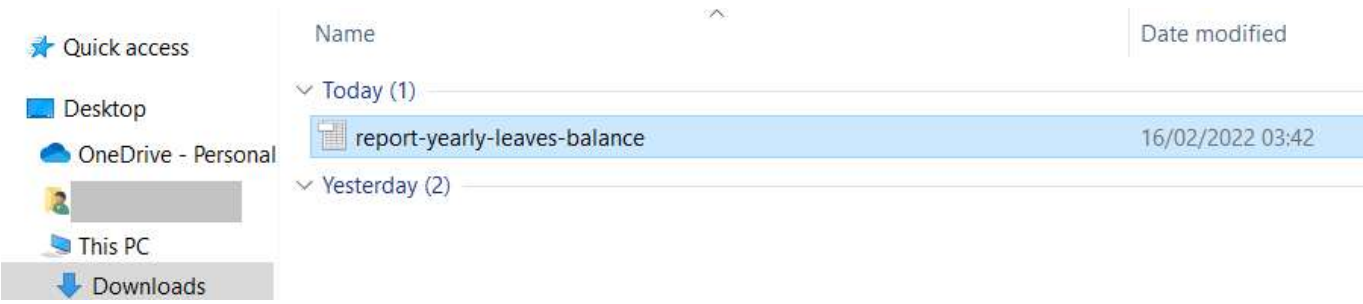
Repeat this process for each of the employees concerned.

**Semi-automatic method**

This method is to be preferred as soon as the number of Employees is important.
You need to have the **Yearly Leaves Balance** Report (see above) exported to Excel.

Position yourself on the January period of the following year, then in the '**Employees**' section, click on the **[New][v]** button and choose '**Import**'.

You are presented with the wizard for loading an Excel file for Employees.
Click on the **[Select File]** button and select the Excel file **report-yearly-leaves-balance.xlsx** on your PC




Then click on the **[Upload]** button of the Wizard. The file loads into the cloud and after a few moments you are presented with a "mapping" screen allowing you to indicate which column of the Excel file you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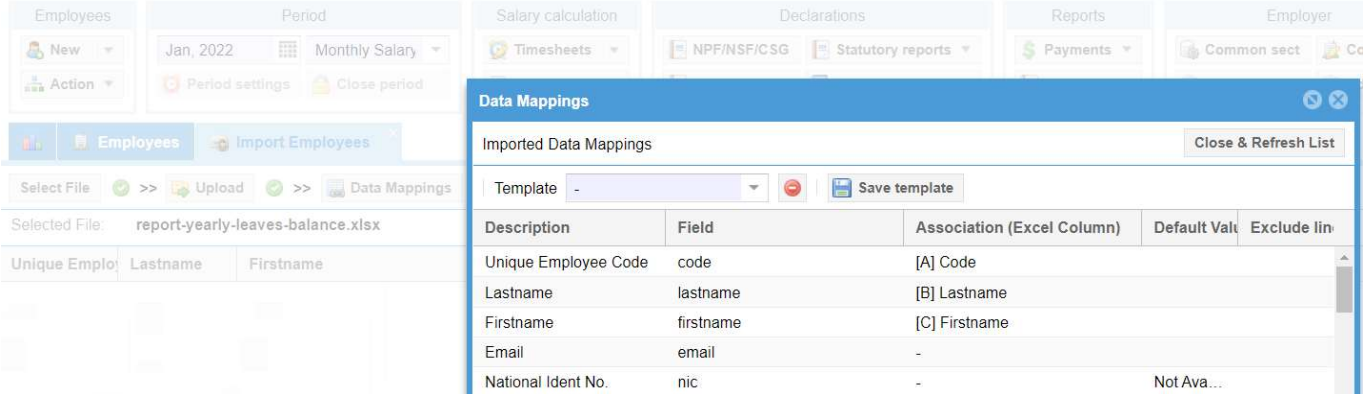
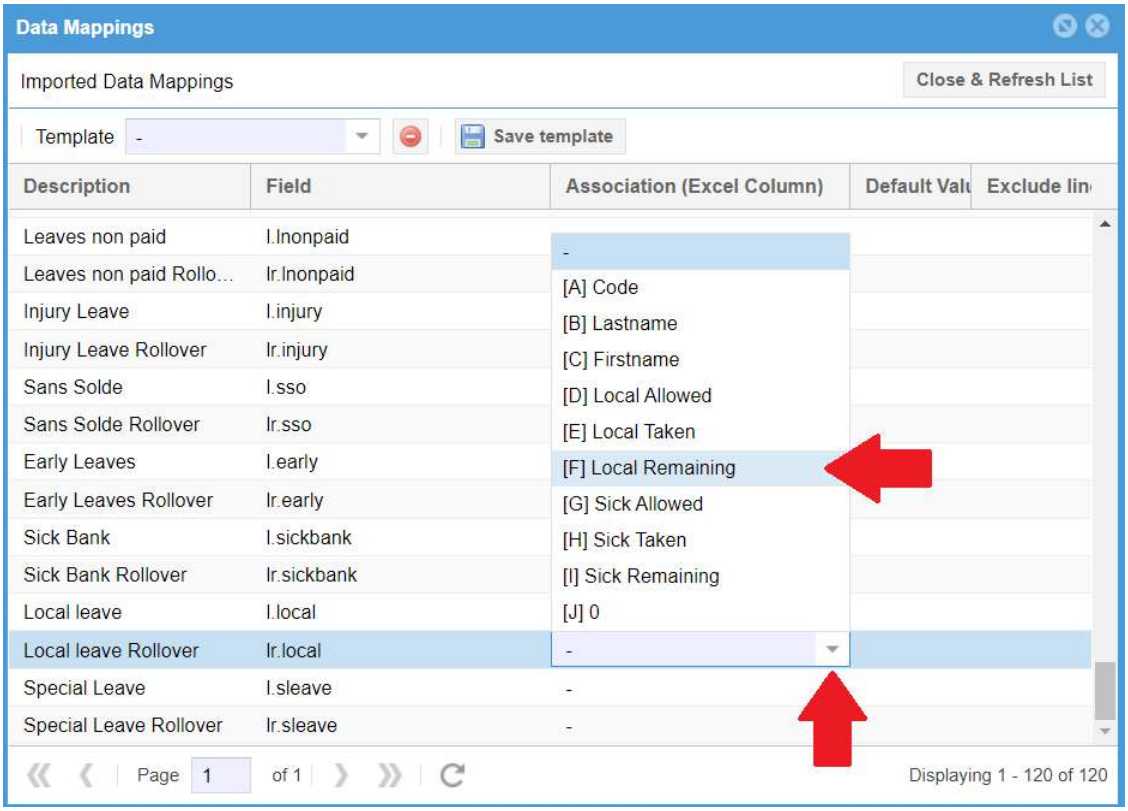
are importing corresponds to which field: normally the associations for the (Employee) code, lastname and firstname are automatically pre-assigned:




Use the scrollbar to go down and locate the field with the description :
**Local leave Rollover**




Then click on this row in the "**Association (Excel column)**" field and select from the drop-down menu the column **[F] Local Remaining**. Then click on the **[Close & Refresh List]** button.

You will be presented with a preview of what will be imported: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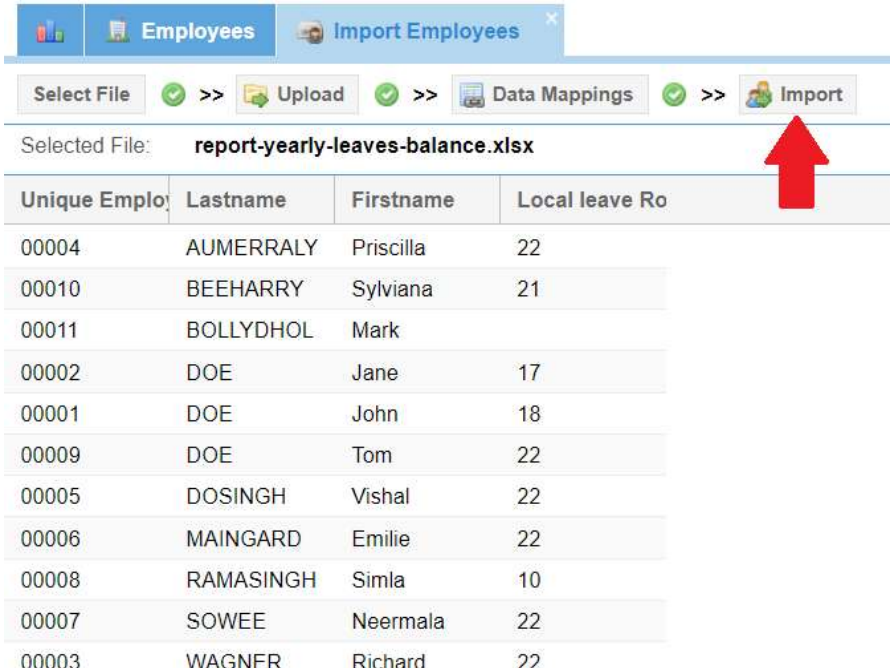
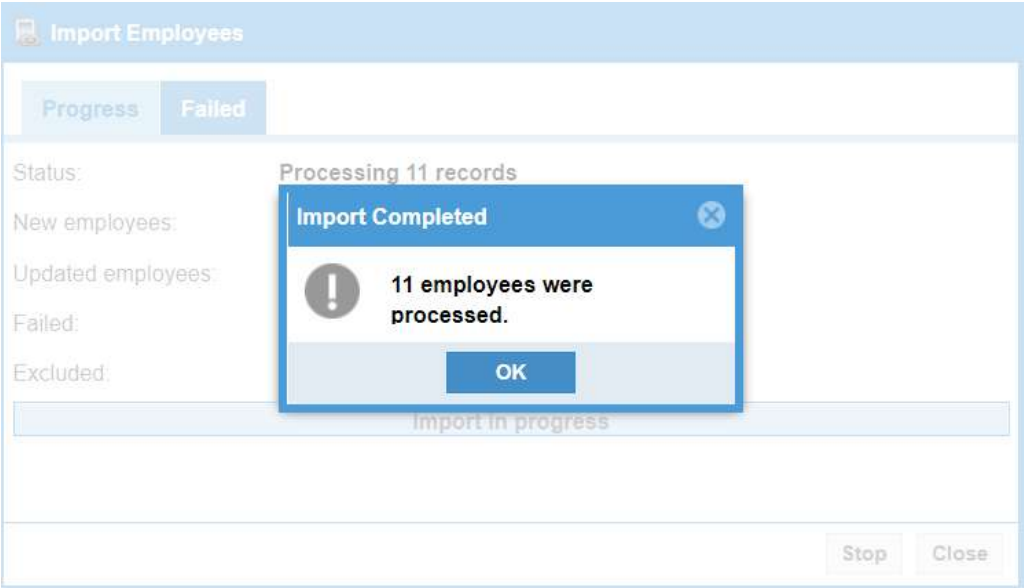



Click on the **[Import]** button in the wizard. After a few moments, a screen will inform you that the processing is complete:




The remaining paid holidays have been put in the "Available" for all Employees.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## Sick leave management / Sick Bank carryover

Remaining sick leave should be placed in a sick bank accessible to the employee in the event of illness, (the previous limits now are not in use (for a rolling 5-year period, for a maximum total of 90 days)).

Using the same technique as above, you can fill in the sick bank, with the proviso that you do not overwrite any balance already in the sick bank, as you have to add the amount of untaken sick leave for the year.

So, once you have exported the **report-yearly-leaves-balance.xlsx** report into Excel® (see above), note that the Sick bank remaining is in column L.

To do this :

1) Open the file report-yearly-leaves-balance.xlsx in your spreadsheet program
2) Position yourself in cell **M1** and enter : **New Sick Bank Balance**
3) In cell **M2**, enter the following formula:
**=if(I2+L2>90,90,I2+L2)**
which will add the remaining sicks to the Sick Bank balance, up to a maximum of 90.
4) Copy the contents of this cell and paste it in all the rows you wish in column M (M3, M4...) so that the calculation operation is performed for all your Employees.
5) Save your file

From now on, all you need to do is reproduce the semi-automatic method described above by importing this Excel sheet and, when you 'map' it, **associating column M with the Sick Bank rollover field**.

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