Pm	How to set a default value for a multiple choice field -combo- in a timesheet	FAQEN148	
	Prerequisites : FAQEN109 - How to set up a field in a timesheet	V1.0	

Objective

Payroll Mauritius allows you to set up the fields of your choice in the timesheets, in order to simplify the entry of variable elements of the payroll every month (see FAQEN109 to set this up).

The fields can be of different types: Number (numberfield), Date, Time (timefield), Text (textfield), Checkbox (booleanfield), Formula (formula) or **Multiple choice (combobox)**.

In the case of the **combobox** type, it is sufficient to enter the possible values (separated by a comma) in the "Data" field for the desired Timesheet field:

Employees	Period	Sal	ary calculation	De	clarations		Reports		Employer		
🔱 New 🔻	Jun, 2022 Monthly Salar	у 👻 🔯 Т	īme <mark>s</mark> heets 💌	NPF/NSF/CSG	Statutory repo	orts 🔻 💲 F	ayments 💌	🕞 Commo	on sect 👔 Co	ompany	ACME
Action *	💆 Period settings 🛛 🔒 Close perio	od 📃 C	alculate 🔻	PAYE	Accounting	▼ 	eports 🔻	🎲 Setting	s 🔻 🎲 Ad	imin 🔻	CORPORATION
💼 🛄 Emplo	oyees 📄 Timesheet fields ×							1			
Timesheet Fields F	or Company									Add 1	īmesheet Fie
Identifier	Name	Visible	Туре	Field	Display Pos.	Data	Monthly	Blank	Empl. Viev	Empl. Cha	Mgr View
avance	Avance Salaire	YES	numberfield	value39	2		YES		NO	NO	NO
ateabs	Absence Deduct	YES	combobox	text02	3	local,sick,un	NO		NO	NO	YES
A Distant and	Lunch Out	YES	timefield	lunch_out	3		NO		NO	NO	NO
Iunch_out											
-	Time Out	YES	timefield	time_out	4		NO		YES	NO	YES
time_out		YES YES	timefield numberfield	time_out value12	4		NO NO		YES NO	NO NO	YES NO
time_out					4 4 4						
time_out	e ShiftaAll.	YES	numberfield	value12	4	Go, Go-Return	NO NO		NO	NO	NO

in order to be able to choose between these proposed values, in the Timesheet by just double clicking on the said field:

Employees	Period		Salary calcu	Ilation		Decla	irations		Reports		Er	nployer	
🔱 New 💌	Jun, 2022 🗰 Mo	nthly Salary 💌	👻 Timesheets 💌		NPF/NSF/CSG		Statutory reports 🔻		💲 Payments 🔻		🔒 Common s	ect 🛕 Compan	ACH
Action *	💆 Period settings 🔒	Close period	Cal 1	T.	PAYE	1	Accounting		Reports		🧽 Settings	🔹 🎲 Admin	CORPORA
🛍 🔝 En	nployees 🔯 Timesheets	×	-										
Employees	(RRALY Priscilla									۲.	😹 Retrieve Time
Search	C	Timeshee	t Sections fo	or Current M	Ionth Var	iables	Access Cont	rol					
Department	▼ Office/Site ▼ €	Timesheet fo	or AUMERRALY F	Priscilla	L.		2	3/May/20	22 - 22/Jun/2022	Calc.	Overtime 🛛	Export 🔡 🔚	Save Changes
Code	Name	Absenc	e Dedu Lunch	Out Ti	me Out	Shifta/	All. Piece	Rate	TRIP	commer	nts	Justified OVT	. NightShifts
- 🗋 00010	BEEHARRY Sylviana								Go	3			-
📄 00002 📄 00001	DOE Jane DOE John								Go-Return				
00009	DOE Tom												

However, you will notice that for all the days, the said field is empty and requires you tofill it each day manually to specify a value.

How to set a default value for a multiple choice field -combo- in a timesheet	FAQEN148
Prerequisites : FAQEN109 - How to set up a field in a timesheet	V1.0

How could we specify a "default" value that would be set automatically every day, to minimise this work?

How to do this?

To do this, we will simply indicate this default value in the timesheet field by double-clicking and enter the value in the "**Empty**" field of the relevant timesheet field:

En	nployees	Period	Sal	ary calculation	De	eclarations	Re	ports	Empl	oyer		
& 1	New 💌	Jun, 2022 Monthly	Salary 👻 🔯 1	ïmesheets 🔻	NPF/NSF/CSG	Statutory repo	orts 🔻 💲 Pay	ments 👻	🕞 Common sect	👷 Comp	any	CME
	Action *	💆 Period settings 🛛 🔒 Clos	e period	alculate 🔻	PAYE	Accounting	🔻 📑 Rep	oorts 🔻	💮 Settings 🔹	🎲 Admin	COL	RPORATION
i.b	🚊 Employee	es 📋 Timesheet fields	×						1			
Times	heet Fields For C	Company 2								ļ	📙 Add Time	sheet Field
1	dentifier	Name	Visible	Туре	Field	Display Pos.	Data	Monthly	Blank	Empl. Viev	Empl. Cha	Mgr Vie
🔵 la	ateabs	Absence Deduct	YES	combobox	text02	3	local,sick,unpaid	NO		NO	NO	YES
It	unch_out	Lunch Out	YES	timefield	lunch_out	3		NO		NO	NO	NO
😄 ti	ime_o <mark>u</mark> t	Time Out	YES	timefield	time_out	4		NO		YES	NO	YES
🤤 s	hiftallowance	ShiftaAll.	YES	numberfield	value12	4		NO		NO	NO	NO
🔵 p	piecerate	Piece Rate	YES	numberfield	value18	4		NO		NO	NO	NO
😑 tı	rip	TRIP	2	combobox	✓ text01	• 4 ‡	Go, Go-Return		Go-Return	\checkmark		
o c	comments	comments	YES	textfield	ок	Cancel		NO		YES	YES	NO

and confirm with [OK].

In this way, this default value is now automatically displayed for all days:

Employees	Pe	iod		Salary calculation		Declaration	S	Reports		Empl	oyer	
👵 New 🔻	Jun, 2022	Monthly S	Salary 👻	😡 Timesheets 💌	NPF/NSF	F/CSG 📑 Sta	tutory reports 🐨	\$ Payments	s * 🔒	Common sect	┢ Company	AC
Action *	2 Period settings	G Close	period	🗏 Ç	PAYE	Acc	counting *	Reports	•	Settings v	🎲 Admin 🔻	CORPOR
🛍 🗵 En	mployees 🔯 Timeshe	ets 🗵										
Employees		0	AUMERRA	LY Priscilla							G	Retrieve Time
Search		C	Timesheet	Sections for Current	nt Month Var	riables Acc	ess Control					
Search Department	▼ Office/Site ▼			Sections for Curren	nt Month Var	riables Acco		022 - 22/Jun/2022		ertime 🕱 E	xport 🔡 Sa	ave Changes
	Office/Site Name		Timesheet for AU	JMERRALY Priscilla			23/May/2					_
Department						riables Acco		022 - 22/Jun/2022 Piece Rate	TRIP	ertime 🛐 E commen		ave Changes Justified OV
Department Code	Name) 💿 –	Timesheet for AU	JMERRALY Priscilla			23/May/2		TRIP Go-Return			_
Department Code 00004	Name AUMERRALY Priscilla) 💿 –	Timesheet for AU	JMERRALY Priscilla			23/May/2		TRIP Go-Return Go-Return			_
Department Code 00004 00010 00002	Name AUMERRALY Priscilla BEEHARRY Sylviana) 💿 –	Timesheet for AU	JMERRALY Priscilla			23/May/2		TRIP Go-Return			_
Department Code 00004 00010 00002 00002	Name AUMERRALY Priscilla BEEHARRY Sylviana DOE Jane DOE John) 💿 –	Timesheet for AU	JMERRALY Priscilla			23/May/2		TRIP Go-Return Go-Return			_
Department Code 00004 00010 00002	Name AUMERRALY Priscilla BEEHARRY Sylviana DOE Jane) 💿 –	Timesheet for AU	JMERRALY Priscilla			23/May/2		TRIP Go-Return Go-Return Go-Return			_

<u>Note</u>: Please note that the default value applies to all days, without exception, whether they are worked or not