Objective

Payroll Mauritius offers the possibility for an administrator to delete one or more already calculated payslips of one or more Employees. However, a specific procedure must be followed.

First of all, this point should only be used as a last resort since the logic of the payroll is that, once issued, the calculation made should not be changed. Nevertheless, exceptional circumstances may call for such an operation.

Reminder: In the interests of traceability, any manipulation, including and in particular the deletion of a payslip, is recorded in the software audit log with the date and time of the deletion, the employee concerned and the person who carried out the manipulation.

How to do this ?

To do this, it is necessary to differentiate whether the payslip to be deleted has already been sent to the Employee or not, and whether the payslip has already been declared (MRA, NSF...) or not.

If the payslip has not yet been sent to the Employee (and then has not been declared MRA yet), you just have to make the desired modifications and restart the calculation of the payslip.
To do so, make sure that the pay period is open, then make the desired changes to the pay sections and/or Timesheet, then enter [Calculate] (1), choose the Employee concerned (2) and simply click on the [Recalculate] button (3)

If the payslip has already been sent to the Employee but not yet declared, you can use the ReCalculation (above), but you must also inform the Employee of the change and invite him/her to destroy the previous payslip received (either on paper if you have printed it, or delete the email if sent by email).

IMPORTANT: If, on the other hand, it is a payslip that has been declared to the MRA, then deletion is not advisable as it will cause a discrepancy between the figures in the system and those sent. Instead, we advise you to make an adjustment on the next month's pay slip by adding/removing the desired amounts.
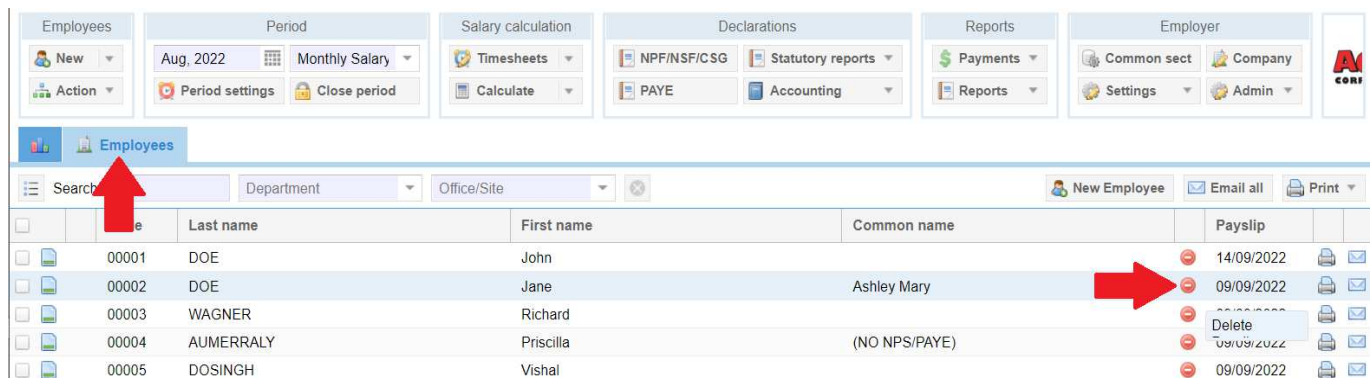
IF DESPITE EVERYTHING YOU WISH TO DELETE A PAYSLIP

First of all, keep in mind that only the last bulletin calculated can be deleted.

This means that if it is August, and you wish to delete the May payslip, you will have to delete the August payslip in order, then go to the July period, open it (if it had been closed), delete the July payslip, and so on down to May.
This is compulsory so that the totals in the software are correctly recalculated.

To delete the payslip (once the period is open), go to the list of employees and click on the 🔴 button located on the employee's line (this button only appears once a payslip has been calculated and validated).
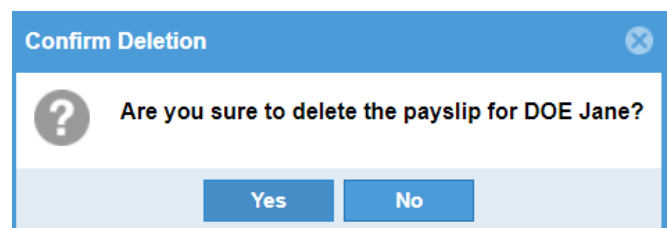

You will be asked to confirm this:

Once you answer "Yes", the bulletin is definitively deleted. If it was not the last bulletin for the Employee, a message will warn you and the bulletin will not be deleted.

Deleting several payslips

As previously mentioned, the deletion of a payslip for an Employee can only concern the last one calculated. It is therefore not possible to delete several payslips at the same time (i.e. over several pay periods) for the same Employee.

However, it is possible to delete all the last payslips calculated for several Employees at the same time for a given pay period.

To do so, you have to go to the list of Employees, and select the concerned Employees by ticking the box in front of each of them:
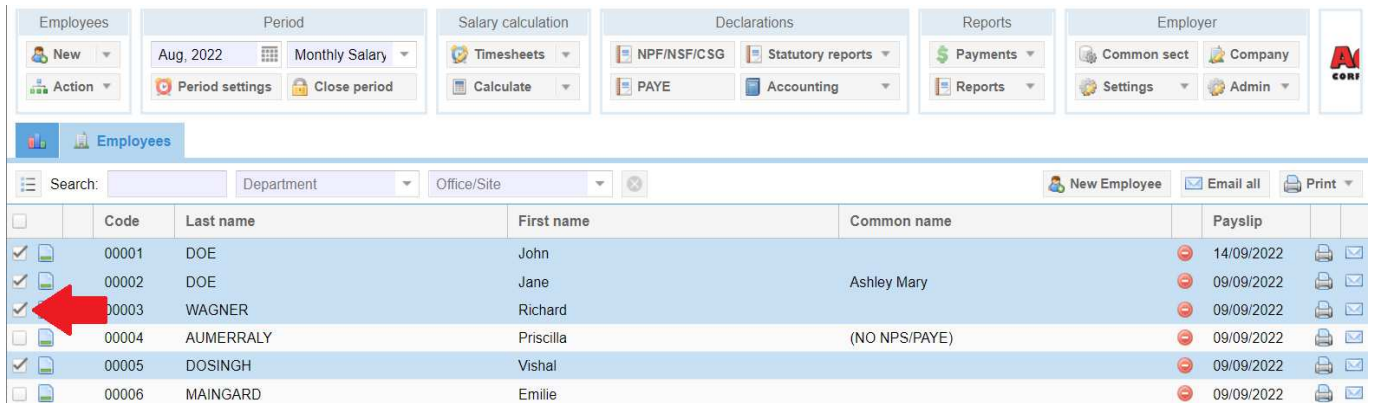
Note: You can select all the Employees on the page at once, by clicking on the checkbox at the top of the list, above the individual checkboxes. As a reminder, you can change the number of Employees displayed on the page by clicking on the button at the bottom of the list:
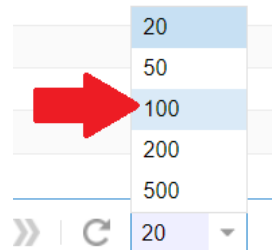
This will allow you to display all Employees and select all Employees at once.
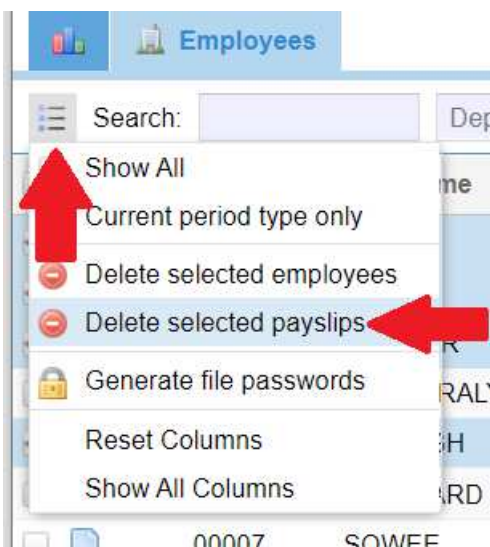
Then click on the [≡] button and choose the option to delete the selected payslips.

After validation, these are then deleted.

Note: if in your selection of Employees, a payslip is not the last one for a given Employee, it will not be deleted.

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