



How to set up public holidays different from the standard Mauritian public holidays

FAQEN151

Prerequisites : Administrator access, FAQEN15

V1.0

Objective

As standard, **Payroll Mauritius** automatically implements the official Mauritian public holidays for the current calendar year. This allows you to benefit from the embedded automatism in case of work on these public holidays as well as, depending on your settings, adapted overtime payments.

But for some Employees, the holidays may, depending on their Employment Contract, be based on another jurisdiction (e.g. France) in order to meet the needs of the Company working with foreign customers.

Payroll Mauritius allows you to manage this easily. As foreign public holidays are also changing, it will be necessary to repeat this operation every new calendar year.

How to do this ?

First of all, as a reminder, the official Mauritian public holidays are listed in the system here :

Date	Name	Description
01/Jan/2022	New Year	New Year
02/Jan/2022	New Year	New Year
03/Jan/2022	New Year (Special)	New Year (Special)
18/Jan/2022	Thaipooam Cavadee	Thaipooam Cavadee
01/Feb/2022	Abolition of Slavery/Chinese Spring Festival	Abolition of Slavery/Chinese Spring Festival
02/Feb/2022	Cyclone Holiday (Batsirai Class 3)	Cyclone Holiday (Batsirai Class 3)
01/Mar/2022	Maha Shivaratree	Maha Shivaratree
12/Mar/2022	Independence and Republic Day	Independence and Republic Day
02/Apr/2022	Ugaadi	Ugaadi
01/May/2022	Labour Day	Labour Day
03/May/2022	Eid-UI-Fitr**	Eid-UI-Fitr**
15/Aug/2022	Assumption of the Blessed Virgin Mary	Assumption of the Blessed Virgin Mary

To set up other public holidays, you need to perform several steps:

- 1) Create the Calendar that will be impacted by these other new holidays and that will be assigned to the concerned Employees
- 2) Indicate the Dates of these new holidays by attaching them to the Calendar created for this purpose and "delete" the Mauritian holidays from this Calendar
- 3) Assign the Calendar created to the concerned Employees



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1) Create the Calendar that will be impacted by these other new holidays

To do this, go to the 'Employer' section and click on **[Settings][v] > Calendars** option

The screenshot shows the 'Employer' settings menu. The 'Calendars' option is highlighted with a red arrow. The menu also includes options for 'Common sect', 'Company', 'Settings', 'Admin', 'Payroll groups', 'Departments', 'Offices/Sites', 'File categories', 'Team Managers', 'Leave Types', and 'Public holidays'.

then click on **[Add Calendar]** button :

Simply enter the normal working hours for the employees concerned (these are Mauritian hours):

The 'Calendar' configuration window shows the following table for 'Normal Working Days':

	Start Time	Breaks	End Time	Overtime
<input checked="" type="checkbox"/> Monday	08:00	60	16:00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Tuesday	08:00	60	16:00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Wednesday	08:00	60	16:00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Thursday	08:00	60	16:00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Friday	08:00	60	16:00	<input checked="" type="checkbox"/>
<input type="checkbox"/> Saturday	08:00	60	16:00	<input checked="" type="checkbox"/>
<input type="checkbox"/> Sunday	08:00	60	16:00	<input checked="" type="checkbox"/>
<input type="checkbox"/> Holiday	08:00	60	16:00	<input checked="" type="checkbox"/>

then click on **[Save]** button.

Note: for more information on managing Calendars, see the FAQEN115



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2) Indicate the Dates of these new holidays / Remove the Mauritian holidays

To do this, you must define these by going to the 'Employer' section on the button **[Settings][v] > Special Dates** then click on the button **[Add Special Date]**.

Date	Type	Calendar	Override Time	Start Time	End Time	Breaks	Overtime	Description
			<input type="checkbox"/>	09:00	17:00	60	<input checked="" type="checkbox"/>	

Enter the elements of the holiday: its date, if it is a day not worked (normally), the working hours, its description and especially, **to which calendar this date is assigned**

Date	Type	Calendar	Override Time	Start Time	End Time	Breaks	Overtime	Description
13/05/2021	notworking	08h30-17h30 - Calendrier f	<input type="checkbox"/>	08:30	17:30	60	<input checked="" type="checkbox"/>	Fête de l'Ascension
		0800h-16h00 - Calendrier MU	NO					
		08h30-17h30 - Calendrier FR	NO					

Confirm your entry with **[OK]**. Repeat this operation for all the new desired holidays.

IMPORTANT: You must also, by the same system when adding new special dates, indicate that the Mauritian public holidays are days of **Type: Working!** This will have the effect of deactivating them for the calendar concerned and therefore the Employees who will be assigned to them.

3) Assign the Calendar to the Employee(s) concerned

You just have to assign this new Calendar to the Employee by going to his file (1), tab "Employment"(2) and select the concerned Calendar(3) and validate the change(4) :

Personal	Employment	Edf Details	Salary Settings	Payroll Sections	Payroll groups	Other infos	Private Settings	Dependents	Loans	Leaves	Doc
Job Description		Departure/Suspension									
Date Joined:	In Current Position Since:	Departure Date:	Last month refund:								
23/03/2006	23/03/2006		<input type="checkbox"/>								
Post:	Access level:	Departure type:	Reason of Departure:								
Responsable opérationnel	Default access	-									
Type:	Calendar:										
Fulltime	08h30-17h30 - Calendrier FR										



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Therefore, in the Timesheet(1), for the concerned Employee(2), when the holiday arrives in the Payroll period, it will be automatically activated(3) (in our example 'notworking'):

The screenshot displays the 'Employees' and 'Timesheets' sections of a software interface. On the left, a list of employees is shown with 'DOE John' (Code: 00001) selected. On the right, the 'Timesheet' for 'BHOODOWE Kiran Kumar' is displayed for the period '21/Apr/2021 - 20/May/2021'. The table below shows the work/leave status for each day. A red box highlights the 'notworking' status on 13/May/21, with a red arrow pointing to it from the number '3'. Another red arrow points to the 'DOE John' entry in the employee list with the number '2'. A third red arrow points to the 'Timesheets' tab in the top navigation bar with the number '1'.

Day	Date	Work/Leave	Schedule
Sat	08/May/21	notworking	
Sun	09/May/21	notworking	
Mon	10/May/21	working	08h30-17h30 – Cal...
Tue	11/May/21	working	08h30-17h30 – Cal...
Wed	12/May/21	working	08h30-17h30 – Cal...
Thu	13/May/21	notworking	08h30-17h30 – Cal...
Fri	14/May/21	working	
Sat	15/May/21	notworking	
Sun	16/May/21	notworking	
Mon	17/May/21	working	08h30-17h30 – Cal...
Tue	18/May/21	working	08h30-17h30 – Cal...
Wed	19/May/21	working	08h30-17h30 – Cal...
Thu	20/May/21	working	08h30-17h30 – Cal...