



Objective

It may happen that all hours worked should be considered as overtime in order to pay a multiplier for all these hours (example: working on a public holiday, cyclone...).

Payroll Mauritius has the ability to automate this easily.

How to do this ?

To do this, we will create a new type of leave: **workovertime** by going to the [Settings][v](1) menu, option "Leave Types"(2) then click on the [Add Leave Type](3) button and then enter the following data (4) :

The screenshot shows the 'Leave Type' configuration window in the Payroll Mauritius software. The window is titled 'Leave Type' and has a 'Save' button in the top right corner. The window is divided into several sections: 'Leave Type Details', 'Restrictions', and 'Description'. The 'Leave Type Details' section contains the following fields: Name (Work Overtime), Identifier (workovertime), Code (WO), Gender (All), Amount Per Year (20), Start after months (0), Start on (01-01), Ends on (31-12), Show in payslip (Always), Show previous year (unchecked), and Show next year (unchecked). The 'Restrictions' section contains the following options: Calculate prorata (unchecked), Can Take Half Day (checked), Exclude Holidays (checked), Exclude Non-Working/Weekends (checked), Working weekends (checked), Unused is Carried Forward (checked), and Carry Forward Amount (0). The 'Description' section contains the text: "Special" leave used to compute normal hours into overtime hours. The window is also surrounded by a sidebar with 'Leave Types For Company' and a top navigation bar with 'Settings' and 'Add Leave Type' buttons. Red arrows point to these elements: 1. The 'Settings' button in the top right. 2. The 'Leave Types' option in the left sidebar. 3. The 'Add Leave Type' button in the top right of the window. 4. The 'Leave Type Details' form.

then click on the [Save] button.
The new leave is then created.



How to compute all the normal working hours in a day in overtime

FAQEN156

Prerequisites : Administrator

V1.0

Then go to the **Timesheet**(1) of the Employee concerned(2) , and for the given day, to enter (compulsorily) the **Time In**(3) and the **Time Out**(4) :

Code	Name	Day	Date	Work/Leave	Schedule	Time In	Time Out	Overtime	Retard (mn)	Hours
00004	AUMERRALY Priscilla	Wed	23/Nov/22	working	Morning shift					
00010	BEEHARRY Sylviana	Thu	24/Nov/22	working	Morning shift	08:00	17:00			
00002	DOE Jane	Fri	25/Nov/22	working	Morning shift					
00001	DOE John	Sat	26/Nov/22	notworking						

then indicate that the day is not "Working"(1) -double click- but "**Work Overtime**" by selecting it in the list(2) then save by clicking on the [**Save Changes**](3) button:

Code	Name	Day	Date	Work/Leave	Schedule	Time In	Time Out	Overtime	Retard (mn)	Hours
00004	AUMERRALY Priscilla	Wed	23/Nov/22	working	Morning shift					
00010	BEEHARRY Sylviana	Thu	24/Nov/22	working	Morning shift	08:00	17:00			
00002	DOE Jane	Fri	25/Nov/22	working	Morning shift					
00001	DOE John	Sat	26/Nov/22	notworking						

Now, by clicking on the [**Calc. Overtime**] button, all hours worked are then automatically recorded as **overtime**:

Code	Name	Day	Date	Work/Leave	Schedule	Time In	Time Out	Overtime	Retard (mn)	Hours
00004	AUMERRALY Priscilla	Wed	23/Nov/22	working	Morning shift					
00010	BEEHARRY Sylviana	Thu	24/Nov/22	workovertime	Morning shift	08:00	17:00	8.0000		
00002	DOE Jane	Fri	25/Nov/22	working	Morning shift					
00001	DOE John	Sat	26/Nov/22	notworking						