



How to put an external non-employee as a Manager and thus be able to validate other employees' leave via Staff Connect

FAQEN157

Prerequisites : Administrator, Staff Connect usage

V1.0

Objective

It may be that a Director of the Company is not an employee of the Company, but may wish to access, for example, the leave approval of the local Director (or a department or all employees) using the **Staff Connect** mobile application (for **Payroll Mauritius**).

How to do this ?

In order to do so, the person must be created as an Employee in Payroll Mauritius but must indicate in his Profile and for his **Salary Settings**, that his Salary Payment is made for a "**Custom Period only**":

The screenshot shows the 'Employees' section for 'DOE John'. The 'Salary Settings' tab is selected, and the 'Salary Payment' dropdown is set to 'Custom period only'. Red arrows highlight the 'DOE John' tab, the 'Salary Settings' tab, and the 'Custom period only' option.

The said person will not be visible in the monthly reports or in the MRA declarations as no salary slip will be calculated for him/her.

It is then sufficient to simply assign the said person as Manager of the Department(s) concerned:



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The screenshot shows the Staff Connect interface with several tabs at the top: Employees, Period, Salary calculation, Declarations, Reports, and Employes. The 'Settings' tab is selected, indicated by a red arrow labeled '1'. Below the tabs, the 'Departments' section is active, indicated by a red arrow labeled '2'. A tree view on the left shows the 'Departments Hierarchy' with 'PRODUCTION' selected, indicated by a red arrow labeled '3'. A modal window for 'Department: PRODUCTION' is open, showing a 'Managers' tab selected, indicated by a red arrow labeled '4'. An 'Add Manager' button is visible, indicated by a red arrow labeled '5'. A table below shows a manager entry for 'DOE, John, Ingenieur'. A 'Save' button is visible, indicated by a red arrow labeled '6'.

In the [Settings][v](1), select « Department »(2) option, clic on the edit icon of the department(3) and on the 'Managers'(4), click on the [Add Manager] button and select him in the list showed, then [Save](6).

WARNING: however, to receive notifications, you should not tick "Head".

Repeat if necessary to include this person as Manager of other departments.

Note that you can perform the same operation using "Groups" as well:

The screenshot shows the Staff Connect interface with the 'Settings' tab selected, indicated by a red arrow labeled '1'. Below the tabs, the 'Groups' section is active, indicated by a red arrow labeled '2'. A tree view on the left shows the 'Groups Listing' with 'Comptabilité' selected, indicated by a red arrow labeled '3'. A modal window for 'Group: Comptabilité' is open, showing a 'Team Leaders' tab selected, indicated by a red arrow labeled '4'. An 'Add Team Leader' button is visible, indicated by a red arrow labeled '5'. A table below shows a team leader entry for 'DOE, John, Ingénieur d'Etude'.

In both cases, the person will then receive notifications of leave requests from people in the department(s) and/or group(s) and be able to validate them in their **Staff Connect** user interface.