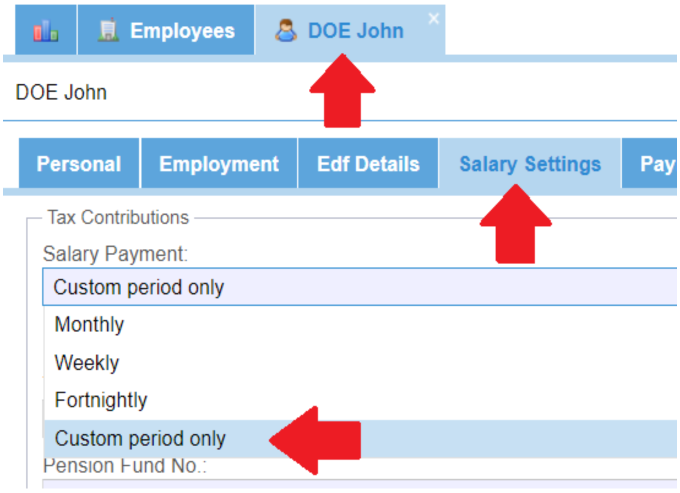
	How to put an external non-employee as a Manager and thus be able to validate other employees' leave via Staff Connect	FAQEN157
	Prerequisites : Administrator, Staff Connect usage	V1.0

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**).

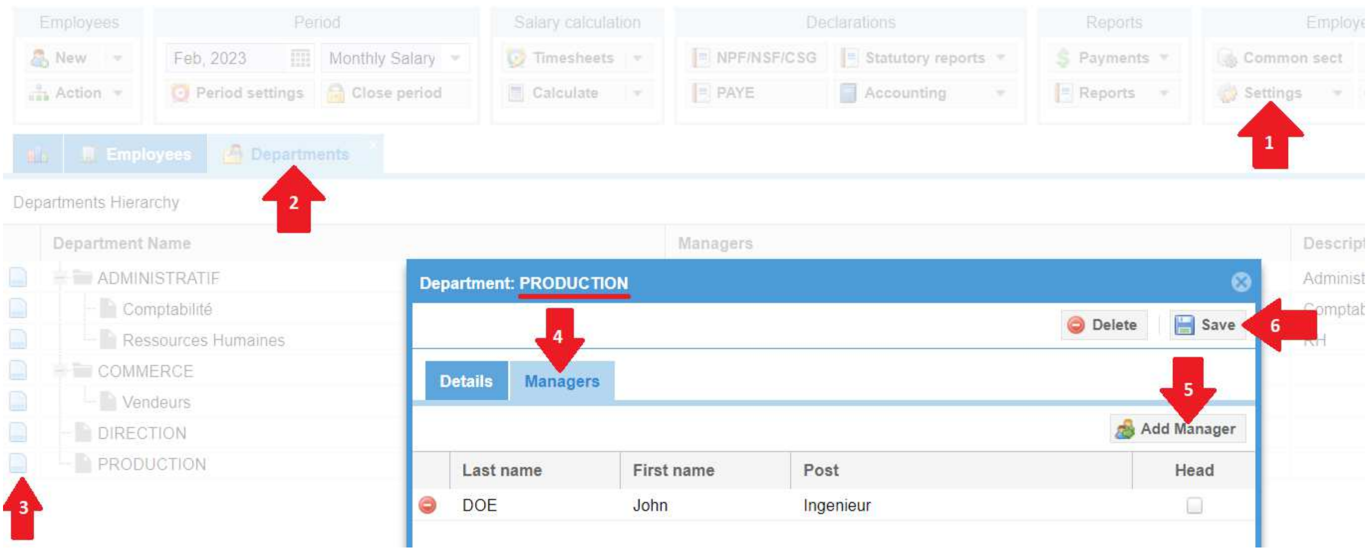
How to do this ?

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 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:

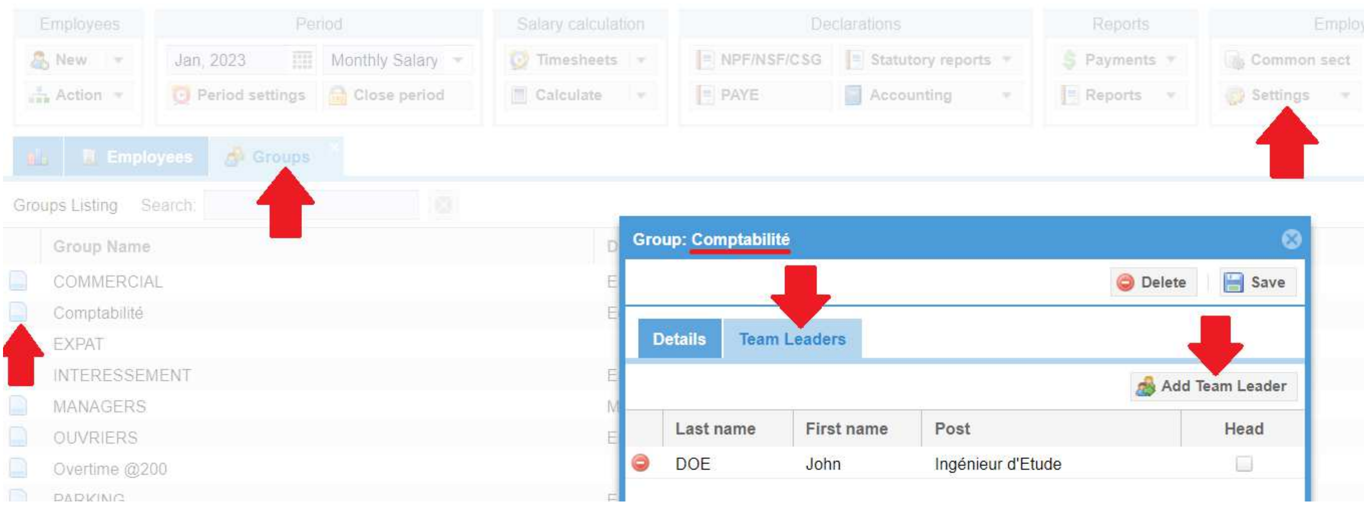


In the [Settings][v](1), select « Department »(2) option, clic on the edit icon of the department(3) and on the 'Managers'(4), click on the [Add Manager] button and select him in the list showed, then [Save](6).

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:



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.