



## Objective

Payroll Mauritius allows employees to take leave by the day or half-day, but also optionally by the hour (or half-hour), either directly by the Payroll Manager on **Payroll Mauritius**, or by the employee via the **Staff Connect** mobile application.

## How to do this ?

First, you need to configure the desired leave types to enable this option (disabled by default).

To do this, go to **Settings** (1) and select the **“Leave types”** option (2) from the menu, then edit the desired leave type by clicking on the **edit** icon (3) in front of the leave type to be modified, then tick the **[X] Can take hourly** option (4), and finish by clicking on **[Save]** button (5).

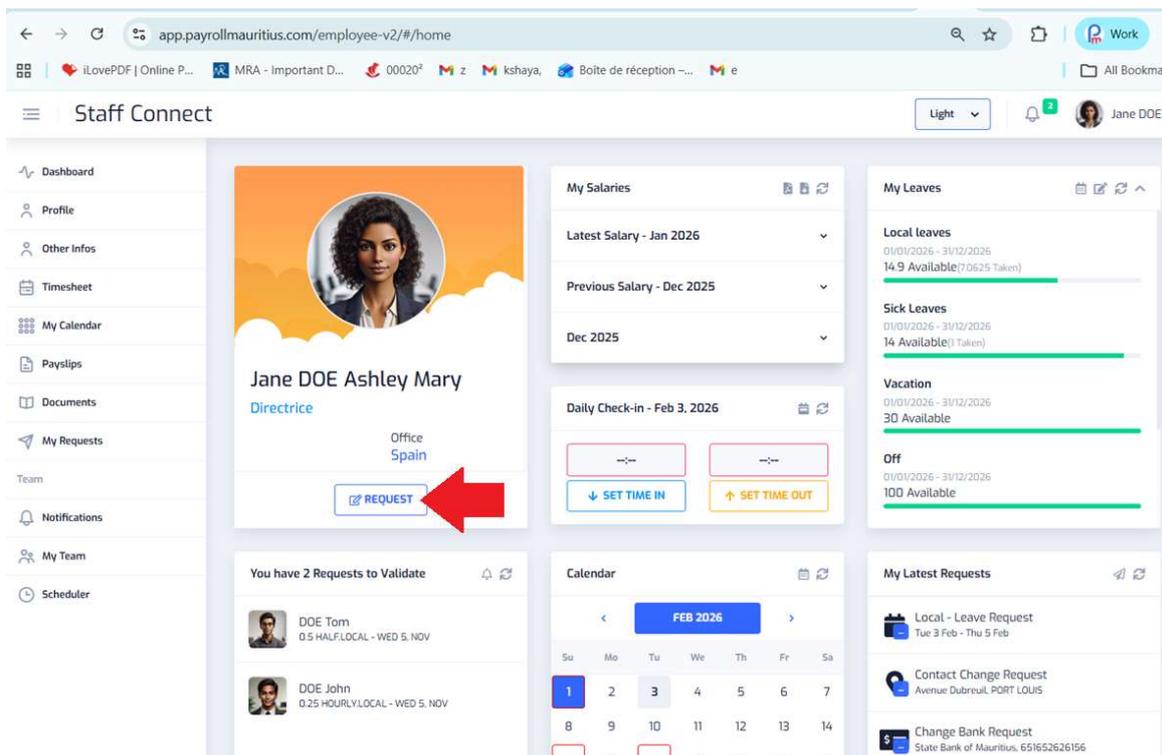
The screenshot shows the 'Leave Type' configuration window for 'Local leaves'. The 'Restrictions' section has the 'Can take hourly' checkbox checked. The 'Save' button is highlighted with a red arrow. The background shows the 'Leave Types For Company' list with an 'edit' icon highlighted.

**Note:** This operation must be repeated for all types of leave where you want this option to be available to the Employee.

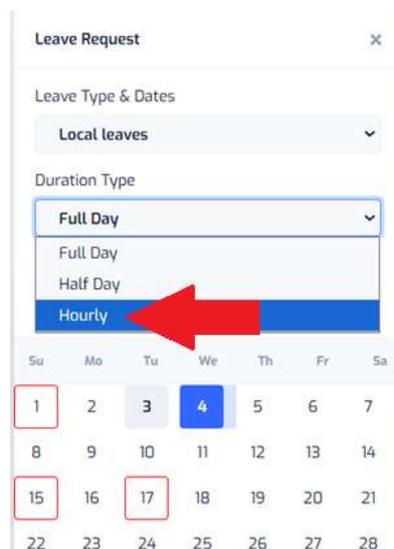


## 1) Using Staff Connect

An employee can then go to **Staff Connect** app, and if the option has been enabled in the **Payroll Mauritius** Settings (Employer section - [Admin] button>System Settings>Staff Connect Settings>Allow Leave Requests: true), click to make a [Request]:



then select: **Request Leave** and in the screen that opens, choose: **Hourly**





# How to request hourly leave in Payroll Mauritius or using Staff Connect

FAQEN168

Prerequisites : Knowledge of leave management - Administrator / Use of Staff Connect

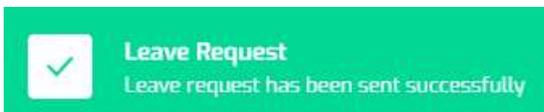
V1.0

Then indicate the start and end times of the leave:

Start Time: 15:30  
End Time: 16:00

This then generates the request shown opposite, where the duration of the leave in hours is converted into thousandths of days (here 0.5 hours => 0.0625 days):

Then, by clicking on **[Send Request]**, the confirmation of sending is confirmed:



**Leave & Justifications**

Leave info  
**0.0625 day, Local Leave Request (0.5 Hours)**

Leave Date  
**Feb 4, 2026 - Feb 4, 2026**

Justification  
Select a file

Comments  
Out for 1/2 hour for medical visit

**Send Request**

And is now included in leave requests to be approved in **Payroll Mauritius**:

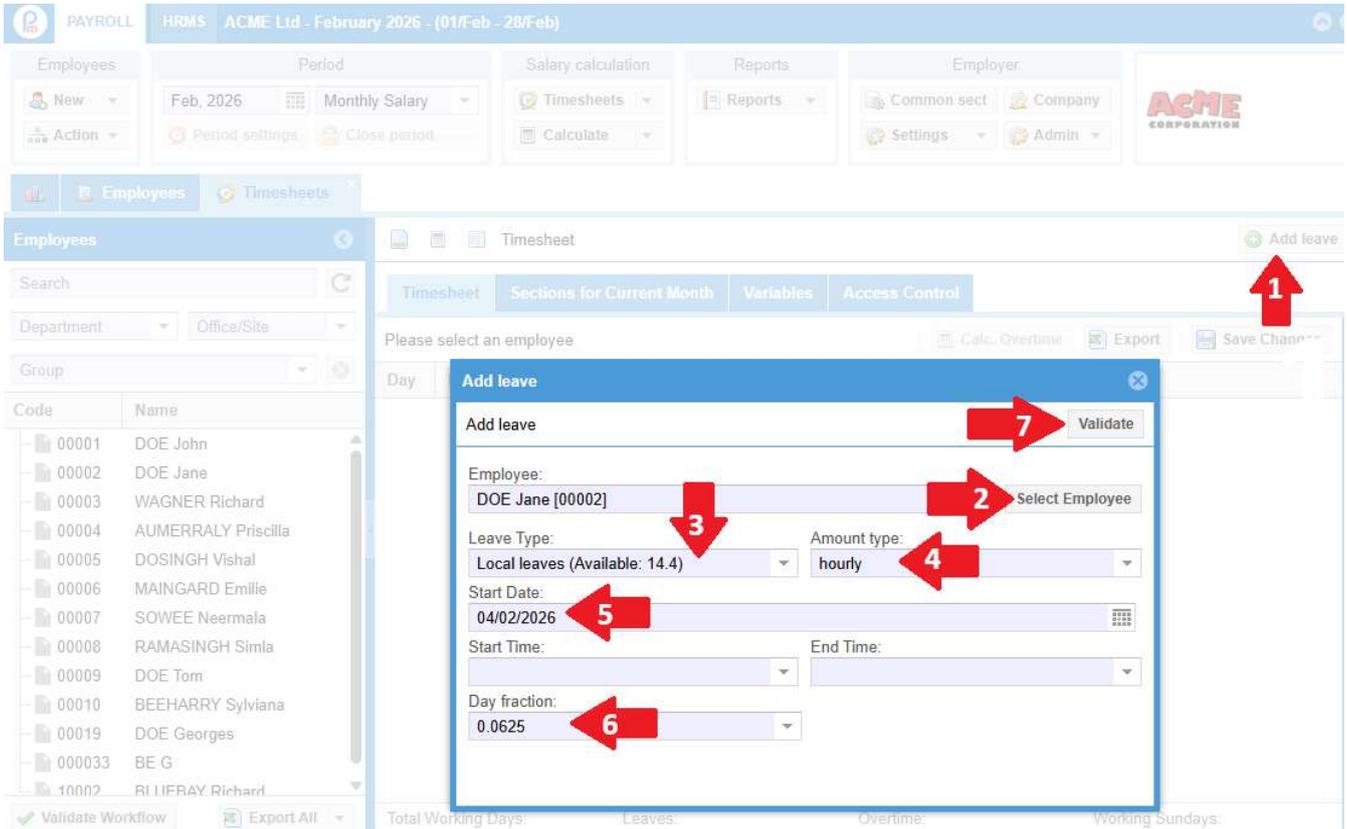
The screenshot shows the Payroll Mauritius interface. At the top, there's a navigation bar with 'PAYROLL', 'HRMS', and 'ACME Ltd - January 2026 - (01/Jan - 31/Jan)'. Below this are various toolbars for 'Employees', 'Period', 'Salary calculation', 'Reports', and 'Employer'. A 'Payroll Workflow Timeline' is visible, with steps: Timesheet, Payroll, Close Period, Pay Salary, NSF/CSG, PAYE, and PRGF. The 'Timesheet' step is highlighted. Below the timeline, there are sections for 'Payslips' (12/13 calculated), 'Basic Salary' (warning for DOE J. WAGNER R), and 'Net pay' (decrements and increments). On the right, a '9 Requests' list shows a request for Jane DOE on 26/01/2026 and another for Jane DOE on 03/02/2026. The 03/02/2026 request is highlighted with a red arrow and shows details: 'Hourly, local leaves: 0.0625 Day', 'Start Date: 04/02/2026', 'End Date: 04/02/2026', 'Start Time: 15:30', 'End Time: 16:00', '0.5 Hour', and 'Out for 1/2 hour for medical visit'. There are 'Approve' and 'Reject' buttons for each request.

or to be validated by their team or department manager in **Staff Connect**.

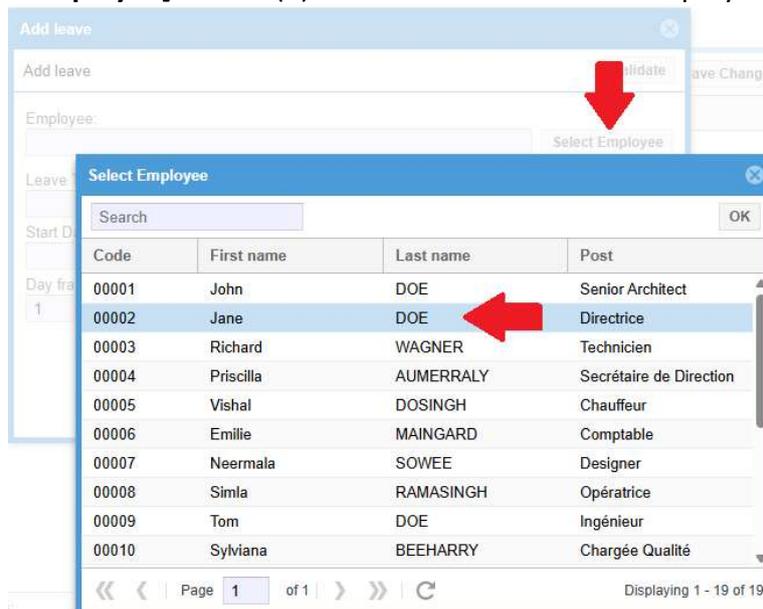


## 2) In the Employee Timesheet

To do this, go to Timesheets and click on the **[Add leave]** button (1).



then click on the **[Select Employee]** button (2) and choose the relevant employee from the list:





Then select the desired **Leave Type** (3) from the drop-down list (Local Leave in our example) and then select **Hourly** in the **Amount Type** (4).

And the **Start Date** (5).



The **start and end times** are optional but can help you keep a detailed record of the leave taken.

Finally, choose the **Day fraction** (6), which can be any decimal number less than 1: 1 represents a full day; 0.5 a half day; 0.125 an hour (if the working day is 8 hours), etc.

**Note:** for optimal management of this leave, we recommend that you do not go below ½ hour (0.0625).

Then click on **[Validate]** button (7).

A confirmation message will then indicate that the leave has been taken into account for the given Employee.



# How to request hourly leave in Payroll Mauritius or using Staff Connect

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Prerequisites : Knowledge of leave management - Administrator / Use of Staff Connect

V1.0

Once approved, the leave will appear in the Employee's Timesheet:

The screenshot shows the HRMS interface for ACME Ltd in February 2026. The 'Timesheets' section is active, displaying a table for employee DOE Jane from 01/Feb/2026 to 28/Feb/2026. The table has columns for Day, Date, Work/Leave, and Scheduler. A red arrow points to the 'Timesheets' dropdown menu in the 'Salary calculation' section. Another red arrow points to the '0.0625 local' entry in the 'Work/Leave' column for Wednesday, 04/Feb/2026.

Day	Date	Work/Leave	Scheduler
Sun	01/Feb/26	notworking	
Mon	02/Feb/26	working	Ebene - Week D...
Tue	03/Feb/26	working	Ebene - Week D...
Wed	04/Feb/26	working   0.0625 local	Ebene - Week D...
Thu	05/Feb/26	working	Ebene - Week D...
Fri	06/Feb/26	working	Ebene - Week D...
Sat	07/Feb/26	notworking	

and in his leaves counter:

The screenshot shows the 'Leaves' section for employee DOE Jane. It displays a table for 'Leaves as at current period' and a 'Leaves Quota Full Year' table. A red arrow points to the 'Local leaves' row in the 'Leaves Quota Full Year' table, specifically to the 'Taken' column.

Name	Start Date	End Date	Allowed	Rollover	Taken
Local leaves			22.00	0.00	4.06
Sick Leaves			15.00	0.00	1.00
Sick Bank			0.00	0.00	0.00
Maternity L...			112.00	0.00	0.00
Injury Leave			365.00	0.00	0.00

Name	Given	Taken	Remainin
Local leaves	22	7.0625	14.90
Sick Leaves	15	1	14.00
Sick Bank	0	0	0.00
Maternity L...	112	0	112.00

and on his payslip:

The screenshot shows a payslip with a 'NET PAY' of MUR 95,993.00. The 'Additional Infos.' section includes 'Leaves taken (period): 0.0625 local / 0 sick'. A red arrow points to this entry.

**Additional Infos.**

Payment Method: Bank Transfer A/C: 5454551  
Mauritius Commercial Bank

Leaves taken (period): 0.0625 local / 0 sick  
local : 22 allowed / 4.0625 taken / 19375 sick : 15 allowed / 1 taken / 14 rem.

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