



Objective

Payroll Mauritius enables employees to request leave by the day or half-day, but also optionally by the hour (or half-hour) through 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 Payroll Mauritius interface with the 'Leave Type' configuration window open. The window has three tabs: 'Leave', 'App/Requests', and 'Categories'. The 'Leave' tab is active, showing 'Leave Type Details' and 'Restrictions'. The 'Leave Type Details' section includes fields for Name (Local leaves), Identifier (local), Code (LL), Gender (All), Amount Per Year (22), Start after months (12), Start on (01-01), Ends on (31-12), Show in payslip (Always), and checkboxes for 'Show previous year' and 'Show next year'. The 'Restrictions' section includes checkboxes for 'Calculate prorata', 'Can Take Half Day', 'Can take hourly' (checked), 'Exclude Holidays', 'Exclude Non-Working/Weekends', 'Half working weekends', and 'Unused is Carried Forward'. The 'Carry Forward Amount' is set to 0. The 'First year' section shows a sequence of 0s and 1s. The 'Color*' field is set to green, and the 'Position' is set to 1. The 'Description' field is empty. The 'Save' button is in the top right corner of the window. Red arrows indicate the steps: 1. Click 'Settings' in the top menu. 2. Click 'Leave Types' in the left sidebar. 3. Click the 'edit' icon next to 'Local leaves'. 4. Check the 'Can take hourly' option in the 'Restrictions' section. 5. Click the 'Save' button.

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

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]:



How to request hourly leave in Payroll Mauritius using Staff Connect

FAQEN168

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

V1.0

The screenshot shows the Staff Connect dashboard for Jane DOE. The dashboard includes sections for My Salaries, My Leaves, My Latest Requests, and a sidebar with navigation options. A red arrow points to the 'REQUEST' button in the profile section.

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

The screenshot shows the 'Leave Request' form. The 'Leave Type & Dates' section shows 'Local leaves' selected. The 'Duration Type' section shows 'Full Day', 'Half Day', and 'Hourly' options. A red arrow points to the 'Hourly' option.



How to request hourly leave in Payroll Mauritius using Staff Connect

FAQEN168

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

V1.0

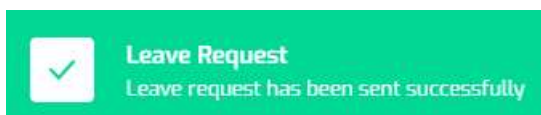
Then indicate the start and end times of the leave:

Start Time End Time

15:30 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 displays 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, there are tabs for 'Employees', 'Period', 'Salary calculation', 'Reports', and 'Employer'. The 'Employees' tab is active, showing a 'Payroll Workflow Timeline' with steps: Timesheet, Payroll, Close Period, Pay Salary, NSF/CSG, PAYE, and PRGF. The 'Payroll' step is highlighted. Below the timeline, there are sections for 'Payslips' (12/13 Payslips calculated), 'Missing' (listing employees like AUMERRALY Priscilla, DOSINGH Vishal, etc.), and 'Basic Salary' (notifying DOE J. WAGNER R of an abnormal decrease). On the right, there's a '9 Requests' section with a list of leave requests. The first request is for Jane DOE on 26/01/2026 at 15:05, for 3 days of local leave. The second request is for Jane DOE on 03/02/2026 at 17:21, for 0.0625 days of hourly local leave, with a justification of 'Out for 1/2 hour for medical visit'. Both requests have 'Approve' and 'Reject' buttons. A large red arrow points from the 'Send Request' button in the previous image to the 'Approve' button of the second request in this screenshot.

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



How to request hourly leave in Payroll Mauritius using Staff Connect

FAQEN168

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 Payroll Mauritius interface for ACME Ltd - February 2026. The 'Timesheets' tab is selected, and the employee 'DOE Jane' is chosen. The Timesheet table shows the following data:

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	

in his leaves counter:

The screenshot shows the Payroll Mauritius interface for ACME Ltd - February 2026. The 'Leaves' tab is selected, and the employee 'DOE Jane' is chosen. The 'Leaves as at current period' table shows the following data:

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

and on his payslip:

The screenshot shows the Payroll Mauritius interface for ACME Ltd - February 2026. The 'Payslips' tab is selected, and the employee 'DOE Jane' is chosen. The 'Additional Infos' section shows the following data:

Leaves taken (period):	0.0625 local / 0 sick
local : 22 allowed / 4.0625 taken / 17.9375 sick : 15 allowed / 1 taken / 14 rem.	