



Purpose

The mobile application for Employees offers a wide range of opportunities for interaction between Employees and the HR/Payroll Department. In addition to the modern aspect of the image conveyed by the Company to its Employees, it simplifies and makes more reliable the many flows necessary for the calculation of Payroll (EDF, requests for leave, illness, change of address, change of bank, etc.) but also the access to the Employee (historical pay slips, data held by the Company...).

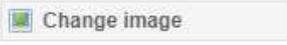
Employees never interact directly with the System; they only make requests that are then validated (or not) by the people with the associated rights (Manager, Payroll Manager...) through the mobile application or the System.

How to do this ?

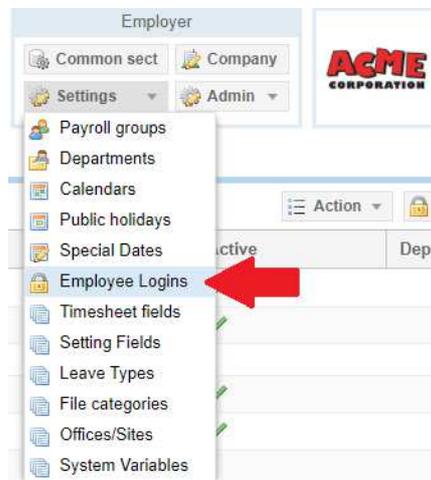
As a preliminary remark, you can open access to an Employee without necessarily opening it to others; at any time you are free to revoke access to the Employee.

1. Enter your Employee's email address in his file: Employees List - Double-click on Employees - "Personal" tab - Enter Email (repeat the operation for each of the Employees)

MAINGARD Emilie

Personal	Employment	Edf Details	Salary Settings
Picture			
		Last name: MAINGARD	
		First name: Emilie	
		NIC: M515151515	
		Date Of Birth: 20/04/1975	
		Email: e.maingard@acme.com 	
Contact Details			
		Address: Mocellement Helvetia	

2. Then go to the "Employer" section, menu[Settings] and select "Employee Logins".



3. The list of all Employees is presented to you (with possibly already checked on the right, the Employees for whom mobile access to the Employee has already been given).

The screenshot shows the 'Employee Logins' table in the application. The table has columns for First name, Last name, Username, Active, and Department. A red arrow points to the 'Generate Logins' button in the top right corner of the table. The table contains the following data:

	First name	Last name	Username	Active	Department
<input type="checkbox"/>	John	DOE	employee1@payrollmauritius.com	✓	
<input type="checkbox"/>	Jane	DOE	daniel.du.31@gmail.com	✓	
<input type="checkbox"/>	Richard	WAGNER			
<input type="checkbox"/>	Priscilla	AUMERRALY	demo@local.co.pl	✓	
<input type="checkbox"/>	Vishal	DOSINGH	st@simplecototechnologies.com	✓	
<input type="checkbox"/>	Emilie	MAINGARD	e.maingard@acme.com		
<input type="checkbox"/>	Neerma	SOWEE	n.sowee@acme.com		
<input type="checkbox"/>	Tom	DOE	tome.doe@payrollmauritius.com	✓	
<input type="checkbox"/>	Sylviana	BEEHARRY			
<input type="checkbox"/>	Vimal	LUCKNATH			
<input type="checkbox"/>	Abhi	DHUPPE			

Note : if Employees do not have an Email address (as here Vimal LUCKNATH) they will not be able to have mobile access (they appear highlighted in pink in the list).

4. You can then, at your choice:
- Click on the icon in front of the Employee's name and generate his mobile access individually. You can then enter his password (which he can then change) or click on the [Generate] button to have Payroll Mauritius automatically propose one. By leaving the box checked [X] *Send e-mail for changed password*, he will receive, as soon as you click on [Validate], an email with his accesses: login (his email) and the password, as well as a link (<https://payrollmauritius.com/employee>) allowing him to access his own mobile access



- or select the Employees for whom you wish to generate mobile access by checking them (on the left) and then clicking on the button **[Generate logins]**

Tips : you can select all Employees at once by clicking on the checkbox in the column header

5. If several Employees are selected, you will be asked for a confirmation message. Once validated, the Employees concerned will automatically receive an email containing their identification (their email), and an automatically generated password (which they can then modify) as well as a link (<https://payrollmauritius.com/employee>). They are then considered as "Active" in the list

The 'Employee Login' dialog box contains the following fields and options:

- Account:** Active
- Username:** e.maingard@acme.com
- Change password:**
- Password:** Pay@ 12345
- Confirm password:** Pay@ 12345
- Send email for changed password:**

Buttons: Generate, Validate (highlighted with a red arrow)

Note : You can disable an Employee's mobile access at any time by unchecking Account: Active in its access (screen above). You can also re-generate a password as many times as you like.

Note : individually, you will find this option in each Employee's file by clicking on the [Login] button

The profile page for MAINGARD Emilie includes the following details:

- Personal:** Picture, Last name: MAINGARD, First name: Emilie, NIC: M515151515, Date Of Birth: 20/04/1975, Marital Status: Divorced, Email: e.maingard@acme.com
- Other name:** (empty)
- Maiden Name (If Applicable):** DUCHESNES
- Gender:** Male, Female
- Employee Code (Leave Blank To Auto Generate):** 00006
- Badge/Access Control No.:** 12

Buttons: Login (highlighted with a red arrow), Delete, Save

Important Note :

Only persons with access to the system and the appropriate rights are authorized to perform these operations. The Employees' password is confidential and (except the one generated by default and which must be customized by the Employee) will not be accessible to the System Administrators. In the event of loss of his password by the Employee, it will be advisable for the Administrator to regenerate a new password as explained above, the Employee then receiving an email with his new identifiers