	How to import the history of past pay slips	FAQEN102
	Required : Initial training Payroll Mauritius + knowledge Spreadsheet / Administrator Rights	V1.3

Purpose

The recovery of pay slip history is only mandatory for a maximum period of 12 months : in order to have the exact calculation elements for PAYE deductions and/or the calculation of the 13th month (bonus), the introduction of previous pay slips may be necessary.

However, you may wish to introduce previous years' payslips into **Payroll Mauritius** in order to keep track of them.

How to do this ?

As a precondition to the integration of the histories, your **Employees must already have been created in Payroll Mauritius** (FAQEN107) in order to be able to integrate the pay slip histories. If you wish to have the Emoluments to carry out the Return Of Employees by the System, you ALSO need to have created in **Payroll Mauritius**, the Employees who also left during the year by taking care to put the departure date in their Employee file ('Employees' > tab [Employment] > Departure date).

What is the minimum duration of the history to be recorded?

- if you start using **Payroll Mauritius** before 1/07 of year N, you must, at a minimum, enter in the system the salary slips for the months from 07/N-1 to now (for the correct calculation of PAYE)
- if you start using **Payroll Mauritius** after 1/07 of year N, you must, at a minimum, enter in the system the pay slips for the months from 01/N to now (for the correct calculation of the end of year bonus and emoluments)


Finally, as a general rule, it would be advisable for you to keep at **least 5 years of prior art** in addition to the current year in case of requests from an Employee or the Mauritius Revenue Authority : either in your old System, or by reinstating them in **Payroll Mauritius**.

Although not advisable for reasons of time to spend, you can of course, month by month, enter the data and recalculate the past payrolls in **Payroll Mauritius**. Otherwise, we advise you to re-import the files of these which will be more efficient (**Payroll Mauritius** then integrates the amounts, without the calculation formulas that would be yours), will have less risk of errors and will be faster! This point is the subject of the following.

1) Preparation

The import of pay slips is based on the integration of a spreadsheet in Microsoft Excel® or Open Office® (or.CSV) format formatted as follows:

- 1 history file per month (if the file contains several tabs with different months, only the first tab will be read again: then save the same file under several different names by putting the tab corresponding to the month in the first position (left)
- With the list of all employees, one per line
- And all payroll sections that have been used in columns (including employer and employee parts)

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Then open your sheet in your spreadsheet :

- insert a blank line in position 1 (left click on the number 1 of the current line and right click - Insert line)
- Locate in your spreadsheet **the column** corresponding to the :
 - **Employee's Personnel Number/Code/Identifier** (must be the same as in his employee file in **Payroll Mauritius**, tab[Personal] > Employee Code), and on line 1 of this column, type **code**
 - Now locate the column with **Basic Salary**, and similarly on line 1 of this column, enter **1000**
 - Then if you have an **Overtime** column, always on line 1 enter **1100** (if you have the details in a paid overtime column x1.5 put 1110, in another column those paid x2 enter **1150** and for those paid x3 enter **1160**)
 - If **Medical allowance** is given, enter **1600**
 - If **Housing allowance** is given, enter **1500**
 - Concerning **Transport**, depending on the allowance given to the Employee, a part may be subject to the Income Tax. You must then have 2 columns (*):
 - a column with the **total transport**, enter **2000**. If you have more detail and it is a **Travelling Allowance**, enter **2100** and if it is a **Petrol Allowance**, enter 2200
 - a column with the part of the **transport that is taxable**, enter **2500_original**

(*) if you do not have 2 columns and transport premiums exceed Rs 11,500 (threshold on 01/07/2019) or if the transport amount exceeds 25% of the Basic Salary, it is advisable to create additional columns at the location of your choice.

- A first column for taxable transport, enter the formula in line 2 (on the 1st Employee)

$$=if(\{transport\}>11500,\{transport\}-11500,if(\{transport\}>\{Salaire_de_Base\}*0.25,\{transport\}-\{Salaire_de_Base\}*0.25,0))-11500,if(\{transport\}>\{Salaire_de_Base\}*0.25,\{transport\}-\{Salaire_de_Base\}*0.25,0))$$

Then copy this formula in the column for all other Employees.

Click on the column header then "Copy" then insert next to it a new blank column and click on the header of this new column make an Edit - Paste Special and take Value, Text, Date and Time (not formula): the calculated values are then reported. Then enter in this column in line 1: **2500_original**

- Another column for total transport. Then enter in this column in line 1: **2000**
- Concerning the various **Bonuses, premiums and allowances** paid to Employees :
 - it is advisable to create these in Payroll Mauritius beforehand by going to the section "Employer">[Common sect]>[Add Section] button then choose a section type **3000** Special Allowance, tick "[X] Use a custom different display title" and opposite 'Section title:' Enter the name you want of the bonus, then in the section "Employee Amount" 'Multiplier Fixed" enter the value 1 and "Value Fixed" the value 1 too. Click [Validate Section] button. Repeat this operation for all your different premiums by using not 3000 but 3100, then 3200 etc
 - Then in the **columns** corresponding to your premiums on the Worksheet, then put **3000** or **3100** or...



- **Fringe benefit** (Fringe benefit: does not appear as a line in the net to be paid to the Employee but taken into account for the taxable amount), put **3600_original** (if it is a car, put **3650_original**)
- **NPS** Employee part, enter **4000**
- **NPS** Employer part, enter **4000_employer (**)**
- **NFS** Employee part, enter **4100**
- **NFS** Employer part, enter **4100_employer (**)**
- **LEVY** Employer part, enter **4200_employer (**)**
- **PAYE**, put **5000**
- If a **Pension scheme** is in place:
 - For the Employer part, enter **7000_employer**
 - For the Employee part, enter **7000**
- If a **Medical scheme** is in force :
 - For the Employer part, enter **7100_employer**
 - For the Employee part, enter **7100**
- Concerning the various **deductions** made to Employees :
 - it is advisable to create these in Payroll Mauritius beforehand by going to the section "Employer">[Common Section]>[Add Section] button then choose a section type 9000 Instructions, tick"[X] Use a custom different display title" and Section title: Enter the name you want of the deduction then in the section "Employee Amount" 'Multiplier Fixed' enter the value 1 and "Value Fixed" the value 1. Click [Validate Section] button. Repeat this operation for all your deductions by not using 9000 but 9100, then 9200 etc.
 - Then in the **columns** corresponding to deductions from the Worksheet, then enter **9000** or **9100** or...
 - If **down payments** have been made and appear in a column, enter **6500**
 - **Net** to be paid to the Employee, enter **net**

(**) Some older software (and maybe yours) sometimes do not offer the possibility of exporting the employer's part of the NPS, NSF and LEVY (IVTB) contributions.

If you are not concerned by this point and your software exports this employer data to you, proceed to the next step.

Otherwise, here is how to operate (the formulas that follow are valid on the day of the document, excluding the sugar industry, domestic employee: find out if there is any change in the rates applied) :

1. Insert 1 column (at the position of your choice) in your payroll history worksheet
2. In this column position yourself on line 2 (corresponding to the first Employee) and enter the formula $=\{employee_NPS_part_cell\}*2$ (ex: if the NPS paid by the Employee is in F2 in your spreadsheet, enter $=F2*2$)
3. Copy this cell and past it in this new column for all other Employees
4. Just next to this column, insert a new blank column
5. Select the previous column (with your formula) and make a Copy, then select the new column and create a Edition – Special Pasting by taking only the Texts, Numbers, Date & Hours: this allows you to take only the amounts thus calculated and not the formulas



6. Finally, name this column on line 1 by **4000_employer** (NPS paid by the Employer)
7. Repeat steps 1 to 6 but for the NSF and with the formula $=\{NSF_cell_of_NSF_Employee_part_cell\} * 2.5$ then naming the column - step 6- **4100_employer**
8. Repeat points 1 to 6 but for LEVY and with the formula $=\{Basic_salary_cell (column 1000)\} * 1.5 / 100$ then naming the column - step 6- **4200_employer** (Note: since July 2019, Employees with a Base Salary below Rs 10,000 are only subject to a 1% rate (instead of 1.5%); the formula will then be $=if(\{Basic_salary_cell (ie. column_1000)\} < 10000, 1/100, 1.5/100) * \{Basic_salary_cell (ie. column_1000)\}$

In addition, **2 additional MANDATORY** columns are to be created by you (in the position of your choice):


- **taxable** (word to be put on line 1 of this new column): by formula, on the first Employee's line, **add all the headings that are subject to PAYE** (at least the basic salary 1000, add the taxable bonuses 3000..., overtime 1100... and the possible part of the transport that would be taxable 2500_original, fringe 3600_original and **deduc absence**). Then copy down this formula for all Employees
- **wages** (word to be put on line 1 of this 2nd new column): by formula, on the first Employee's line, **add all the headings that are subject to Social Charges** (at least the basic salary, **deduc absence**). Then copy down this formula for all Employees

At the end of these operations, you should have a spreadsheet as follows (of course the columns and positions will be different depending on your payroll sections types) :

	A	B	C	F	J	N	O	Q	R	S	T	U	
1	code	1000	1600	2000	1500	taxable	wages		4000	4000_employer	4100_employer	4200_employer	4100
2		Basic	alloc mala	Transport	Indemn log			N.P.S. Employee	NPS Employeur				
4	1165	101800		10000		111800	101800	543	1048	437	1527	175	
5	1182	11475		840		12315.82	11475	344	689	287	172.13	115	
6	1183	36000		0		36000.54	36000	543	1048	437	540	175	
7	1189	53125		1000	12000	66125.44	53125	543	1048	437	796.88	175	
8	1542	80000		0		80000.0003	80000	543	1048	437	1200	175	
9	1573	60000		1720		61720	60000	543	1048	437	900	175	
10	1641	18360		2680		21040	18360	543	1048	437	275.4	175	
11	1708	15360		2040		17400.23	15360	461	922	384	230.4	154	
12	1709	18360		2600		20960.33	18360	543	1048	437	275.4	175	
13	1722	18000		0		18000.18	18000	543	1048	437	270	175	
14	1758	17360		0		17360.29	17360	536	1042	434	260.4	174	
15	1789	17000		960		17960.3	17000	510	1020	425	255	170	
16	3005	97700	5520	0		116695	97700	543	1048	437	1465.5	175	
17	3014	190200		0		190200	190200	543	1048	437	2853	175	

Repeat this operation for each of the spreadsheets corresponding to each of the archive months to be transferred. In order to do this, strictly following those steps :

- insert the two columns "taxable" and "wages" at the same positions as on your first configured worksheet and copy the formulas entered for these calculations, for each of the employees in the new worksheet.

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- If you had to dissociate taxable transport, do the same by inserting a column in the right place
- Then insert a new blank line in position 1 and copy and paste from line 1 of your first worksheet that you have already set up.

IMPORTANT NOTE: For the special case of the Year-End Bonus, the single amount (including Basic Salary, any overtime, etc.) must be entered with line 1 : **1800**

2) Importation

Once the spreadsheets have been correctly configured, you can import them into **Payroll Mauritius**. We recommend that you import them chronologically, starting with the oldest one.

For this purpose :

Position yourself on the Payroll period of the desired month (section "Period" and click Calendar)

- In the 'Employer' >[Admin][v] section, choose '**Import Previous Payroll**'.
- In the wizard that is presented, click on [**Selcet File**] button and take the spreadsheet file corresponding to the first month to import, then validate by clicking on [**Upload**]
- You are presented with an overview of what will be integrated into the system; confirm by clicking on [**Import**]
- Check by having a look to the [**Employees**] tab that for each of them, there is indeed a payslip (materialized by a small printer to the right of each Employee line) now for the current month (if necessary refresh the list by clicking at the bottom of it on the loop arrow). Click on a payslip and check that all the sections are present. If you forget or discrepancies, adjust the missing columns in the spreadsheet; you can repeat the operation without consequences (the payslips you just imported will be overwritten by the next import).
- Once done. Go to the next month in Payroll Mauritius (we recommend that you Close the Period where the import was done before) and repeat the operation with the correct spreadsheet

Note : Employees who have left but are not created in **Payroll Mauritius** will not be able to benefit from the import of histories. If you wish to take them back, it is advisable that you have created them before importing the historical bulletins (jsut enter the departure date).

Warning : never run a payroll calculation in **Payroll Mauritius** for these months when you have performed an import : the data of your imports would be overwritten by the recalculation performed.