



Purpose

As an Administrator, you can open access on **Payroll Mauritius** to other people.

These do not need to be created as an Employee in the System.

You will be able to define their rights by opening only the accesses to the parts of the software you want (the unopened accesses for a person, will consist in hiding for him the functional ones not authorized in the System).

Note that « normal » (ie. not involved in Payroll process) Employees do not have to access the System. If you want to give them access to interact with the System, you must give them access via the Payroll Mauritius Employee Mobile Application (FAQEN101 - How to implement the mobile application for Employees).

How to do this?

Preliminary remark: Only the Super Administrator (who is the person who subscribed to **Payroll Mauritius**) has the necessary rights to create the first Administrator, as well as to revoke it (them). An Administrator can create another Administrator. An Administrator has access to all the functions of the Software, but does not have access to the Subscription/Billing data, which remains only accessible to the Subscriber (super Administrator).

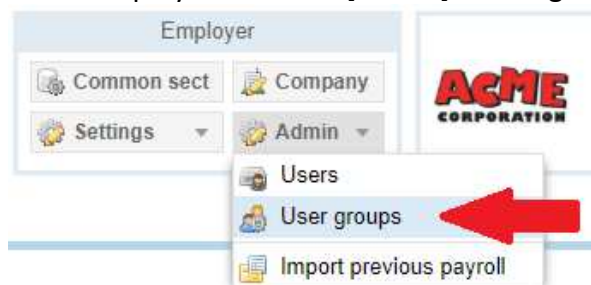
If you want to create a new Administrator, you can skip to the next section and go directly to the Create User chapter below.

Otherwise, first of all, before creating an access to another person, you must define the rights that will be his. To do this, you must create a **User Group** by opening the desired rights: this will then allow you, if desired, to have other users join this Group who will then have the same access rights. You can of course create as many User Groups as you wish and assign different rights to them so that each person who has access to the System has access only to the functions of the software you have decided.

A user can also be in several User Groups.

Create a User Group

To do this, go to the top right in the 'Employer' section >[Admin]v>User groups



then on the screen that appears, click on the button at the top right [Add user group].

The rights (roles) screen is presented to you:

Start by naming the Group using a description that will be explicit to you.

For example, we decide to create a group of rights to access only the Timesheets, and not the other functions of the System.

Let's call this group: "Timesheet rights"

Group: [Delete] [Save]

Name: Timesheet rights

User rights

- ROLE_PERIOD_CLOSE: Open/Close Periods
- ROLE_PERIOD_MANAGE: Modify Period Dates
- ROLE_PAYSLIP_PRINT: Print Employee Payslips
- ROLE_CALCULATE_PAYROLL: Calculate Employee Payroll
- ROLE_CALCULATE_TIMESHEET: Manage Employee Timesheet
- ROLE_DECLARATION_NPF: View/Manage NPF Reports
- ROLE_DECLARATION_PAYE: View/Manage PAYE Reports
- ROLE_DECLARATION_SOE: View/Manage Employee Emoluments Reports
- ROLE_REPORTS_PAYMENT: View/Manage Payment Reports
- ROLE_REPORTS_VIEW: List/View Other Reports

Do not validate yet.

It is then necessary to tick each of the "ROLE" which are the ones you want to open corresponding to the desired rights to allow access to the Timesheets (for our example).

Lets tick « ROLE_CALCULATE_TIMESHEET »

Group: [Delete] [Save]

Name: Timesheet rights

User rights

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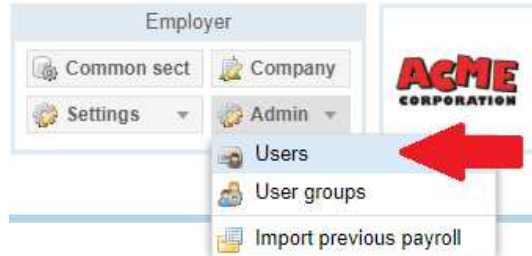
Then click on the [Save] button. The "TimeSheet rights" Group is created.

It is now necessary to create a User and have him/her join this Group.



Create a User

To do this, go to the top right in the 'Employer' section >[Admin]v>Users

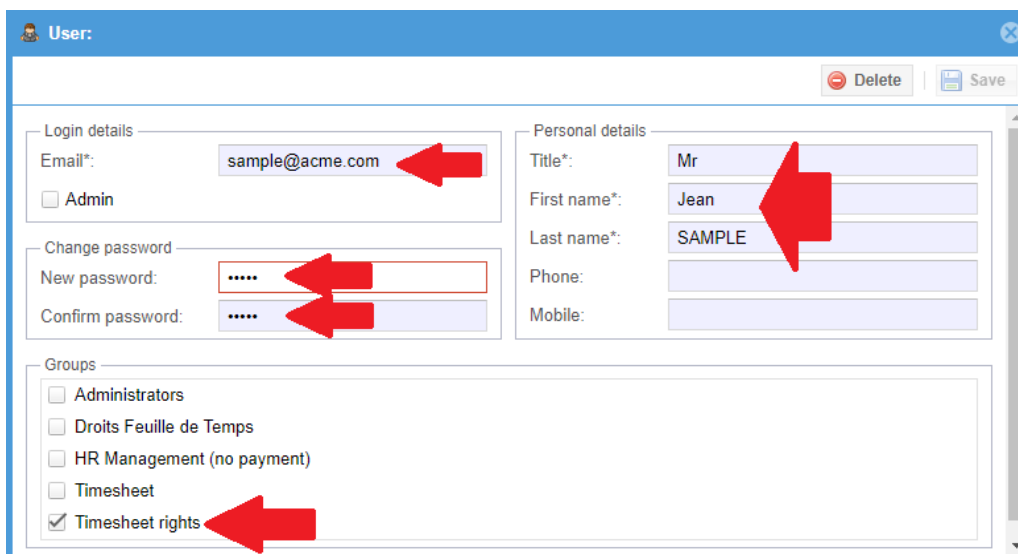


then on the screen that appears, click on the button at the top right [Add user].

A window appears.

First fill in the **email that will be the person's login ID** by connecting via the Payroll Mauritius website or directly via <https://www.payrollmauritius.com/en/login> (or, if you have a subdomain on **Payroll Mauritius**, via the URL of that subdomain). The validation of this email will not be verified.

Note the presence, according to your rights, of the checkbox [] **Admin**, which then allows you to give Administrator rights to the person created (you would then not need to associate him to a User Group).



Then enter the password (twice) this password will allow him to access the System. He will be able to modify it when logging in using the **forgot password** option or by clicking on the URL <https://payrollmauritius.com/en/resetpassword/request>

Indicate his first and last names (* = mandatory) and finish your entry by checking the Rights Group(s) to which the person belongs; in our case "Timesheet rights" then click on the [Save] button.

Then transmit his login information to the person through the secure medium of your choice and instruct him to change his password (see above).