	How to import the list of Employees without re-entering them	FAQEN107
	Prerequisite : Basic knowledge of a spreadsheet / Administrator rights or import employee right	V1.2

Objective

Before your first use of **Payroll Mauritius** (but also later, if you want to update one or more parameters for a group or for all Employees) you have the possibility to import into **Payroll Mauritius** an Excel®, Open Office® or CSV spreadsheet containing your Employees' personal data in order to avoid creating (or updating) them one by one manually.

How to do this ?

Preliminary remark: only an Administrator or a profile with the ROLE_EMPLOYEE_ADD has the necessary rights to access the import of Employee datas.

> **CAUTION - Be very careful**. This function overwrites (after confirmation) the existing data in the employees' master records. **There is no turning back!** It is therefore advisable to be sure of the content of your zones you want to import.

Preliminary

Let's start by preparing a spreadsheet in which we will position the Employee data to be imported into **Payroll Mauritius**. To do this, we invite you to download our **automatic creation sheet for Employees** by clicking on the following link (or copy/paste this URL into your web browser) :
https://www.payrollmauritius.com/downloads/employees.xlsx for Excel® or
https://www.payrollmauritius.com/downloads/employees.ods for Open Office® and open it :

- Each line (from line 2), will correspond to one of your employees who will be created automatically,
- Each column corresponds to a data characterizing your employees (for example, column E will be the employee's Lastname). **Do not change the names of these columns (= line 1) !**

Note that:

- bold column headings are **mandatory** fields to be completed
- by hovering over line 1 with your mouse, a comment is displayed explaining the desired and expected content of the area
- line 2 contains an example of content: replace it with the first of your Employees; then the 2nd employee on line 3 etc....

In the end, you should have a sheet filled in this way (in this example with 3 employees):

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Code	NIC	Tan	Firstname	Lastname	Oth am	Nom du salarié	er	DOB	Basic_Salary	Salary_Calc_Type	Transport	transport_type
2	00011	B251019826786M	10254689	Mariana	BOLLYDHOL		MALAW	F	25.10.1982	17,000.00	M	1000	M
3	00012	R120719805467J	24590378	Johnatan	RAMKASH			M	12.07.1980	12,000.00	M	1500	M
4	00013	P150819812345C	29087832	Casimir	PERRIER			M	15.08.1981	13,500.00	M	1250	M

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Some specific remarks

Some expected areas may have certain characteristics:

- **Code** : This field is important as it will be the employee's identifier in **Payroll Mauritius**. If you do not have such a code, leave the field empty, the system will automatically assign a unique number.
- **NIC** : Mauritian employee ID card number. If the Employee is not a Mauritian, he/she should request a NCID (Non Citizen ID) number issued by the Passport and Immigration Office: enter this number
- **Bank_name** : In order to be correctly integrated automatically, the name of the Employee's bank must be expressed as follows for correspondent banks: MCB, State Bank, Barclays Bank, SBI, SBM, Bank One, Maubank, Banque des Mascareignes, HSBC, MPCB (contact us if other banks)
- **Job_department** : If you have a department or services, they will be automatically created. If you have Services included in Departments, we recommend that you indicate the Services here: they will be created automatically. Then once the integration is complete, you can go to the'Employer' section and click on the[Settings][v] button and choose the'Departments' option which will then allow you to click on[Add Department] to create them, then return to the Services that have been imported and attach them to the Departments using the'Hierarchy' field in the Service.

How to import fields that are not in Payroll Mauritius?

You can also import fields that are not originally intended in **Payroll Mauritius**.
To do so, you must have created them in Payroll Mauritius by going to the 'Employer' section and click on [Settings][v] and select "Setting Fields" and click on [Add Setting Field]: Indicate an identifier (lower case without spaces) then the Name and type of the field (ex: Identifier: level - Name: Level of Education - Type: textfield).

When importing your spreadsheet with your "level of education" field in a column, simply indicate the Payroll Mauritius identifier (e.g. level) on line 1 for the corresponding column; it will then be automatically proposed for inclusion in Payroll Mauritius (Private Settings tab of the Employee records).

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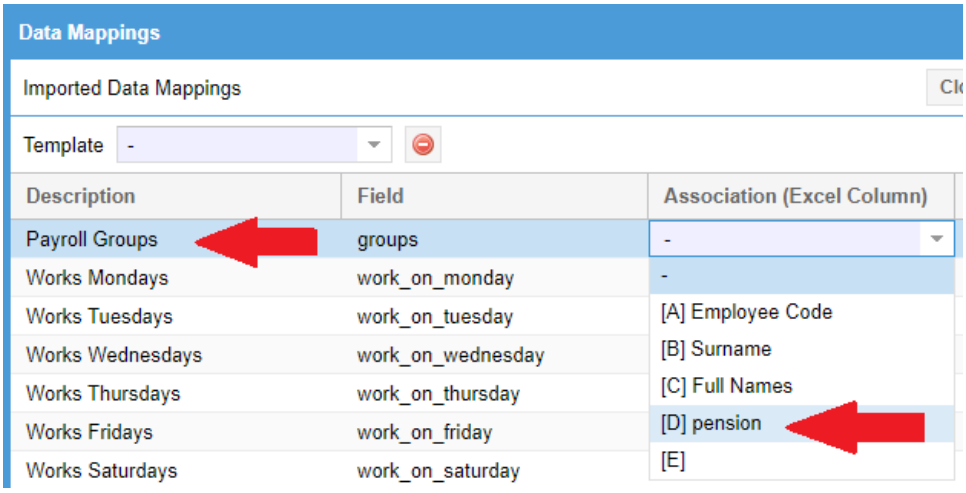
How to automatically enrol Employees in a Payroll Mauritius Group?

(you can skip this section if you don't manage Groups)

Similarly, you must have created the group in Payroll Mauritius by going to the 'Employer' section and clicking on [Settings][v] and select "Payroll groups" and click on [Add New Group]: Enter a **Name** (Ex: PENSION 1A). It is **this Name** which will have to be put for each Employee concerned in a column of the Spreadsheet with the column header 'pension' for example (Ex: PENSION1A for each Employee who must join this Group).
When importing (see next step), you will have to match the Payroll Mauritius: « Payroll Groups » field, by selecting the associated column (in the example below, column D).



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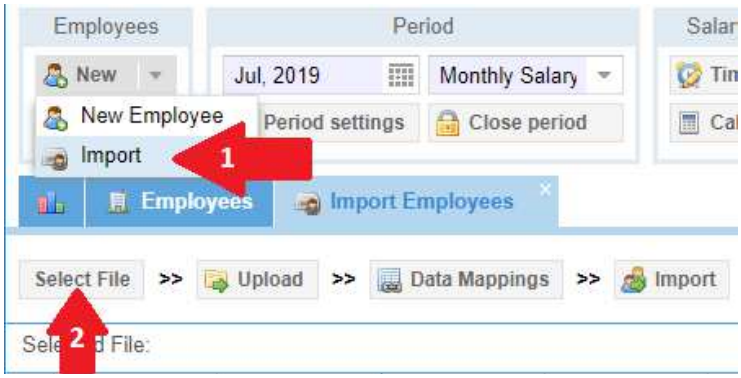
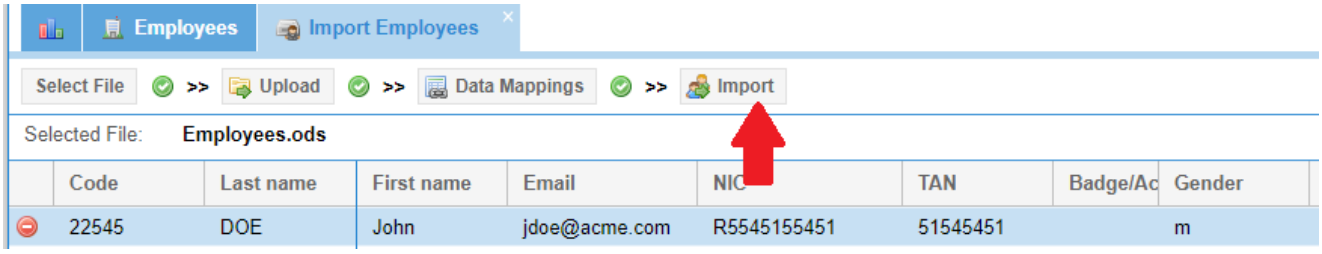
Integration

Now, let's integrate this spreadsheet into your **Payroll Mauritius** software.
To do this, go to the'**Employees**' section (top left), then click on the arrow to the right of the **[New][v]** button and choose the **"Import"** option. Then click on the **[Select File]** button,



Select its location on your computer and then click on the**[Open]** button; you will then reach a "**Data Mappings**" window (validate by clicking on the button at the top right **[Close and Refresh List]**)

A preview of the data that is about to be imported is displayed: you can still modify the fields at this level by double-clicking on them and entering the desired values.
Then start the import by clicking on **[Import]**:



After several seconds of processing, a message appears indicating the number of imported Employees. Close the window. You can now (if you wish) go to your employees' files to adjust certain parameters by clicking on the **[Employees]** tab (left) and then double-clicking on the employee's line.

Note: You can also import a spreadsheet without using the predefined format in the proposed spreadsheet. When you are in the **[Data Mappings]** step, you will then have to indicate field by field, which column it corresponds to in your spreadsheet by double clicking for each line, the « Association » column. The content expectations for the fields remain the same as above.

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How do I delete data already imported in the Employee records?

In the event of an error (or other reason), you can delete the content of a field (or delete the field for the Employee(s) if it is a "Private Parameter" field in the Employee record).

To do so, you just have to replace the value in the Spreadsheet, for the concerned field and the concerned Employees, by the - sign (the minus sign), save your sheet keeping only the column with the Employee's code and this modified column, then import it as seen in this chapter.

After importation, the values will be reset (in the example, the specific pension field will be removed from the Private Parameters tab).

	A	D
1	**Employee Code**	pension
2	0003	-
3	0026	-
4	0040	-
5	0395	-
6	0498	-
7	0747	-
8	0785	-
9	0974	-
10	0997	-
11	1011	-

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