



How to create a payroll section that is automatically fed by an entry in a timesheet

FAQEN109

Prerequisites: Payroll Initiation

V1.1

Objective

In order to simplify the entry of the variable elements of the monthly payroll for Employees, use a configurable column in the Time Sheets, so that you can enter the variable elements of your choice (bonus...) in it and make it a payroll section automatically fed in the Payslip.

How to do this ?

Did you know that? In addition to indicating presence/absence (local or sick), you can also set up up to 40 additional columns in the Timesheets to enter information about the Employee for the current month.

Set up a new column

Day	Date	Work/Leave	Schedule	Allowance	Time IN	Time Out	Overtime	Info
Sun	16/Jun/19	notworking						
Mon	17/Jun/19	local	Calendar1					
Tue	18/Jun/19	working	Calendar1		07:00	19:00	1.00	
Wed	19/Jun/19	half sick	Calendar1	5000.00				

To do this, go to the 'Employer' section and click on the [Settings][v] button, scroll down and choose 'Timesheet Fields'. A screen appears with a list of additional columns that will be displayed in the Timesheets.

Click on the [Add Timesheet Field] button.

Identifier	Name	Type	Data

- Payroll groups
- Departments
- Calendars
- Public holidays
- Special Dates
- Employee Logins
- Timesheet fields
- Setting Fields
- Leave Types
- File categories
- Offices/Sites
- System Variables



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Different information is then to be entered for this new column (an example will be created):

- *Identifier* : unique, to be entered in lowercase, then allows you to use this identifier to access the contents of the column in the formulas for calculating the pay statement or to display in the reports (e.g. here under Trip)
- *Name* : this is the name of the column you want to see displayed in the Timesheets (ex: TRIP)
- *Visible* : Check this box to enable viewing of this column in the Timesheets. Note that at any time you can decide to hide it by unchecking it; the content will then remain present but not visible
- *Type* : Specify what type of content will be present : *numberfield* field a number, *booleanfield* checkbox true or false, *textfield* text, *timefield* hour, *combobox* a list of limited choices in a configurable drop-down menu. (e.g. combobox)
- *Field* : choose from the list so that you can then use this field in a report (e. g. text01)
- *Display Pos.* : will position the column among the others in the Timesheets at the indicated position (from the left) (ex: 3)
- *Data* : only used if the field is of the *combobox* type, list here the list of possible choices separated by a comma (ex: Go, Go-Return) without blanks in various choices names
- *Blank*:
- *Empl. View*: Check if the field can be visible by the Employee in the Employee mobile application (ex: checked)
- *Empl. Change* : Check if the field can be modified by the Employee in the Employee mobile application (ex: Not ticked)
- *Mgr. View* : Check if the field can be visible by the Employee's Manager in the Manager's Employee mobile application (ex: checked)
- *Mgr. Change* : Check if the field can be modified by the Employee's Manager in the Manager's Employee mobile application (ex: checked)

Identifier	Name	Visible	Type	Field	Display Pos.	Data	Blank	Empl. View	Empl. Change..	Mgr View..	Mgr Chang
trip	TRIP	YES	combobox	text01	4	Go,...		YES	NO	YES	YES

Confirm your entry by clicking on the : [OK] button.

From now on, by going to the 'Salary Calculation' section and [Timesheet] button and displaying Employees' timesheets, this column will be systematically displayed in order to be completed.

To do this, for the desired Employee (ex: Emilie MAINGARD), double-click on the TRIP field for a given day and choose from the drop-down list (ex: Go and Return for June 17th and Go for June 18th).

Then validate your Timesheet by clicking on the [Save changes] button.



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Day	Date	Work/Leave	Allowance	Time IN	Time Out	Overtime	TRIP	Info
Sun	16/Jun/19	notworking						
Mon	17/Jun/19	working					Go-Return	
Tue	18/Jun/19	working					Go	
Wed	19/Jun/19	working					Go-Return	
Thu	20/Jun/19	working						
Fri	21/Jun/19	working						
Sat	22/Jun/19	notworking						
Sun	23/Jun/19	notworking						

Create an associated payroll wage type

We can now create a new payroll section for the employee(s) concerned.

In our example, we want to give a premium based on the person's TRIP and define that a one-way trip will qualify for a premium of Rs 50 and a round-trip of Rs 100.

The logic will therefore consist in counting, over the pay period, the number of days with a one-way trip and multiplying it by 50 and the number of days with a round trip and multiplying it by 100.

Note that, as soon as you have defined columns in a Timesheet, **such counters are automatically calculated in real time by Payroll Mauritius in usable variables** consisting of:

- a radical 't.' indicating that it is a data from the time sheet, followed by
- the identifier of the column '**trip**', followed by
- of the character '_', followed by
- the chosen option (either '**go**' or '**go-return**') **must be in lower case, without spaces**

Thus:

- **t.trip_go**: will give the number of times the TRIP column in the Employee's Time Sheet will have a "Go" choice
- **t.trip_go-return**: will give the number of times the TRIP column in the Employee's Time Sheet will have a "Round-trip" choice



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Let's implement this and for that, let's go to the Employee's file (ex: Emilie MAINGARD) then in the "Payroll Sections" tab, let's add a new section by clicking on [Add Section] button. Select (for example) a 3280 type section – Special Allowance, and fill it in :

The screenshot shows the "Payroll Section" configuration window for a 3280 Special Allowance (3X2) section. The "Calculation Details" tab is active. The section title is "Transport". The start and end dates are empty. The "Basic" section has "Adjust Wage" unchecked. The "PAYE" section has "Taxable" checked. The "Prepaid" section has "Prepaid benefits" unchecked. The "Employee Amounts" section has "Multiplier Fixed/Formula" set to $(t.trip_go-return*100)+(t.trip_go*50)$ and "Value Fixed/Formula" set to 1. The "Applies On Selected Months Only" section has all months from January to December checked. The "Period Types" section has "Monthly Salary" checked. The "Category" section has "Emoluments" set to "Salary, wages, leave pay, fee, overtime pay, etc....". A "Validate Section" button is visible in the top right corner.

Let's look in more detail at the "Employee Amounts" block which holds the calculation formula in Excel® format. In Payroll Mauritius, the result of calculating a payroll section is always the multiplication of :

Multiplier Fixed/Formula X Value Fixed/Formula

so, by putting in one of the two lines how we calculate and in the other the number 1, we will have our result:

- **t.trip_go-return** x 100 will give the amount to be paid over the pay period, for round-trips made, to which will be added
- **t. trip_go** x 50 which will give him the amount to be paid over the pay period, for one-way trips made
- x1

Note : the chosen option (either 'go' or 'go-return') must be in lower case without any spaces



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By starting the calculation of the bulletin by the section "Salary Calculation" and the button [Calculate][v] « Manual calculation », and by choosing Emilie MAINGARD, we obtain the following payslip:

Code	Name	Code	Sections	Revenue	Deduction
00004	AUMERRALY Priscilla	1000	Basic Salary	75,000.00	
00010	BEEHARRY Sylviana	3280	Transport	150.00	
00002	DOE Jane	4000	NPS		562.00
00001	DOE John	4100	NSF		187.00
00009	DOE Tom	5000	PAYE		7,753.00
00005	DOSINGH Vishal				
00012	LUCKNATH Vimal				
00006	MAINGARD Emilie				
00007	SOWEE Neerma				
Totals				75,150.00	8,502.00

Since in our example we had entered 1 round trip and 1 go trip in our example, the calculation performed is then: $(1 \times 100) + (1 \times 50) = 150$

From now on, every month, it will only be necessary to simply enter the TRIP column in the Timesheets, the calculation will be automatically performed !

Note : If you use the mobile application for your Employees, and through the Settings (see page 2) by giving the right (check *Empl. Change*) on the column thus created in the Timesheet, they would then be able, IF YOU WISH, to enter themselves if they have made a Go or Go-Return trip. The Manager would then be in charge of possibly validating or modifying (right given by the parameter *Mgr. Change*) the entry of the Employee.

Note: You could also have created a common section (rather than for the Employee concerned as in our example) and this calculation would then apply either to all Employees or to an Employee Group if you create one (or more) Group(s) (this allows you, for example, to change the amount of the Premium (x50 x100) according to the Group). The possibilities are endless.

Important : Use the Time Sheets to set up all the variable elements of Payroll such as Bonuses or various deductions; this will then allow you to simply update the elements monthly, without necessarily changing the Payroll sections of the Employees concerned!