



Objective

In order to automate a calculation for one or all Employees, how to create a payroll section that will be systematically automatically updated in the salary payslip every month.

How to do this ?

Imagine that we wanted to give a Transport refund to an Employee according to a Bus allowance rate specific to the Employee.

The logic will therefore consist in counting the number of days worked over the pay period and multiplying it by the price of the round trip bus (e. g. Rs 80).

To do this, go to the Employee's file (ex: Sylviana BEEHARRY) then to the "Payroll Sections" tab, add a new section by clicking on the [Add Section] button. Then select a field type **2000 - Daily Transport for worked days**

And fill it up like this:

Code	Title	Description
1500	Rent/housing allowance	Rent or housing allowance
1600	Medical allowance	Medical allowance
1700	Maternity Allowance	Maternity Allowance
1800	End Of Year Bonus	
1810	End Of Year Bonus (Monthly)	
1820	End Of Year Bonus (Partial)	
1900	Retirement Gratuity	Retirement Gratuity
2000	Transport	Fixed transport Amount
2000	Transport	Daily Transport for worked days
2100	Travelling Allowance	Fixed transport Amount
2200	Petrol Allowance	Fixed transport Amount
2300	Transport Refund	Transport Refund Amount
2400	Transport Deductions	Transport Deductions Amount
2410	Transport Deductions	Transport Deductions Amount

Payroll Section

2000 : Transport

Calculation Details

Use A Custom Different Display Title

Section Title: Transport

Start Date: [Calendar] End Date: [Calendar]

Basic: Adjust Wage Calculation: Calculate prorata

PAYE: Taxable Round: Nearest Rupee

Prepaid: Prepaid benefits

Employee Amounts

Multiplier Fixed/Formula: t.workingdayscount

Value Fixed/Formula: 80

Applies On Selected Months Only

January April July October

February May August November

March June September December

Period Types

Monthly Salary

Category

Emoluments: Reimbursement of travelling expenses



Let us 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 :**

Fixed Multiplier/Formula X Fixed Value/Formula

Thus, by putting in one of the two lines the number of days worked and in the other the amount of the round trip bus, we will have our result:

- **t.workingdayscount** is a system variable automatically fed into the Employee Timesheet and gives the number of days worked (note the radical 't.' meaning that the data comes from the **time sheet**) **X (multiply with)**
- **80** which is the amount of the round-trip bus fare for a day's travel for tis Employee

Click on [Validate Section] button to save the Employee's record.

By starting the calculation of the payslip by the section "Salary calculation" and the [Calculate][v]® choose « Manual calculation », and by choosing Sylviana BEEHARRY, we obtain :

The screenshot shows the 'Payroll Calculator' window for employee BEEHARRY Sylviana. The interface includes a search bar, a list of employees on the left, and a main area displaying employee details and a table of payroll sections. Red arrows highlight the 'Period' (16/Jun/2019 - 15/Jul/2019), the 'Transport' section (1,680.00), and the 'Local Leaves Taken' (0).

Code.	Sections	Revenue	Deduction
1000	Basic	40,000.00	
2000	Transport	1,680.00	
4000	NPS		562.00
4100	NSF		187.00
5000	PAYE		1,454.00
Totals		41,680.00	2,203.00

Net Pay: Rs 39,477.00

Local Leaves Taken: 0
Sick Leaves Taken: 0

Since in our example and for this period, we have no Leave taken, the calculation is then : 21 (days worked over the period 16/06/2019 - 15/08/2019) x 80 (round trip rupees) = 1680

Let's enter the Employee's Timesheet by going to the section "Salary Calculation" [Timesheet] button and indicate a Sick day on June 18 by double clicking, for that day, on the cell of the column "Work/Leave" and choosing in the list "Sick Leave" :



The screenshot shows the 'Timesheets' interface for employee BEEHARRY Sylviana. At the top, there are tabs for 'Employees', 'Payroll Calculator', and 'Timesheets'. The 'Timesheets' tab is active, showing a list of employees on the left and a timesheet table on the right. Red arrows indicate key actions: 1. Clicking the 'Timesheets' button in the top right. 2. Selecting the employee 'BEEHARRY Sylviana' from the list. 3. Selecting the date '18/Jun/19' in the timesheet table. 4. Selecting the 'Sick Leaves' entry in the timesheet table.

Then click on the **[Save changes]** button to save the Employee Time Sheet.

Note at the bottom of the Timesheet the number of days worked, which is now 20 over the period:

Total Working Days: 20 Leaves: 0 Local / 1 Sick Overtime: 0 Hr Working Sundays: 0

By returning to the Salary Calculation and clicking on the **[Recalculate]** button, the transportation amount has been reduced by Rs 80 (since the sick day is not worked and bus allowance not paid)

The screenshot shows the 'Payslip' interface for employee BEEHARRY Sylviana. The top section displays employee details: Name: BEEHARRY Sylviana [00010], Post: Chargée Qualité, Period: 16/Jun/2019 - 15/Jul/2019, Salary Date: 30/Jul/2019, NIC: B270319993345S, TAN: 12204402. Below this is a table of salary sections:

Code	Sections	Revenue	Deduction
1000	Basic	40,000.00	
2000	Transport	1,600.00	
4000	NPS		562.00
4100	NSF		187.00
5000	PAYE		1,454.00
Totals		41,600.00	2,203.00

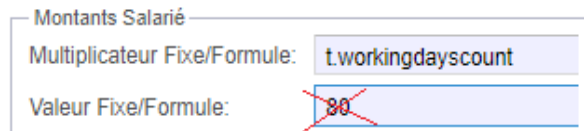
At the bottom, the 'Net Pay' is shown as Rs 39,397.00. Below the table, it shows 'Local Leaves Taken: 0' and 'Sick Leaves Taken: 1'. Red arrows point to the 'Transport' section and the 'Sick Leaves Taken: 1'.

From now on, every month, it will only be necessary to simply enter absences for holidays (sick or local) in the Time Sheets, the calculation will be automatically performed for this employee!

Make a calculation valid for all Employees

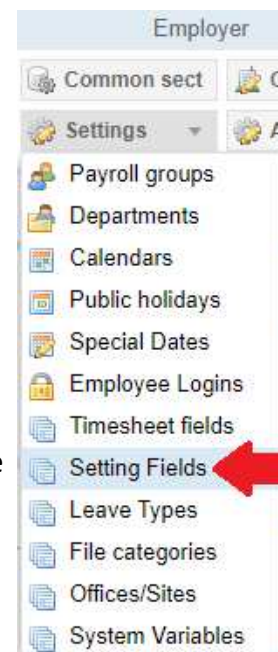
In order to use this calculation for all Employees, rather than creating this for each Employee one by one, we will look at how to make a payroll section common for all employees.

In our previous case of Transport reimbursement, and in order to make the section common to all Employees, the issue arises that the bus journey is different from one Employee to another.



It is then no longer possible to use the formula (let's delete the section previously created for the Employee by clicking on the red button (-) located in front of the field :


To do this, we will create a field that will be specific for each Employee and will then contain its own Bus reimbursement amount, by going to the 'Employer' section, [Settings][v] and choosing 'Setting Fields' and then clicking on the [Add Setting Field] button



Then enter:

- *Identifier* : unique, to be entered in lowercase, then allows you to use this identifier to access the content in the formulas for calculating the pay statement or to display in the reports (e. g. bus below)
- *Name* : this is the name of the field you want to see displayed in the Employee's file (ex: BUS ALLOWANCE)
- *Type* : Specify what type of content will be present in the *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. (ex: numberfield)
- *Data* : only used if the field is of the combobox type, then list possible choices separated by a comma

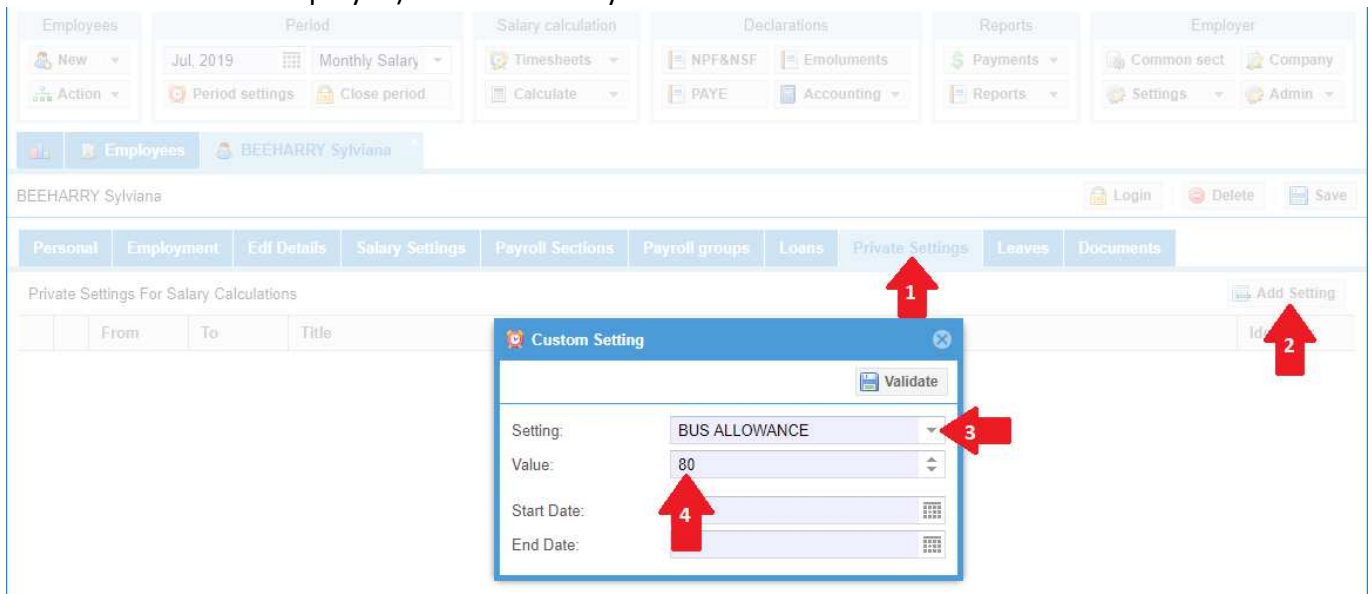
Finish your entry by clicking on the [OK] button. The field is now ready to be used for your employees :

Setting Fields For Company				
	Identifier	Name	Type	Data
	bus	BUS ALLOWANCE	numberfield	



To do this, go to the file of each of the Employees concerned by the reimbursement of the journey from home to work by bus (bus allowance).

Then click on the "Private Settings" tab, and on the [Add Setting] button; select BUS ALLOWANCE and enter the value of this one for this Employee then click on [Validate] without forgetting to [Validate] the Employee record so that this modification is saved: now, the variable **e.bus** (note the prefix **e.** meaning that it concerns the **employee**) is available for your calculations.



Repeat this operation for the Employees concerned by entering the appropriate value of the ALLOWANCE BUS specific to the Employee.

Make a common payroll section

We have seen how previously we made a specific payroll section for an employee (by entering his master record and the "Payroll Sections" tab). We will now **create a payroll section that will be valid for all Employees.**

To do this, we will go to the 'Employer' section and click on the button **[Common sect]** and on the button **[Add Section]**.

Select a field of type "2000 - Daily Transport for worked days" then enter in the Fixed Value / Formula field, but this time indicating not the amount of the bus for an employee but the field containing the amount of the Employees' bus: **e.bus** then [Validate].

From now on, all the Company's Employees will be concerned by the reimbursement of the bus when calculating their Pay Statement.

Note: if you have not entered an amount for one or more employees in the BUS ALLOWANCE field, this amount is then zero: thus the multiplication $t.workindayscount \times e.bus$ will be equal to zero for these



employees, and the section will not appear on the pay slip.

Note: It is also possible to apply a payroll section only to a defined group of Employees - See FAQEN112 How to use a payroll section for a group of Employees.