



Objective

In order to automate a calculation for a group of Employees, how to create a payroll section that will be systematically automatically updated in the pay slip every month for the Employees concerned.

How to do do this ?

We now know how to create a common payroll section for all Employees (see prerequisites FAQEN110). Our wish is to "limit" the scope of this to a specific group of Employees (e.g.: performance bonus for executives; retention for health scheme, etc.).

Create a group and associate Employees with the Group

In order to achieve this objective, we will set up a **Group** in **Payroll Mauritius**.

To do this, we will go to the 'Employer' section and click on the [Settings][v] button and choose the option "Payroll Groups " and then click on a button [Add New Group].

Then enter the name of the Group and add a description of the Group and [Save]

Group: MANAGERS

Delete Save

Details Team Leaders

Name: MANAGERS

Description: Managers of the Company

Team:

The "MANAGERS" Group is then created.

It is then necessary to indicate **which Employees belong to this Group**.

To do this, simply go to each of the Employees' files: "Employees" tabs, double click on the Employee, sub-tab "Payroll groups" then click on the **[Add Group association]** button.

Then click on the "MANAGERS" group that we have just created; the window then closes and the Employee is now associated with the MANAGERS Group. [Save] the Employee's form and repeat this operation for all the concerned Employees.

Group Name	Description	Team Leaders	Team
COMMERCIAL	Ensemble des commerciaux		
INTERESSEMENT	Ensemble des salariés bénéf...		
MANAGERS	Managers of the Company		
OUVRIERS	Ensemble des ouvriers qui o...		
PARKING	Ensemble des salariés sousc...		
PROFIT-SHARING	Employees benefits for profit ...	DOE Jane	Yes
TELEOPERATEURS			
vidae bagqat		DOE John, D...	

Create a payroll section associated with a Group

From now on, once this has been done, it is necessary to create a common payroll section that we will restrict to the "MANAGERS" Group that we have just created. This section (for example) will give a monthly bonus of 2% of basic salary to Executive Employees.

To do this, go to the 'Employer' section and click on the button [Common sect] and the button [Add Section] : choose (for example if not already used) a type of field 3000 - Special Allowance, and fill it in this way:

3000 : Special Allowance Validate Section

Calculation Details | **Payroll groups**

Use A Custom Different Display Title

Section Title: **Bonus 2%**

Start Date: End Date:

Basic: Adjust Wage Calculation: Calculate prorata

PAYE: Taxable Round: Nearest Rupee

Prepaid: Prepaid benefits

Employee Amounts

Multiplier Fixed/Formula: **p.basic**

Value Fixed/Formula: **0.02**

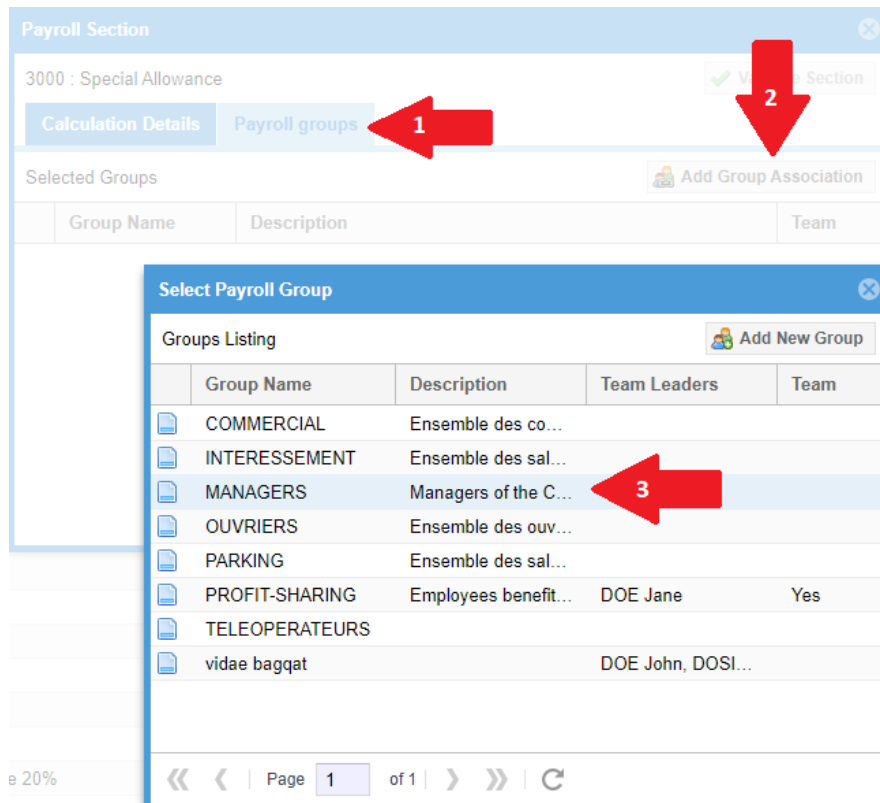
Applies On Selected Months Only

Note: the basic salary is identified by the variable **p.basic** which will be multiplied by the coefficient 0.02, will then give the bonus.



As it stands, if we validate it in this way, it would be common to all the Company's Employees.

In order to "restrict" this bonus only to company executives, click on the "Payroll groups" tab. " then click on the button [Add Group Association] and select in the proposed list, the group "CADRES".



Then by clicking on [Validate Section] button, the bonus is now associated ONLY with the Employees of the MANAGERS group. It will be automatically inserted in the pay slip of the concerned employees.

		From	To	Code	Section Title	Groups	Employer		Employee	
							Multiplier	Value	Multiplier	Value
				3000	Bonus 2%	MANAGERS			p.basic	0.02
				4100	NSF		if(and(e.is_npf...	IF(p.wages>=g...	if(and(e.is_npf...	IF(p.wages>=g...
			31/07/2018	5000	PAYE				IF((p.taxable>...	if(e.is_paye_p...
				1800	End Of Year Bonus				max((p.cumul...	if(g.period_typ...
			30/06/2019	4200	LEVY		if(e.is_npf_pai...	p.wages	0	0