



## Objective

Payroll Mauritius allows you to manage the time sheets (absence/attendance days) of Employees. You can also, if desired, manually add the overtime hours worked to them in order to automatically integrate them into the Payroll Statement, as additional payments, either by using the standard rules or by modifying them to include your own rules.

## How to do this ?

To do this, we will make a direct manual entry of these overtime hours in the timesheets. Please note that if you have this overtime in another system or software, we may, instead of manually entering it, also choose to import this overtime from a spreadsheet (Excel®, Open Office® or CSV).

### Setting up Timesheets

To begin with, it is advisable to set up an additional column in the Employees' Timesheets, in order to include overtime for each day.

To do this, go to the 'Employer' section and click on the [Settings][v] button and choose '**Timesheet fields**'.

The list is displayed (empty at first) containing all the additional optional columns that you can add to the Timesheets.

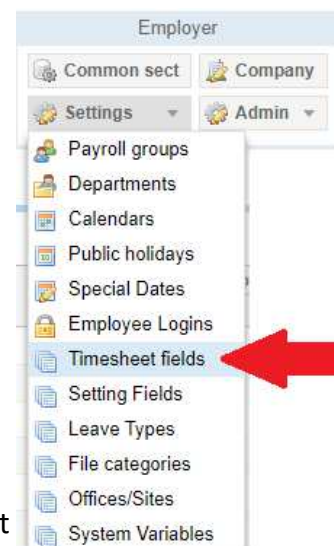
Note you can create up to 40 additional columns in the Time Sheets, in order to collect, hours, bonuses, transports, quantities etc... which will then allow you to perform payroll calculations or simply record monthly data that you want to keep by Employee.

Then click on the [Add Timesheet Field] button

As you may have seen earlier (see Prerequisites at the top of this page), it is necessary to enter the different fields to create the column :

Set the column to receive **the overtime**:

- identifier: overtime (in lower case)
- Name: Overtime (or Supp Time)
- Visible: ticked (Yes)
- Type : numberfield
- Field: overtime
- Position: 4 and confirm your entry with [OK].





So now, when you go to the 'Salary calculation' section and click on the [Timesheet] button and choose an Employee, the display appears with a new column as follows :

The screenshot shows the software interface for 'Salary calculation'. A red arrow labeled '1' points to the 'Timesheets' button in the 'Salary calculation' section. Below, the 'Employees' list shows 'DOE John' selected with a red arrow labeled '2'. The 'Timesheet for DOE John' table has an 'Overtime' column highlighted with a red box.

Day	Date	Work/Leave	Schedule	Overtime	Info
Sun	16/Jun/19	notworking			
Mon	17/Jun/19	local	Calendar1		
Tue	18/Jun/19	working	Calendar1		
Wed	19/Jun/19	half sick	Calendar1		
Thu	20/Jun/19	sso	Calendar1		

Once this is done, simply double click in the **Overtime** column on the desired day, and enter the overtime hours worked for that day. **The total of this column will be automatically included** for the calculation of overtime in the pay period,

**Note :** Be careful, the hours must be entered in decimal format: so 1 hour and 30 minutes must be entered 1.5

The screenshot shows the 'Timesheet for DOE John' table with overtime hours entered for several days: 1.50 on Wednesday, 3.00 on Friday, and 4.00 on Monday.

Day	Date	Work/Leave	Schedule	Overtime	Info
Sun	16/Jun/19	notworking			
Mon	17/Jun/19	local	Calendar1		
Tue	18/Jun/19	working	Calendar1	1.50	
Wed	19/Jun/19	half sick	Calendar1		
Thu	20/Jun/19	sso	Calendar1		
Fri	21/Jun/19	working	Calendar1	3.00	
Sat	22/Jun/19	notworking			
Sun	23/Jun/19	notworking			
Mon	24/Jun/19	working	Calendar1	4.00	

In our example, a total of 8.5 hours of overtime were worked during the month.



By going to the 'Salary Calculation' section and clicking on the [Calculate][v] button and choosing 'Manual Calculation', the following screen is automatically displayed showing the payslip with the total number of overtime hours worked over the payroll period:

Code	Sections	Revenue	Deduction
1000	Basic Salary	27,750.00	
1100	Overtime @1.5x (8.5 Hrs)	2,010.30	
2000	Transport	125.00	
3001	Bonus 2%	555.00	
3140	Special allowance	2,775.00	
5000	PAYE		1,824.00
6500	Loan Deduction		2,500.00
6501	Loan Deduction (remaining 15500)		2,500.00
9000	Parking Frais		1,000.00
<b>Totals</b>		<b>33,215.30</b>	<b>7,824.00</b>

Net Pay: Rs 25,391.30

These are automatically valued at an hourly coefficient x1.5 of the normal hourly wage.

**Note:** If overtime is worked on weekends or holidays, it is automatically valued in the System at an hourly rate x2 of the normal hourly wage. You can of course change it if you wish.

### Change in calculation method

You can change the behaviour of the overtime calculation yourself by entering your own calculation method.

For example, let's imagine that as a company policy for all Employees, you wanted to pay the first overtime's 3 hours **at a coefficient x1.5 and the following ones at a coefficient x2.**

To do this, we will modify the common Payroll section for all Employees proposed by the system to deviate from the proposed calculation and introduce your calculation (attention, it must always be more favourable to the Employee to be legal) by going to the 'Employer' section then clicking on the button **[Common sect.]** and clicking on the icon located on the left inn front of section type **1100**



The screenshot shows the 'Payroll Section' configuration window for '1100 : Overtime @1x'. The window has two tabs: 'Calculation Details' and 'Payroll groups'. Under 'Calculation Details', the 'Section Title' is 'Overtime @1.5x ((t.overtime.normal} Hrs)'. The 'Multiplier Fixed/Formula' is 't.overtime.normal' and the 'Value Fixed/Formula' is '((p.basic/22)/8)\*1.5'. There are checkboxes for 'Use A Custom Different Display Title', 'Adjust Wage', 'Taxable', 'Prepaid benefits', 'Calculate prorata', and 'Nearest Rupee'. A 'Validate Section' button is in the top right corner of the window.

From	To	Code	Section Title
		4000	NPS
		4100	NSF
	31/07/2018	5000	PAYE
		1800	End Of Year B
	30/06/2019	4200	LEVY
		3900	Absence Dedu
		1100	Overtime @1
		1150	Overtime @2x
		2500	Taxable Trans
01/08/2018		5000	PAYE
		6000	Loan Disburse
01/07/2019		4200	LEVY

This one presents the formula:

**t.overtime.normal** (which represents the system variable that gives the sum of the Overtime column of the Employee's Time Sheet for all overtime on the 'normal' days of the week worked during the pay period) x (p.basic/22/8) (which is the hourly wage for 22 working days at 8 hours per day) x 1.5 which is the standard overtime rate

To enter our new way of calculating (our example), we will introduce another formula:

- Multiplier : **p.basic/22/8**
- Formula : **if(t.overtime.normal<3.01,t.overtime.normal\*1.5,(3\*1.5)+(t.overtime.normal-3)\*2)**

Which means :

- Multiplier: gives **the normal hourly rate (basic salary divided by 22 days divided by 8 hours),**
- The formula :

**if there is less than (or equal to) 3 hours, then the number of hours x 1.5 will be taken otherwise (if more than 3 hours), the first 3 hours will be x 1.5, and the following are added to x2**

Note : As a reminder, the result of a payroll section is the **multiplication** of the multiplier x formula; we could just as easily invert the 2 and get the same result; or put 1 in the multiplier and in the formula add \*p.basic/22/8 there again the result would be identical!

Click on [Validate Section], now your new overtime rule is validated from this payroll period and the others following.

Let's check and look at the calculation of the payslip ('Calculate Bulletin' section, click [Calculate][v] and choose 'Calculate Manually') for the Employee concerned :



Employees ReCalculate Validate Validate & Next

Search Reload Department Office/Site

Name: **DOE John [00001]** Period: **16/Jun/2019 - 15/Jul/2019**  
 Post: **Ingénieur d'Etude** Salary Date: **30/Jul/2019**  
 NIC: **D281189305330A** TAN: **T00001**

Code	Name	Code	Sections	Revenue	Deduction
00004	AUMERRALY Priscilla				
00010	BEEHARRY Sylviana				
00002	DOE Jane				
00001	DOE John	1000	Basic Salary	27,750.00	
00009	DOE Tom	1100	Overtime @1.5x (8.5 Hrs)	2,443.89	
00005	DOSINGH Vishal	2000	Transport	125.00	



For explanation control, in our example, the hourly rate is  $27750/22/8 = 157.670$

For the 8.5 overtime hours of the month:

- the first 3 hours are paid x1.5, i.e.  $157,670 \times 3h \times 1.5 = 709,517$
- And the next 5.5 hours paid x2, i. e.  $157,670 \times 5.5h \times 2 = 1734,37$   
= i.e. a total of 2443.89

Note : you can also modify the calculation of overtime for Sundays and public holidays by modifying the common section **1150**, then you can individualize the calculation for Sundays (t.overtime.sunday) from those for public holidays (t.overtime.holiday) by creating a new common section 1160 for example.

**Payroll Section** Validate Section

1150 : Overtime @2x

**Calculation Details** **Payroll groups**

Use A Custom Different Display Title

Section Title: **Overtime @2x ({t.overtime.sunday} Hrs Sunday / {t.overtime.holiday} Hrs Holidays)**

Start Date:  End Date:

Basic:  Adjust Wage Calculation:  Calculate prorata

PAYE:  Taxable Round:  Nearest Rupee

Prepaid:  Prepaid benefits

Employee Amounts

Multiplier Fixed/Formula: **t.overtime.sunday + t.overtime.holiday**

Value Fixed/Formula: **((p.basic/22)/8)\*2**

Applies On Selected Months Only