



## How to make a lateness appear in case of an outing before the normal departure time

FAQEN124

Prerequisites: Knowledge of Calendar Management /FAQEN114 FAQEN115 /Super Administrator Access

V1.1

### Objective

In standard, **Payroll Mauritius** is set up so that the Calendars defined as the normal hours for an Employee, do not consider an early departure (end of day) as a deduction.

However, you may want such a departure to be automatically considered as a lack of work done by the Employee and appear as a lateness.

### How to do this ?

As a preliminary, you must have created at least one Calendar (section 'Employer', click on the [Settings] [v] button and choose 'Calendars' then click on [Add Calendar]) (see FAQEN115), and to have assigned it to the employee(s) concerned in their own file.

In the following example, a Calendar called "Calendar1" has been created where the Employee's arrival time is 08:00 and the departure time is 17:00.

As mentioned above, in standard the behavior of a **Payroll Mauritius** Timesheet is as follows:

Code	Name	Day	Date	Work/Leave	Schedule	Time In	Lateness	Time Out	Overtime	co
00004	AUMERRALY Priscilla	Tue	24/Dec/19	working	Calendar1					
00010	BEEHARRY Sylviana	Wed	25/Dec/19	notworking						
00002	DOE Jane	Thu	26/Dec/19	working	Calendar1	08:00		16:35		
00001	DOE John	Fri	27/Dec/19	working	Calendar1					
00009	DOE Tom	Sat	28/Dec/19	notworking						
00005	DOSINGH Vishal									

By clicking on the [**Calc. Overtime**] button, the automatic calculation of overtime and lateness is started (if you have set this in the 'Employer' section [Company] button then tab "Timesheets", tick automatic lateness and automatic overtime and indicated the timesheet field with the **lateness** and **overtime** identifier).

The Employee in our example left 25 minutes earlier, but the "Lateness" field remains empty (unless you manually fill in this one of course, which is still a possibility, but our objective is to **automate this calculation**).



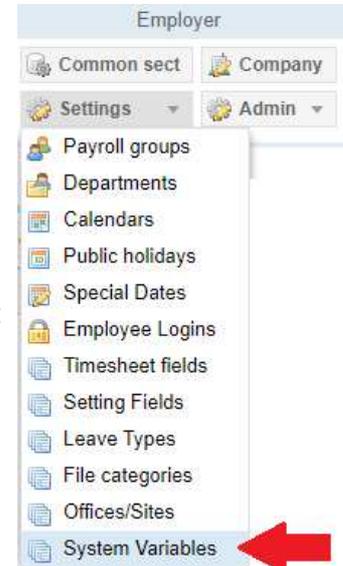
# How to make a lateness appear in case of an outing before the normal departure time

FAQEN124

Prerequisites: Knowledge of Calendar Management /FAQEN114 FAQEN115 /Super Administrator Access

V1.1

To make an earlier departure be taken as an automatic lateness (which you can then deduct from pay, or assign to taking holiday hours), go to the 'Employer' section and click on the [Settings][v] button and choose 'System variables'.



### BE CAREFUL - IMPORTANT

Access to system variables is a very important element of Payroll Mauritius' behaviour. It is **not recommended to modify anything** without an increased knowledge of the software. Incorrect use can lead to erratic behaviour and data loss.

Please make sure you know what you are going to do when you modify a System Variable.

Double-click on the **Global variables/Negative Overtime** line; in the 'value' field (at 0 by default) and enter the value **1**. do the same with the **Global variables/Lateness Early Departures** variable.



Name	Code	Identifier	Value	Data
Global variables/Negative Overtime		global.negative_overtime	1	
Global variables/Lateness Early Departures		global.early_departure_laten...	1	
Global variables/PAYE Max 10% (2018)		global.paye_max10	650000	
Global variables/Five Days Month		global.fivedaysmonth	22	
Global variables/Contribution Codes	4000,4100,420...	global.contrib_codes	0	

From now on in the Timesheet, a departure before the employee's departure hour when you click on the [Calc. Overtime] button will automatically put the number of missing minutes in the **Lateness** field of the timesheet:

in our example 17:00 (normal departure hour) – 16:35 (effective departure hour) = 25 minutes

Day	Date	Work/Leave	Schedule	Time In	Lateness	Time Out	Overtime	co
Tue	24/Dec/19	working	Calendar1					
Wed	25/Dec/19	notworking						
Thu	26/Dec/19	working	Calendar1	08:00	25:00	16:35		
Fri	27/Dec/19	working	Calendar1					
Sat	28/Dec/19	notworking						

**Note :** Remember that in any case you can modify manually calculation of lateness or overtime