



## Objective

At any time, you can increase an Employee's basic salary. This increase will then be taken into account as from the pay period in which you have carried out the increase.

However, by modifying the basic salary, even if it is historically recorded for the previous closed periods, you may want to show this increase to the Employee on his Payroll Statement in order to formalize it.

## How to do this ?

For this increase, a Payroll section for the current month must be added in the timesheet of the Employee concerned.

To do this, go to the 'Salary Calculation' section and click on the [Timesheet] button. Select the concerned Employee in the list on the left then click on the tab "Sections for Current Month" and click on [Add Section] and **select 1020 section** in order to add a new field for the increase of the Company's part.

The screenshot shows the Payroll Mauritius interface with several red arrows indicating the steps:

- 1**: Points to the 'Timesheets' button in the 'Salary calculation' section.
- 2**: Points to the selected employee 'DOE Jane' in the 'Employees' list on the left.
- 3**: Points to the 'Sections for Current Month' tab.
- 4**: Points to the 'Add Section' button.
- 5**: Points to the '1020 Company Salary Increment' option in the 'Select Section Type' dialog box.

Code	Title	Description
1010	Government Salary Increment	Variable Government Salary Increment
1020	Company Salary Increment	Company Salary Increment
1050	Arrival Adjustment	Arrival Adjustment when after pay period
1060	Departure Notice	Departure Notice Payment



Then eventually customize label, tick the month for which you want the increase to take place (2),

**Payroll Section** [Close]

1020 : Company Salary Increment [Validate Section]

**Calculation Details**

Use A Custom Different Display Title

Section Title: Company Salary Increment

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: 1200 [1]

Value Fixed/Formula: 1

Applies On Selected Months Only

January [2]  April  July  October

February  May  August  November

March  June  September  December

Period Types

Monthly Salary

Category

Emoluments: Salary, wages, leave pay, fee, overtime pay, etc....

Enter formula (1) or the amount corresponding to the desired increase.

For example a 5% increase would be:  $p.basic * 1.05$  or a fixed amount (our example): 1200

**Reminder:** Don't forget to put the 1 in Fixed/Formula Multiplier, since the result is always the multiplication between what is in Multiplier Fixed/Formula x Value Fixed/Formula.

Click on the **[Validate Section]** button and **[Save]** the Employee record.



Going to the Salary calculation of the Employee, now a new line is displayed :

The screenshot shows the 'Payroll Calculator' interface for 'ACME Ltd - January 2020 - (24/Dec - 23/Jan)'. The 'Salary calculation' tab is active, showing a table of sections for employee 'DOE Jane [00002]'. The table includes columns for Code, Sections, Revenue, and Deduction. A red arrow labeled '1' points to the 'Calculate' button in the top navigation. Another red arrow labeled '2' points to 'DOE Jane' in the employee list on the left. A third red arrow labeled '3' points to the 'Company Salary Increment' row in the table, which has a revenue of 1,200.00.

Code	Sections	Revenue	Deduction
1000	Basic Salary	41,500.00	
1020	Company Salary Increment	1,200.00	
1010	Government Salary Increment	300.00	
2000	Transport	4,090.91	
4000	NPS		562.00
4100	NSF		187.00
<b>Totals</b>		<b>47,090.91</b>	<b>749.00</b>

Net Pay: Rs 46,341.91

### For the following months:

As soon as you **close** the period of the month of the increase (here January), the amount of Payroll Section 1020 (here Rs 1,200) will be **automatically added to the Basic Salary** (Section 1000) and Section 1020 will no longer appear next month: there will be then only one line left on the Payslip (in our example, with a Basic Salary of Rs 42,700).