

Objective

The Workers' Rights Act 2019 by its note 39 of 2020

http://labour.govmu.org/English/Documents/Legislations/THE%20WORKERS%20RIGHTS%20Act %202019/Workers'%20Rights%20(Portable%20Retirement%20Gratuity%20Fund)%20Regulations %202020.pdf enacts the terms as to the obligation for Mauritian companies to provide a mandatory pension plan for its Employees (the PRGF) as from 1st January 2020.

However, the Cabinet has decided on a memorandum for its implementation until january 2022 -**IMPORTANT** see **end of document for retroactivity to these months**.

If you already contribute to a pension fund for Employees whose characteristics are at least equivalent to the prerequisites laid down and approved by the MRA, you do not need to contribute to the PRGF. In any other case (see Note 39 of 2020 link below), you must contribute to the PRGF.

How to do this?

First of all, as the PRGF applies only to **Mauritian Employees**, check that the box "Mauritian" is checked in the file of each Employee concerned.

Employees		Per	riod	11	Salary calcula	tion		Declarations		
🖧 New 👻	Feb, 202	0 111	Monthly Salary	-	😥 Timesheets	v	NPF&NSF	Statut	tory re	
🚊 Action 👻 💟 Peri		od settings 🔂 Close period			Calculate 🔻		PAYE	Accounting		
oli 🔝 Empl	oyees 🙎	DOE Joh	n			_				
Personal Er	nployment	Edf Deta	iils Salary Set	ttings	Payroll Section	ns	Payroll groups	Loans	Priva	
Picture		Last name								
		DOE								
		First name								
		John					-	-		
	1	NIC:								
E.		D281189	305330A					Mauritian	n	
		D281189 Date Of Bi			Mar	ital St		🗹 Mauritiar	n	

You must then, for all Employees, add a **new common payroll section** by going to the 'Employer' section then clicking on the [Common Sect] button, then click on the [Add Section] button and choosing section **7900 - PRGF**

		Select Se	ection Type		8				
Action - Peb 2020 Mo		III Mo	Search:	6	9		A	👘 Company	
		Code	Title Description			🧭 Setter -	🍪 Admin 👻		
			7120	Medical Scheme (3)					
		7130	Medical Scheme (4)						
iman	ent Section:	s For Salary Calc	ulations:	7150	Medical Adjustments				Add Section
	From	To		7200	EPZ Scheme				loyee
				7300	Contribution Funds			Multiplier	Value 2
			4000	7350	Contribution Adjustments		1.0		IF(p.wage
			3	7900	PRGF				
		31/07/201		9000	Parking Frais	Any calculated/fixed Amount			
				9010	Parking Deduction	Any calculated/fixed Amount			
				9100	Avance Salaire	Any calculated/fixed Amount			
				9200	Deduction (3)	Any calculated/fixed Amount			
				9300	Deduction (4)	Any calculated/fixed Amount			



The new payroll section is presented to you with already the calculation formula in place as well as the conditions of applicability (being Mauritian, contributor to the NPF, earning less than Rs 200,000...): you don't need to modify it!

Payroll Section								8
[Deduction] 7900	PRGF	:						Validate Section
Calculation De	tails	Payroll groups	Form	ulas	Descript	ion		
	Us	e A Custom Differen	nt Displa	y Title				
Section Title:	PRG	F						
Start Date:		1111		End I	Date:			
Basic:	Adjust Wage		Calcu	ulation:		alculate	prorata	
PAYE:	🗌 Tax	able		Roun	id:	✓ N	learest R	lupee
Prepaid:	Pre	epaid benefits						
- Employee Amou		a: 0			nployer Amo ultiplier Fixe			if(p.basic<200000
Multiplier Fixed/								
Value Fixed/For	mula.	0		Value Fixed/Formula:		7	if(and(e.mauritian	
Applies On Sele	cted Mo	-		_				
January		🗹 April		✓ Ji	ıly		∠ 0	ctober
February		🗹 May		🗹 A	ugust	Novem		ovember
March		🗹 June		√ S	eptember		🗹 De	ecember
- Period Types -								
Monthly Sa	lary							
- Category								
Emoluments:	Not	to be included in er	molumer	nts				-

On the other hand, the **contribution rate** (employers only) to the PRGF is a function of your type of activity and the turnover of your Company, and of the year (in order to ensure a progressiveness of the contribution) that is why you must adjust it in **Payroll Mauritius**.

To do this, click on the "Formulas" tab of the Payroll 7900 section, the following window is displayed:

	How to implement PRGF in Payroll Mauritius	FAQEN130
Im	Prerequisites : System Administrator	V1.3

Payro	oll Section					8
[Dedu	uction] 7900 : PR	🖌 V	alidate Section			
Cal	lculation Details	Payroll groups	Formulas	Description		
Form	ulas calculated fo	or section				Add Formula
	Identifier	Title	Formula		Order	
0	allowances	Allowances	s.s1100+s.s11	1		
0	commission	Commission	s.s3160			2
0	percentage	Percentage	0.045			3

Double-click on the **Percentage** line (line 3) and, if necessary, change the contribution rate (default 4.5%) to a decimal value (e.g. 2.1% must be entered as 0.021) and confirm by clicking [OK].

Then adjust the payroll sections in Commissions (line 2) and Allowances (line 1) taken into account in the PRGF according to what you use.

Note: If there are payroll sections in the default formula that you do not use (for example, section 1150) you do not necessarily need to remove it, it will take the value zero and therefore not affect the calculation. However, if you wish to remove it to simplify readability, double click on the Allowances line and remove the **+s.s1150** sequence then validate by clicking **[OK]**.

	ldentifier	Title	Formula	Formula			
٢	allowances	Allowances	<u>s.s1100</u> +	1	÷		
0	commission	Commission	ок	Cancel		2	
٢	percentage	Percentage	0.040			3	

By default, the proposed sections are :

```
s.s1100+s.s1110+s.s1150+s.s1160+s.s1170+s.s1180+s.s1190+s.s3000+s.s3100+s.s3110+s.s3120+s.s3130
+s.s3140+s.s3150+s.s3170+s.s3200+s.s3210+s.s3220+s.s3230+s.s3240+s.s3250+s.s3260+s.s3270+s.s328
0+s.s3290+s.s3300+s.s3400
```

Once you have made your adjustments, click on the [Validate Section] button.

IMPORTANT If you have already calculated your pay slips for the month, you should re-calculate them for that month to take into account the PRGF calculation.



How do I report to the MRA?

Payroll Mauritius automatically generates the expected CSV standard file. You will then only have to deposit it on the MRA website.

To do this, go to the 'Declarations' section then click on the **[Statutory reports][v]** button and choose the **"PRGF"** option.



The screen showing you the Employees concerned and the calculations made is presented to you:

🔝 🚊 Employees	PRGF ×								
								Online Dec	laration 😰 Export
NID	Last name	First name	private	Employment	Wages	Allowances	Commission	Total	PRGF
1 A1704927889P	AUMERRALY	Priscilla	N	F	19,300	0	0.00	19,300.00	869.00
2 B270319993345S	BEEHARRY	Sylviana	Ν	F	41,300	0	0.00	41,300.00	1,859.00
3 D281189305330A	DOE	John	Ν	F	25,600	3,072	0.00	28,672.00	1,290.00
4 D2709831110222	DOE	Jane	Ν	F	43,000	0	0.00	43,000.00	1,935.00
5 D201280305330T	DOE	Tom	N	F	40,000	0	0.00	40,000.00	1,800.00
6 D054451554	DOSINGH	Vishal	Ν	F	15,300	0	0.00	15,300.00	689.00
7 L121280262626E	LUCKNATH	Vimal	Ν	F	22,500	0	0.00	22,500.00	1,013.00
8 M515151515	MAINGARD	Emilie	Ν	F	75,000	0	0.00	75,000.00	3,375.00
9 S354545454	SOWEE	Neerma	Ν	F	30,800	0	0.00	30,800.00	1,386.00
0 W55115555	WAGNER	Richard	Ν	F	20,000	1,500	0.00	21,500.00	968.00

Generate the CSV file by clicking on the **[Export]** button; the CSV file is then uploaded to your workstation; you only have to click on the **[Online Declaration]** button to identify yourself and submit this file following the MRA documentation

https://www.mra.mu/download/PRGF Current Guidelines.pdf

<u>Additional note</u>: you can use the "Basic/Contributions" payslip format ('Employer' section, [Company] button, "Payroll" tab, heading 'Print template') to have a template allowing you to display the employer's contributions, and thus the PRGF on the payslip given to the Employees!



<u>Prerequisites</u> : System Administrator

How to manage the previous months (retroactivity)?

The objective is to manage the necessary retroactivity **as from january 2020 to décember 2021** <u>without</u> recalculating pay slips and thus remain consistent with the pay slips given to Employees and the deposits made to the MRA (PAYE) and NPF.

In order to manage this, **you need to go to each of these months** in **Payroll Mauritius** on the PRGF windows to generate a corresponding computation : start by **January 2020** period.

However, as the payslips have already been calculated, you should click on the **[Generate]** button to recalculate only the PRGF and add it to the payslips (which will then allow you to deposit to the MRA).

Employees	Perio	Period Salary calculation		Declarations Reports				Employer		
🖧 New 🔻	Feb, 2020	Monthly Salary 🔻	😥 Timesheets 🔹	PNPF&NSF Statutory reports *		s 🔻 💲 Pa	yments 🔻	🕞 Common sect	👷 Company	
uan Action ▼	🙋 Period settings	Close period	Calculate 👻	PAYE	Accounting	▼ ER	ports 🔻	🍪 Settings 📼	🍪 Admin 👻	
🖬 📃 Emplo	yees PRGF									
🛾 Generate								Online De	claration 📓 Ex	хрог
NID	Last name	First nam	e private	Employme	nt Wages	Allowances	Commission	Total	PRGF	
A1704927889F	AUMERRALY	Priscilla	N	F	19,300	0	0.00	19,300.00	869.00	
B27031999334	5S BEEHARRY	Sylviana	N	F	41,300	0	0.00	41,300.00	1,859.00	
D28118930533	0A DOE	John	N	F	25,600	3,072	0.00	28,672.00	1,290.00	
D27098311102	22 DOE	Jane	1 1		42.000	•	0.00	43,000.00	1,935.00	
D20128030533	OT DOE	Tom	Prgf calculation				6	40,000.00	1,800.00	
D054451554	DOSINGH	Vishal						15,300.00	689.00	
L12128026262	6E LUCKNATH	Vimal 0	Calculation Options			Start	Calculation	22,500.00	1,013.00	
M515151515	MAINGARD	Emilie						75,000.00	3,375.00	
S354545454	SOWEE	Neern	Status:	Calculatir				30,800.00	1,386.00	
W55115555	WAGNER	Richa	Status.	Calculati	ig			21,500.00	968.00	
			Current Employee:	DOSINGH	l Vishal					
🕻 🕻 🛛 Page	1 of 1 > >>>	C	Progress:	4 / 10 Con	npleted				Displaying 1 - 1	10 of
				Processing	5 of 10 Paysli	ns				

After calculation, DO NOT click on [Export] button (to generate the CSV file), you are going to change the pay period to February 2020 and repeat the procedure until december 2021.

In december 2021, once click [Generate] you will be able to generate a sole .CSV file for the 24 past months by clicking onto the button :

<u>MRA Note</u> : Employers are required to use the Direct Debit facility put in place by MRA to pay their PRGF contributions. To avail of the Direct Debit facility, employers should fill-in a <u>direct debit form</u> downloadable from MRA website. The form duly filled-in and signed by authorised signatories should reach the MRA at least 15 days before the due date for payment.