



# How to temporarily deactivate Payroll sections for all - or some - Employees

FAQEN131

Prerequisites : System Administrator

V1.0

## Objective

Occasional and exceptional events (lock down) may make it necessary to disregard certain payroll sections for one (or several) months (such as for example the payment of transport) which are however parameterized in **Payroll Mauritius**, for all or part of the Employees.

The solution would then be to switch to each of the common payroll sections concerned, and to put a start and end date on these sections. However, if these sections are not common but specific to each Employee, it would then be appropriate to carry out this action of demarcation by date for each of the Employees concerned, and... do the reverse when you wish to put these sections back into action.

As soon as the number of Employees becomes important, this work is consequent and not without source of data entry errors.

## How to do this ?

There is a system parameter that allows you to manage this very easily.

To do this, go to the 'Employer' section and click on the **[Settings][v]** button and select the "**System Variables**" option.

**WARNING** - Using the system variables incorrectly can cause major disruptions or even loss of data that may be irreversible. BEFORE changing or manipulating a system variable, make sure that you are using it correctly.

The screenshot shows the 'Employer' section of the software. The 'Settings' menu is open, and 'System Variables' is selected. The 'System Variables for company' table is visible, with the following data:

Name	Code	Identifier	Value
Global variables/Emoluments Month		global.fiscal_month.month_end	0
Global variables/Accounting Export type	V1	global.accounting_export_type	0
Global variables/Period Prorata	m	global.prorata_type	0
Global variables/Leave Hours For Day		global.leaves_hours	9
Global variables/Default leave on A/C	local	global.default_leave	0
Global variables/Negative Overtime		global.negative_overtime	1
Global variables/Bank Format		global.bank_format	0
Global variables/Disabled Payroll Codes		global.disabled_codes	0
Global variables/Maximum Negative Income Tax		global.max_negative_tax	0
Global variables/Maximum Early Departure		global.max_early_departure	0

Then locate the **Global Variable/Disabled Payroll Codes**: it is normally empty.



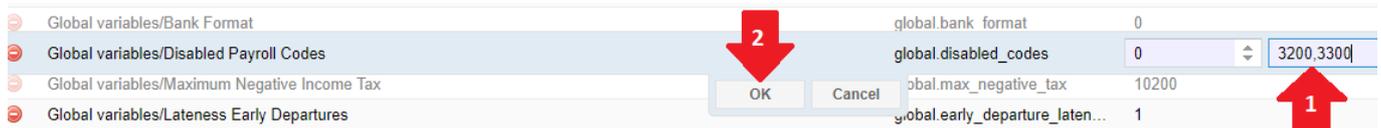
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Double-click on the line and position yourself on the "Data" field, then enter the payroll sections you wish to deactivate, separated by a comma:



Then confirm your entry with [OK].

From then on, any calculation or recalculation of pay slips, reports, statements will ignore the common sections or employee sections (until you deactivate this parameter) that you have specified (in our example, sections 3200 and 3300).

## How can I deactivate these payroll sections for only a few Employees?

By default, the deactivation of these payroll sections applies to all Employees. However, you can deactivate them for a selection of Employees only.

To do this, still in the System Variables, find the **Global variables/Disable Codes Exceptions (Employees)** variable, double click on the line and in the "Data" field, enter the list of **Employee codes** for which the previously excluded payroll sections will be activated :



Thus in this example, Employees n°155 and n°207 will be the only ones for whom the calculation of payroll sections 3200 and 3300 will not be performed.