Pm	How to issue the Statement of Emoluments to Employees, carry out the Return Of Employees (ROE) and, if needed, modify erroneous emolument assignments	FAQEN136
	Prerequisites : Wise User on Payroll Section	V1.2

Objective

As a Company employing Employees, at the end of each fiscal year (June 30), all Employees of the Company who are still present or who have left the Company or who have left during the said fiscal year must receive a Statement of Emoluments so that the Employees can finalize their PAYE tax returns and pay their taxes.

Payroll Mauritius generates the Statement of Emoluments automatically in the system due to the fact that each payroll section is automatically pre-assigned to an emolument type.

How to do this?

To do this, you must go to the 'Declarations' section then on the button **[Statutory reports][v]** choose the option **Emoluments**. The following screen is then presented to you:

PAYROLL	ACME Ltd - April 2020	- (24/Mar - 23/Apr)							0
Employees	Per	iod	Salary calculation	1	Declarations	Reports		Employer	
👵 New 👻	Apr, 2020	Monthly Salary 💌	🔯 Timesheets 🔻	NPF&NSF	Statutory reports 🔻	💲 Payments 🔻	Commo	n sect 🔬 🤅	Compan
Action +	Period settings	Close period	Calculate 🔻	PAYE	PAYE	Reports -	Settings	- 🎲 /	Admin
					🗉 Emoluments	1			
💼 🚊 Emp	loyees 📑 Emolume	nts			PRGF				
Year: 2019/2020) 👻 Search:				Negative income tax	r Generated 🛐	Export ROE 1	9/06/2020	II 🖨
Code	NIC	Last name		First	name		Date Joined	Departure	e Date
00001	D281189305330A	DOE		John			01/01/2006	<u> </u>	4
00002	D2709831110222	DOE		Jane			01/01/2018	2	
00003	W55115555	WAGNED		Diebe	urd.		02/07/2010	_	Å
00004	A1704927889P	AUMI Impression	de l'émolument						
00005	D054451554	DOSI						Se Se	end as e
hen click printer for	c on the small r the Employe d to get the	ee Statemen	n of Emoluments		FOURTH SCHEDU (regulation 22(1)(a)	LE V			
Then click printer for concerned overview:	c on the small r the Employe d to get the	2C	STATEMENT OF E (To be given in du)	MOLUMENTS A	FOURTH SCHEDU (regulation 22(1)(a) AND TAX DEDUCTION loyer to his employee not la	ILE) FOR INCOME YEAR ter than 15 August in the	ENDED 30 June e year of assessme	2020 nt)	
Then click printer for concerned overview:	t on the small r the Employed to get the	2e 1. IDE	STATEMENT OF E (To be given in du	MOLUMENTS / plicate by an emp OYER	FOURTH SCHEDU (regulation 22(1)(a) AND TAX DEDUCTION I loyer to his employee not la	LE)) FOR INCOME YEAR ter than 15 August in the	ENDED 30 June e year of assessme	2020 nt)	
Then click printer for concerned overview:	c on the small r the Employ d to get the	2e 1. IDE Ful	STATEMENT OF E (To be given in du INTIFICATION OF EMPLO	MOLUMENTS / plicate by an emp OYER	FOURTH SCHEDU (regulation 22(1)(a) AND TAX DEDUCTION I loyer to his employee not la	LE)) FOR INCOME YEAR ter than 15 August in the	ENDED 30 June	2020 nt)	
Then click printer for oncerned overview:	on the small r the Employ d to get the	20 1. IDE Ful PA	STATEMENT OF E (To be given in du) INTIFICATION OF EMPLO Name YE Employer Registration	MOLUMENTS / plicate by an emp OYER Number 1	FOURTH SCHEDU (regulation 22(1)(a) AND TAX DEDUCTION I loyer to his employee not la SCME Ltd 52276	LE) FOR INCOME YEAR ter than 15 August in the	ENDED 30 June	2020 nt)	
Then click printer for oncerned overview: <u>Note</u> : if yo	c on the small r the Employ d to get the cou move the	20 1. IDE Ful PA Bus	STATEMENT OF E (To be given in du) INTIFICATION OF EMPL(Name YE Employer Registration siness Registration Number	MOLUMENTS J plicate by an emp OYER A Number 1 ar C	FOURTH SCHEDU (regulation 22(1)(a) AND TAX DEDUCTION I loyer to his employee not la CME Ltd 52276 :12152276	LE) FOR INCOME YEAR ter than 15 August in the	ENDED 30 June e year of assessme	2020 nt)	
Then click printer for concerned overview: <u>Jote</u> : if yo nouse ov	c on the small r the Employ d to get the d to get the d to get the cou move the rer the top of	ee 1. IDE Ful PA Bus the	STATEMENT OF E (To be given in du) INTIFICATION OF EMPLO Name YE Employer Registration siness Registration Numbe	MOLUMENTS / plicate by an emp OYER Number 1 ar C	FOURTH SCHEDU (regulation 22(1)(a) AND TAX DEDUCTION I loyer to his employee not la CME Ltd 52276 C12152276	ULE)) FOR INCOME YEAR ter than 15 August in the	ENDED 30 June e year of assessmen	2020 nt)	
Then click printer for concerned overview: <u>Note</u> : if yo nouse ov vindow, t	on the small r the Employed to get the ou move the rer the top of the options w	the 2. IDE	STATEMENT OF E (To be given in du) INTIFICATION OF EMPLO Name YE Employer Registration siness Registration Number INTIFICATION OF EMPLO	MOLUMENTS / plicate by an emp OYER P Number 1 ar C OYEE F	FOURTH SCHEDU (regulation 22(1)(a) AND TAX DEDUCTION I loyer to his employee not la COME Ltd 52276 12152276	ILE)) FOR INCOME YEAR ter than 15 August in the	ENDED 30 June e year of assessmen	2020 nt)	
Then click printer for concerned overview: <u>Note</u> : if yo nouse ov vindow, t	on the small r the Employed to get the ou move the rer the top of the options w	the ill Ful Em Em Em Em Em Em Em Em Em	STATEMENT OF E (To be given in du) INTIFICATION OF EMPLO Name YE Employer Registration siness Registration Number INTIFICATION OF EMPLO	MOLUMENTS / plicate by an emp OYER / Number 1 ar C OYEE [0	FOURTH SCHEDU (regulation 22(1)(a) AND TAX DEDUCTION I loyer to his employee not la CME Ltd 52276 C12152276 C0E Jane 1-Jul-2019 to	ILE) FOR INCOME YEAR ter than 15 August in the 30-Jun-2020	ENDED 30 June	2020 nt)	
Then click printer for concerned overview: <u>Note</u> : if yo nouse ov vindow, t	on the small r the Employed to get the ou move the rer the top of the options w lowing you to	the ill Ful Ful Ful Ful Ful Ful Ful Ful Ful F	STATEMENT OF E (To be given in du) INTIFICATION OF EMPLO Name YE Employer Registration siness Registration Number INTIFICATION OF EMPLO Name of employee ployed from ional Identity Card No.	MOLUMENTS / plicate by an emp OYER / Number 1 ar C OYEE [0 0	FOURTH SCHEDU (regulation 22(1)(a) AND TAX DEDUCTION I loyer to his employee not la CME Ltd 52276 C12152276 DOE Jane 1-Jul-2019 to 22709831110222 Tr	ILE)) FOR INCOME YEAR ter than 15 August in the 30-Jun-2020 IX Account No. C26	ENDED 30 June e year of assessment	2020 nt)	*
Then click printer for concerned overview: <u>lote</u> : if yo nouse ov vindow, t ppear all lownload	c on the small r the Employe d to get the ou move the rer the top of the options w lowing you to I (or print) it o	the ill on Nai	STATEMENT OF E (To be given in du) ENTIFICATION OF EMPLO Name YE Employer Registration siness Registration Number ENTIFICATION OF EMPLO Name of employee ployed from ional Identity Card No.	MOLUMENTS / plicate by an emp OYER / Number 1 ar C OYEE [0 0 [0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	FOURTH SCHEDU (regulation 22(1)(a) AND TAX DEDUCTION I loyer to his employee not la CME Ltd 52276 C12152276 DOE Jane 11-Jul-2019 to 02709831110222 Ta	ILE) FOR INCOME YEAR ter than 15 August in the 15 August in the 30-Jun-2020 ix Account No. C26	ENDED 30 June e year of assessment	2020 nt)	*
Then click printer for concerned overview: <u>Note</u> : if yo nouse ov vindow, t ippear all lownload your PC.	c on the small r the Employe d to get the ou move the rer the top of the options w lowing you to I (or print) it o	the con 3. EM	STATEMENT OF E (To be given in du) ENTIFICATION OF EMPLO Name YE Employer Registration siness Registration Numbe ENTIFICATION OF EMPLO Name of employee ployed from tional Identity Card No.	MOLUMENTS / plicate by an emp OYER / Number 1 ar C OYEE [0 [0 [0]	FOURTH SCHEDU (regulation 22(1)(a) AND TAX DEDUCTION I loyer to his employee not la CME Ltd 52276 C12152276 DOE Jane 1-Jul-2019 to 02709831110222 Ta	ILE) FOR INCOME YEAR ter than 15 August in the 15 August in the 30-Jun-2020 ix Account No. C26	ENDED 30 June e year of assessment	2020 nt) Rs	**
Then click printer for concerned overview: <u>Note</u> : if yo nouse ov vindow, t ippear all lownload your PC.	c on the small r the Employe d to get the ou move the rer the top of the options w lowing you to I (or print) it o	the ill on Statemen Ful PA Bus Ful Ful Sal Statemen Ful Statemen Ful Statemen Ful Statemen Ful Statemen Ful Statemen Ful Statemen Ful Statemen Ful Statemen Ful Statemen Ful Statemen Statemen Ful Statemen Ful Statemen Ful Statemen Ful Statemen Statemen Ful Statemen Ful Statemen Ful Statemen Ful Statemen Ful Statemen Ful Statemen Statemen Ful Statemen Ful Statemen Statemen Statemen Ful Statemen Statemen Statemen Ful Statemen Statem	STATEMENT OF E (To be given in du INTIFICATION OF EMPLO Name YE Employer Registration siness Registration Number INTIFICATION OF EMPLO Name of employee ployed from tional Identity Card No. OLUMENTS ary, wages, leave pay, fee	MOLUMENTS / plicate by an emp OYER / Number 1 er C OYEE oyEE e, overtime pay, ,	FOURTH SCHEDU (regulation 22(1)(a) AND TAX DEDUCTION I loyer to his employee not la CME Ltd 52276 C12152276 COE Jane 1-Jul-2019 to 02709831110222 Ta perquisite, allowance, gra	LE) FOR INCOME YEAR ter than 15 August in the 30-Jun-2020 ix Account No. C26 atuity, commission or	ENDED 30 June e year of assessment 556522 other reward	2020 nt) Rs	* +

R	How to issue the Statement of Emoluments to Employees, carry out the Return Of Employees (ROE) and, if needed, modify erroneous emolument assignments	FAQEN136
	Prerequisites : Wise User on Payroll Section	V1.2

<u>Note</u>: you can also send the statement of Emoluments directly by email to the Employee, by clicking on the small envelope next to the printer (an email adress must be entered in the Employee's file).

You can finally print all the reports for all the Employees at once, by clicking on the **[Print]** button at the top of the list.

	PAYROLL	ACME Ltd - April 2020	- (24/Mar - 23/Apr)							۵	@ ¢	i.
Em	ployees	Peri	iod	Salary calculation		Declarations		Reports	Ĩ	Employer		
💩 N	lew -	Apr, 2020	Monthly Salary 💌	🔯 Timesheets 🔻	NPF&N	SF 📑 Statutory reports	S =	\$ Payments -	🕞 Common	sect 🛕 Compa	ny	
ana A	Action *	O Period settings	G Close period	Calculate 🔻	PAYE	Accounting	*	Reports 👻	🍪 Settings	👻 🌼 Admin		
Year:	2019/2020 ode	Search:	Last name		F	irst name	Computer	Generated 🛐 Exp	Dort ROE 19/	06/2020 IIII de	Print	
00	0001	D281189305330A	DOE		J	ohn			01/01/2006			2
00	0002	D2709831110222	DOE		J	ane			01/01/2018			2
00	0003	W55115555	WAGNER		F	Richard		02/07/2019				2
00	0004	A1704927889P				riacilla			01/07/2017			7

By ticking the box **[X]** Computer Generated, this allows you to generate a document that does not require a signature (otherwise you will have to sign manually and affix your Company stamp):

ession de l'émolument		6 0 8		
		🖂 Send as email	reports 🔻	\$ Paymer
Fringe benefits (Other benefits: 200,000.00)		200,000.00		E Deporte
Lump sum by way of commutation of pension, death grat injury, retiring allowance, severance allowance, compens	uity, consolidated compensation for death o ation for loss of office, superanuation	r	9 +	Reports
Retirement pension, annuity or other reward				
	тс	DTAL 710,498.37		
Deduct:			Compute	er Generated
Exempt income in accordance with Sub-Part A of Part II of	of the Second Schedule to the Act	47,272.73		
EMOLUMENTS NET OF EXEMPT INCOME		663,225.64		
Income Exemption Threshold claimed by employee in his	her Employee Declaration Form	327,500.00		
. TAX DEDUCTION				
Tax withheld and remitted to the Mauritius Revenue Auth	prity	106.00	_	
DECLARATI	ON BY EMPLOYER			
JA	NE DOE			
(Full name of signa	tory in BLOCK LETTERS)			
do hereby declare that the information I have given in this	statement is true and correct.			
Date : 19-Jun-2020 Capacity in	which acting DIRECTOR			
This is computer generate	d document, no signature is required			
The is compare generate	discutterit, no arginitate la required			

Finally you can change the date displayed in the document by modifying it here :

ssion de l'émolument	000	Employer	
	🖂 Send as email) Common sect	Company
Fringe benefits (other benefits: 200,000.00)	200,000.00	A Sattings - R	Admin -
Lump sum by way of commutation of pension, death gratuity, consolidated compensation for death or injury, retiring allowance, severance allowance, compensation for loss of office, superanuation		Ba siorunifia	
Retirement pension, annuity or other reward			
TOTAL	710,498.37		
Deduct:	47 070 70	IOE 19/06/2020	E Print
EXEMPT INCOME IN ACCORDANCE WIN SUB-PARTY OF PARTY OF THE SECOND Schedule to the ACC	663 225 64	e Joined	ire Date
Income Exemption Threshold claimed by employee in his/her Employee Declaration Form	327,500.00	01/2006	
. TAX DEDUCTION		04/2049	Do n
Tax withheld and remitted to the Mauritius Revenue Authority	106.00	07/2010	
		0712013	1004
DECLARATION BY EMPLOYER		0772017	
JANE DOE		08/2016	
(Full name of signatory in BLOCK LETTERS)		12/2016	
do hereby declare that the information I have given in this statement is true and correct.		08/2016	6 1
		01/2006	
Date : 19-Jun-2020 Capacity in which acting DIRECTOR		02/2017	A 0
		10/2018	

To generate the **Return Of Employee (ROE)** file to transmit annually to the MRA, simply click the **[Export ROE]** button (1):

R P	AYROLL AC	CME LTD - February 20	23 - (23/Jan - 22/Feb)	Ŋ			ROE_	eport_mns_2023 (3).c	csv 2		001	¢
Emplo	oyees	Perio	d	Salary calculation Declarations			1 440	octet(s) • OK		mployer		
🚑 New	v v	Feb, 2023 🗰 M	onthly Salary	🔯 Timesheets	NSF/CSG	Statutor	y reports 🔻	💲 Payments 🔻	Comm	on sect	🋓 Company	У
e Acti	ion *	🔯 Period settings 🛛 🔒	Close period	Calculate	▼ PAYE	Account	ting v	Reports 💌	🎲 Setting	js 👻	🍃 Admin 👻	•
Year: 20	Employe	ees Emolument	8 ×		3 Online Declaration	Computer G	Generated 🚪	Export ROE 👻	07/08/2023	🗐 🚔 Prir	nt or Email	Ŧ
	Code	NIC	Last name		First name	E	Email		Date Joined	Departur	e Date	
	00004	A1704927889P	AUMERRALY		Priscilla	c	demo@local.c	o.pl	11/12/2006			
	00010	B270319993345S	BEEHARRY		Sylviana	r	manisha.hallo	oman@payrollm	13/08/2018			
	00002	D2709831110222	DOE		Jane	c	daniel.du.31@	gmail.com	05/09/2018			\mathbf{M}
	00001	D281189305330A	DOE		John	r	nitishjeebun@	payrollmauritius	09/05/2018			
	00009	D201280305330T	DOE		Tom	t	omalecaut@g	mail.com	30/09/1998			
	00005	D054451554	DOSINGH		Vishal	s	st@simplecote	echnologies.com				
	00006	M2004197531D	MAINGARD		Emilie	e	e.maingard@a	acme.com				
	80000	R55515544	RAMASINGH		Simla	r	nj@payrollma	uritius.com				
	00007	S14119535515G	SOWEE		Neermala	s	sowee@acme	.com	14/02/2020			
	00003	W55115555	WAGNER		Richard	r	wagner@acr	ne.com				

The file is downloaded to your workstation (2), all you have to do is upload it to the MRA by clicking the button **[Online Declaration]** (3) and enter your credentials!

What should I do if the information presented in the Statement does not meet my expectations?

As a reminder, the Statement of Emoluments is automatically created from the pre-assignment of each of your payroll sections used:

2000 : Transport				🖌 Validate	e Section
Calculation Det	tails Payroll groups	Formulas	Description		
	Use A Custom Differer	nt Display Title			
Section Title:	Transport				
Start Date:		End	Date:		
Basic:	Adjust Wage	Calc	ulation:	Calculate prorata	
PAYE:	Taxable	Rour	id:	Nearest Rupee	
Prepaid: Employee Amou Multiplier Fixed/ Value Fixed/For January February Ma Pesing Category	Prenaid benafits Not to be included in e Salary, wages, leave p Bonus including end-o Rent or housing allows the Entertainment allowan Transport, travelling, p Reimbursement of trav Any other allowance o Reimbursement of the Reimbursement of the lar Fringe benefits Lump sum by way of c	Curra emoluments bay, fee, overtim of-year bonus ance oter betrol or driver's welling expense or sum by whate e cost or payme e cost or payme commutation of	allowance, etc allowance, etc.s ver name can a nt of personal an nt of passages, pension, death	II IP	
Emoluments:	Reimbursement of trav	velling expense	5		-

In this way, you can choose to reassign payroll sections to the Emolument category of your choice. For the current and future months, the assignment will then be made in the new category you have chosen.

<u>However</u>, if you find a wrong assignment with regard to the Statement of Emoluments, this applies to all months of the year and therefore to months that have already been calculated and archived.

As it is not possible to restart the payroll calculation for every month of the fiscal year, **Payroll Mauritius** allows you to re-assign categories afterwards so that your Statement of Emoluments corresponds to your expectations.

R	How to issue the Statement of Emoluments to Employees, carry out the Return Of Employees (ROE) and, if needed, modify erroneous emolument assignments	FAQEN136
	Prerequisites : Wise User on Payroll Section	V1.2

To do so, for a given Employee, click on the icon in front of his/her personnel number code:

Employees	Per	iod	Salary calculation		Declarations		Report	s		Empl	oyer		
🔱 New 🔻	Apr, 2020	Monthly Salary 💌	🔯 Timesheets 👻	NPF&N	SF 📃 Statutory rep	orts 🔻	💲 Paymen	ts =	🕞 Com	mon sect	Co	mpany	
Action 👻	😳 Period settings	🔒 Close period	Calculate 🔻	PAYE	Accounting	×	E Reports	*	🍪 Setti	ngs 👻	👸 Ad	min 🔻	
ing with subs	es Emolume	nts						_					_
ar: 2019/2020	Search:	nts			ĺ	Compu	ter Generated	🛐 Exp	oort ROE	19/06/2	020 🏢	🔒 Prir	nt
ar. 2019/2020	Search: NIC	Last name		F	irst name	Compu	ter Generated	🔊 Exp	oort ROE Date Join	19/06/2 ed De	020 🏢	🖨 Prir Date	nt
ar: 2019/2020 Code 00001	Search: NIC D281189305330A	Last name DOE		F	irst name ohn	Compu	ter Generated	Exp	Dort ROE Date Joint	19/06/2 ed De	020 🏢 eparture I	Date	nt
ar: 2019/2020 Code 00001 00002	Search: NIC D281189305330A D2709831110222	Last name DOE DOE		F J J	irst name ohn ane	Compu	ter Generated	Exp	Date Join 01/01/2006 01/01/2018	19/06/2 ed De 6 8	020 🏢	Date	nt 🖂

You are then presented with the following screen in which you can select the given payroll period (Date) and the desired payroll section indicator to be reassigned (Indicator) and then click on the icon in front of the payroll period for the line in question (in our example, section 2000 - Transport) :

Em	oluments								8
Se	arch:							Modify	
	Date	Code	Name	Category	Amount	Employer amo	Original	Code:	
	2019 Sep	3800	Car benefits	fringe	0.00		*		
	2019 Sep	4000	NPS	not_included	562.00	1,124.00	1,124.00	Name:	
	2019 Sep	4100	NSF	not_included	187.00	469.00	469.00		
1	2019 Sep	4200	LEVY	not_included		600.00	600.00	Category:	
	2019 Oct	1000	Basic Salary	wages	40,000.00				-
	2019 Oct	2000	Transport	travelling	4,090.91			Apply to	
	2019 Oct	3800	Car benefits	fringe	0.00			 This section only 	
	2019 Oct	4000	NPS	not_included	562.00	1,124.00	1,124.00	Current Employee	
	2019 Oct	4100	NSF	not_included	187.00	469.00	469.00	 All employees 	
	2019 Oct	4200	LEVY	not_included		600.00	600.00		Undate
	2019 Nov	1000	Basic Salary	wages	40,000.00				oputto
	2019 Nov	2000	Transport	travelling	4,318.18				
	2019 Nov	3800	Car benefits	fringe	0.00				
	2019 Nov	4000	NPS	not_included	562.00	1,124.00	1,124.00		
	2019 Nov	4100	NSF	not_included	187.00	469.00	469.00		
	2019 Nov	4200	LEVY	not_included		600.00	600.00 🚽		
							•		
(🕻 【 Page	1 of 1	> >> (5		Displayir	ng 1 - 76 of 76		

The right-hand section of the screen then fills up and you can then change the Category of Emolument by selecting the new category from the drop-down list (in our example, we will change the category from "Transport, tavelling, petrol or driver's allowance, etc." to "Reimbursement travelling expenses"). » :

How to issue the Statement of Emoluments to Employees, carry out the Return Of Employees (ROE) and, if needed, modify erroneous emolument assignments

FAQEN136

V1.2

Prerequisites : Wise User on Payroll Section

Serch: Modify Date Code Name Category Amount Employer am Original 2019 Sep 3800 Car benefits fringe 0.00	Emoluments								8
DateCodeNameCategoryAmountEmployer andOriginal2019 Sep3800Car benefitsfringe0.0020002019 Sep4000NPSnot_included562.001,124.001,124.002019 Sep4100NSFnot_included187.00469.00469.002019 Sep4200LEVYnot_included187.00469.00600.002019 Oct1000Basic Salarywages40,000.002019 Oct2000Transporttravelling4,090.912019 Oct2000Transporttravelling4,090.912019 Oct2000NPSnot_included562.001,124.001,124.002019 Oct4000NPSnot_included187.00469.00469.00Salary, wages, leave pay, fee, overtime pay, etc2019 Oct4100NSFnot_included187.00469.00600.00Salary, wages, leave pay, fee, overtime pay, etc2019 Nov1000Basic Salarywages40,000.00Salary, wages, leave pay, fee, overtime pay, etc2019 Nov2000Transporttravelling4,318.182019 Nov3800Car benefitsfringe0.002019 Nov4000NPSnot_included562.001,124.001,12019 Nov4000NPSnot_included562.001,124.001,12019 No	Search:							Modify	
a 2019 Oct 4000 NPS not_included 562.00 1,124.00 1,124.00 1,124.00 a 2019 Oct 4100 NSF not_included 187.00 469.00 469.00 600.00 a 2019 Oct 4200 LEVY not_included 187.00 600.00 600.00 Rent or housing allowance a 2019 Nov 1000 Basic Salary wages 40,000.00 Transport travelling 4,318.18 a 2019 Nov 2000 Transport travelling 4,318.18 Image: Car benefits fringe 0.00 Image: Car benefits fringe 0.00 Image: Car benefits fringe 0.00 Image: Car benefits fringe 1,124.00 1,1 Reimbursement of travelling expenses Any other allowance or sum by whatever name called a 2019 Nov 4000 NSF not_included 187.00 469.00 469.00 469.00 469.00 rame called Reimbursement of the cost or payment of name called a 2019 Nov 4200 LEVY not_included 187.00 600.00 600.00 and private expenses a 2019 Nov 4200 LEVY	Date 2019 Sep 2019 Sep 2019 Sep 2019 Sep 2019 Sep 2019 Oct 2019 Oct	Code 3800 4000 4100 4200 1000 2000 3800	Name Car benefits NPS NSF LEVY Basic Salary Transport Car benefits	Category fringe not_included not_included wages travelling fringe	Amount 0.00 562.00 187.00 40,000.00 4,090.91 0.00	Employer amo 1,124.00 469.00 600.00	Original 1,124.00 469.00 600.00	Code: 2000 Name: Transport Category: , travelling, petrol or driver's allowance, etc Not to be included in emoluments Salary, wages, leave pay, fee, overtime pay,	*
posonal and private expenses	 2019 Oct 2019 Oct 2019 Oct 2019 Oct 2019 Nov 	4000 4100 4200 2000 3800 4000 4100 4200	NPS NSF LEVY Basic Salary Transport Car benefits NPS NSF LEVY	not_included not_included wages travelling fringe not_included not_included not_included	562.00 187.00 40,000.00 4,318.18 0.00 562.00 187.00	1,124.00 469.00 600.00 1,124.00 469.00 600.00	1,124.00 469.00 600.00 1,1 469.00 600.00	etc Bonus including end-of-year bonus Rent or housing allowance Entertainment allowance Transport, travelling, petrol or driver's allowance, etc Reimbursement of travelling expenses Any other allowance or sum by whatever name called Reimbursement of the cost or payment of personal and private expenses	•

Then select the scope of the category reassignment changes to be made in the system :

Emo	luments							8
Sea	rch:							Modify
	Date	Code	Name	Category	Amount	Employer amo	Original	Code:
	2019 Sep	3800	Car benefits	fringe	0.00			2000
	2019 Sep	4000	NPS	not_included	562.00	1,124.00	1,124.00	Name:
	2019 Sep	4100	NSF	not_included	187.00	469.00	469.00	Transport
	2019 Sep	4200	LEVY	not_included		600.00	600.00	Category:
	2019 Oct	1000	Basic Salary	wages	40,000.00			Reimbursement of travelling expenses
	2019 Oct	2000	Transport	travelling	4,090.91			Apply to
	2019 Oct	3800	Car benefits	fringe	0.00			This section only
	2019 Oct	4000	NPS	not_included	562.00	1,124.00	1,124.00	Current Employee
	2019 Oct	4100	NSF	not_included	187.00	469.00	469.00	All employees
	2019 Oct	4200	LEVY	not_included		600.00	600.00	Lindate
	2019 Nov	1000	Basic Salary	wages	40,000.00			oputo
	2019 Nov	2000	Transport	travelling	4,318.18			
	2019 Nov	3800	Car benefits	fringe	0.00			
	2019 Nov	4000	NPS	not_included	562.00	1,124.00	1,124.00	
	2019 Nov	4100	NSF	not_included	187.00	469.00	469.00	
	2019 Nov	4200	LEVY	not_included		600.00	600.00 🗸	
•							•	
(Page 1 of 1)) C Displaying 1 - 76 of						ig 1 - 76 of 76		

ß	How to issue the Statement of Emoluments to Employees, carry out the Return Of Employees (ROE) and, if needed, modify erroneous emolument assignments	FAQEN136
	Prerequisites : Wise User on Payroll Section	V1.2

- This section only: only for the selected Employee for the given pay period (month)
- Current Employee: only for the selected Employee, but for all pay periods.
- All employees: for all Employees (with this Payroll section) and for all its pay periods

Then click the **[Update]** button.

From then on, the payroll sections are reassigned to the new category of emoluments according to the chosen scope:

Emo	Emoluments 🛞								
Sea	irch:							Modify	
	Date	Code	Name	Category	Amount	Employer amo	Original	Code:	
	2019 Sep	4000	NPS	not_included	562.00	1,124.00	1,124.00	2000	
	2019 Sep	4100	NSF	not_included	187.00	469.00	469.00	Name:	
	2019 Sep	4200	LEVY	not_included		600.00	600.00	Transport	
	2019 Oct	1000	Basic Salary	wages	40,000.00			Category:	
	2019 Oct	2000	Transport	r_travelling	4,090.91			Reimbursement of travelling expenses	
	2019 Oct	3800	Car benefits	fringe	0.00			Apply to	
	2019 Oct	4000	NPS	not_included	562.00	1,124.00	1,124.00	This section only	
	2019 Oct	4100	NSF	not_included	187.00	469.00	469.00	Current Employee	
	2019 Oct	4200	LEVY	not_included		600.00	600.00	 All employees 	
	2019 Nov	1000	Basic Salary	wages	40,000.00			Update	
	2019 Nov	2000	Transport	r_travelling	4,318.18				
	2019 Nov	3800	Car benefits	fringe	0.00				
	2019 Nov	4000	NPS	not_included	562.00	1,124.00	1,124.00		
	2019 Nov	4100	NSF	not_included	187.00	469.00	469.00		
	2019 Nov	4200	LEVY	not_included		600.00	600.00		
	2019 Dec	1800	End Of Ye	bonus	50,363.64				
<u>۱</u>	A Page	1 of 1		3		Displayin	■ • • • • • • • • • • • • • • • • • • •	5	

In our example, the category has been changed from "travelling" to "r_travelling" and the amount of 4,090.91 will be displayed in the new category (or totaled with other payroll section amounts of similar category).