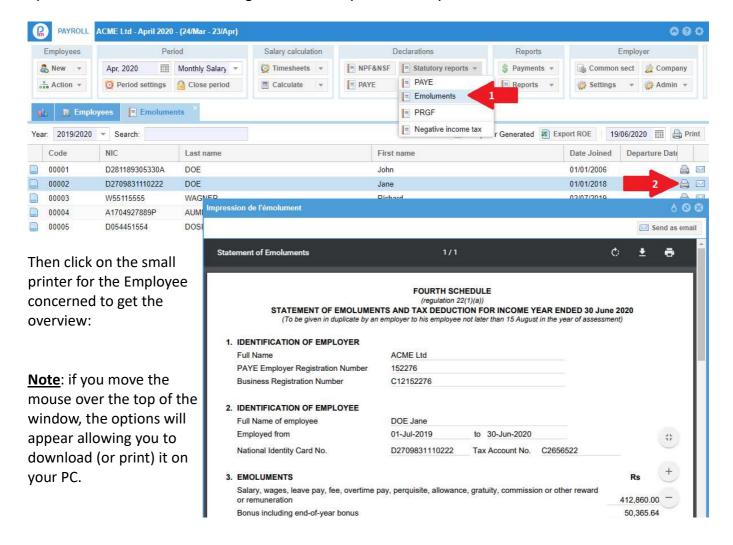## Objective

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 'Declaration' section then on the button **[Statutory reports][v]** choose the option **Emoluments**. The following screen is then presented to you:

Then click on the small printer for the Employee concerned to get the overview:

Note: if you move the mouse over the top of the window, the options will appear allowing you to download (or print) it on your PC.
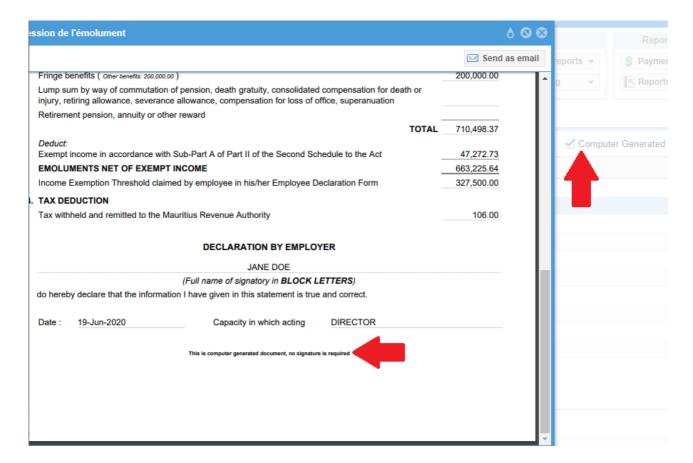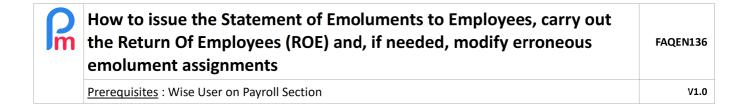
Note: you can also send the statement of Emoluments directly by email to the Employee, by clicking on the small envelope next to the printer (an email adress must be entered in the Employee's file).

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.
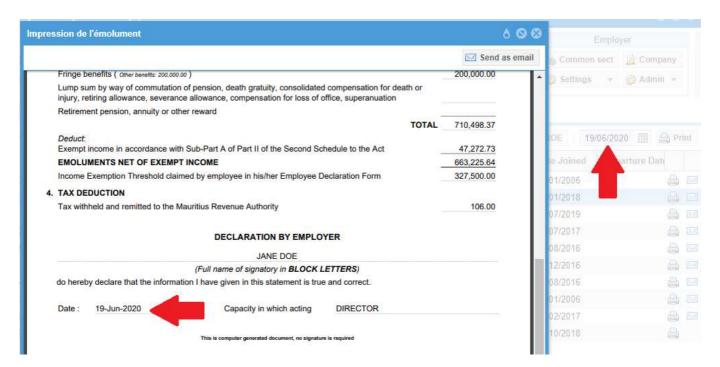
By ticking the box [X] Computer Generated, this allows you to generate a document that does not require a signature (otherwise you will have to sign manually and affix your commercial stamp):
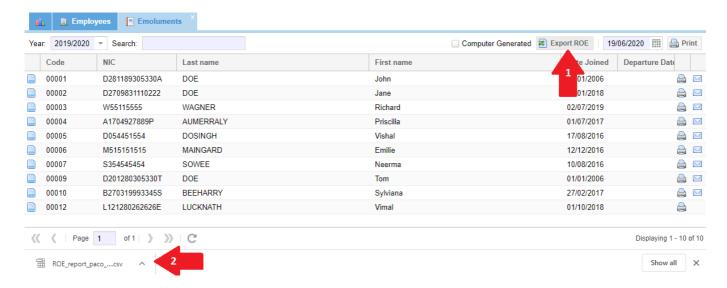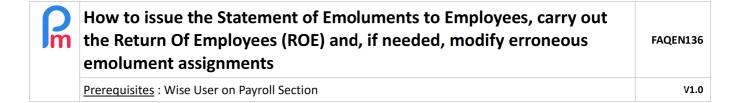
Finally you can change the date displayed in the document by modifying it here :

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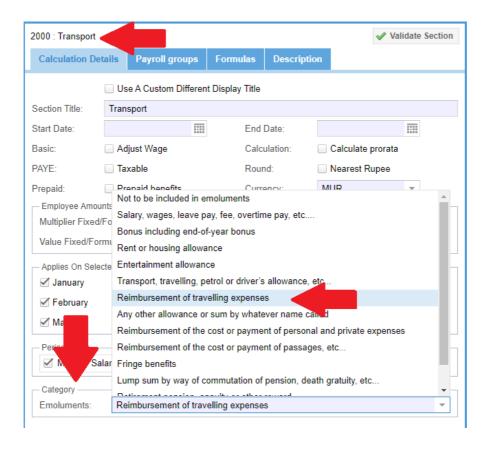

The file is downloaded to your workstation, all you have to do is upload it to the MRA !

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:
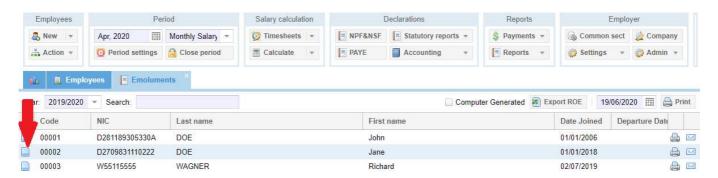

In this way, you can choose to reassign payroll sections to the Emolument category of your choice. For the current and future months, the assignment will then be made in the new category you have chosen.

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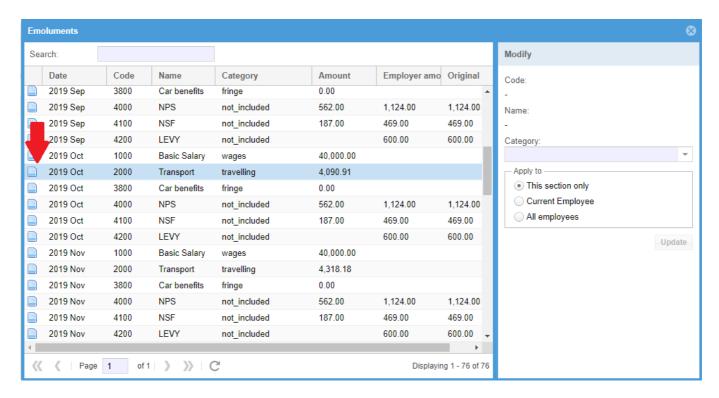
As it is not possible to restart the payroll calculation for every month of the fiscal year, **Payroll Mauritius** allows you to re-assign categories afterwards so that your Statement of Emoluments corresponds to your expectations.

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

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) :

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"). » :
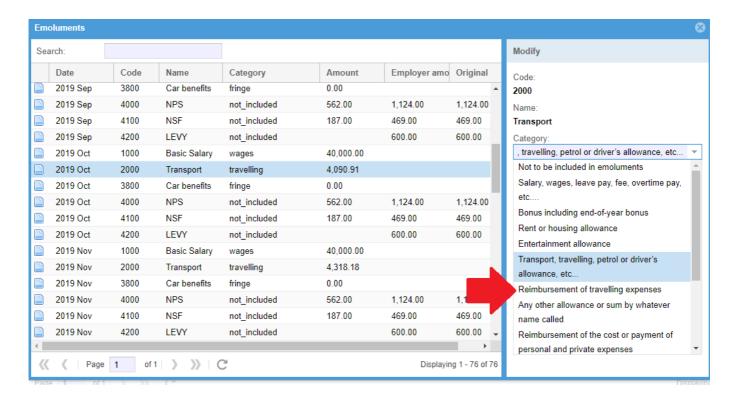
Then select the scope of the category reassignment changes to be made in the system :
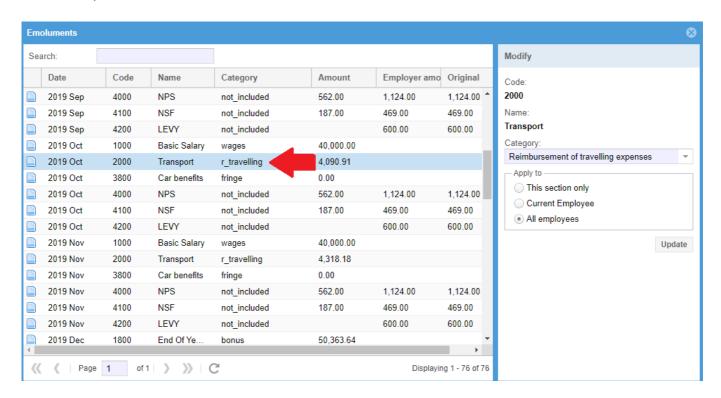
- This section only: only for the selected Employee for the given pay period (month)
- Current Employee: only for the selected Employee, but for all pay periods.
- All employees: for all Employees (with this Payroll section) and for all its pay periods

Then click the [Update] button.

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

In our example, the category has been changed from "travellling" 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).

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