



How to pay or carry over the remaining leave at the end of the year to the following year

FAQEN146

Prerequisites : Knowledge of how employee imports work via Excel©

V1.0

Objective

As an Employer, you have to decide at the end of the year what to do with the remaining (local) holidays not taken by the Employees: either pay them or carry them over to the next year.

Once chosen, it is necessary to perform these operations in **Payroll Mauritius** so that from January of the following year, the Employee can see his holidays updated in the System.

This article mainly deals with the Management of Paid Leave (local); for the processing of sick leave, please refer to the end of the document.

How to do this ?

If you want to pay the remaining (local) holidays

All you need to do is to be in the December Pay Period, and for the month of December only, create a common payroll section which will then do this automatically for all Employees.

To do this, go to the 'Employer' section and click on the [Common Sections] button (1) and then once on the list click on the [Add Section] button (2) and choose from the list the section type : 1410 - Local Leaves Refund (3)

The screenshot shows the 'Employer' section of the Payroll Mauritius software. The 'Common Sect' button is highlighted with a red arrow labeled '1'. Below the 'Common Sections' list, the 'Add Section' button is highlighted with a red arrow labeled '2'. A dialog box titled 'Select Section Type' is open, showing a list of section types. The '1410 - Local Leaves Refund' option is highlighted with a red arrow labeled '3'.

Code	Title	Description
1300	Public Holidays	Public Holidays worked x amount
1400	Local Leaves	Local Leaves
1410	Local Leaves Refund	Local Leaves Refund
1420	Local Leaves Refund (2)	Local Leaves Refund
1500	Rent/housing allowance	Rent or housing allowance
1600	Medical allowance	Medical allowance
1700	Maternity Allowance	Maternity Allowance



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The screenshot shows the 'Payroll Section' configuration window for '1410 : Local Leaves Refund'. The window has a blue header and a 'Validate Section' button in the top right. Below the header are four tabs: 'Calculation Details', 'Payroll groups', 'Formulas', and 'Description'. The 'Calculation Details' tab is active. The configuration includes several sections:

- Use A Custom Different Display Title**: (indicated by arrow 1)
- Section Title**: Local Leaves Refund ({{t.local.available}} days) (indicated by arrow 1)
- Start Date**: [Calendar icon]
- End Date**: 31/12/2021 (indicated by arrow 2)
- Basic**: Adjust Wage
- Calculation**: Calculate prorata
- PAYE**: Taxable
- Round**: Nearest Rupee
- Prepaid**: Prepaid benefits
- Employee Amounts**:
 - Multiplier Fixed/Formula**: t.local.available (indicated by arrow 3)
 - Value Fixed/Formula**: p.basic/22 (indicated by arrow 3)
- Applies On Selected Months Only**:
 - January, April, July, October
 - February, May, August, November
 - March, June, September, December (indicated by arrow 4)
- Period Types**:
 - EOY Bonus, Monthly Salary
- Category**: Emoluments: Salary, wages, leave pay, fee, overtime pay, etc....

You can then customise the title of your payroll section so that the number of paid days **t.local.available** is displayed (note that this is placed in brackets) (1), indicate the validity deadline of 31 December N (2), and indicate in the formula the variable giving the number of remaining paid holidays (local) **t.local.available**, which will be multiplied by the daily rate **p.basic/22** (3), and lastly, that this payroll section will only apply for the month of December (4). Save your Payroll section (5).

Note: Keep this item active, it will have no impact on the other months of the year; you will only have to change the validity date to 31/12/N+1 (2) so that the payment of the untaken leave days is made the following year.

From then on, by launching the calculation of the pay slip in the 'Salary Calculation' section, button [Calculate][v] option « Manual calculation », the payslip is presented to you with the payment of the days of leave:



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RAMASINGH Simla [00008]		23/Nov/2021 - 22/Dec/2021		Add Section	
NIC: R55515544		Date Joined: 03/Jun/2015			
Post: Opératrice					
	Code..	Sections	Revenue	Deduction	
		1000 Basic Salary	22,720.00		
		1410 <u>Local Leaves Refund (10 days)</u>	10,327.27		
		4010 CSG		341.00	
		4100 NSF		213.00	
Totals			33,047.27	554.00	
<input type="checkbox"/> Show All		Net Pay: Rs 32,493.27			



Note: Be careful, the fact that you have paid for this leave does not mean that you have 'put it on' as such. The number of days remaining is always present on the payslip (if you have chosen a payslip model that displays them). They will be automatically reset on the January N+1 payslip with the new leave entitlements.

Otherwise, if you do not wish to pay the remaining leave :

How to carry over the remaining holidays to the following year

You have a manual method for this, suitable for a company with less than 10 employees, otherwise it would be more appropriate to opt for an export/re-import of an Excel file (explained hereafter).

In both cases, you need to **know the amount of leave remaining** per Employee at the end of December. To do this, start by positioning yourself on the December pay period of year N.

Then go to the 'Reports' section, button [Reports][v] option 'List of Reports', and choose the report: Yearly Leaves Balance by clicking on the small printer button just before the report name.



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The screenshot shows the software interface with the 'Reports List' menu open. A red arrow points to the 'Reports List' menu item. Another red arrow points to the 'Yearly Leaves Balance' report in the list.

Code	Lastname	Firstname	Local Allowed	Local Taken	Local Remaining	Sick Allowed	Sick Taken	Remaining
00004	AUMERRALY	Priscilla	22.00		22.00	15.00		15.00
00010	BEEHARRY	Sylviana	22.00	1.00	21.00	15.00		15.00
00011	BOLLYDHOL	Mark						
00002	DOE	Jane	22.00	6.00	16.00	15.00	1.00	14.00
00001	DOE	John	22.00	4.00	18.00	15.00		15.00
00009	DOE	Tom	22.00		22.00	15.00		15.00
00005	DOSINGH	Vishal	22.00		22.00	15.00		15.00
00006	MAINGARD	Emilie	22.00		22.00	15.00		15.00
00008	RAMASINGH	Simla	22.00	12.00	10.00	15.00		15.00
00007	SOWEE	Neermala	22.00		22.00	15.00		15.00
00003	WAGNER	Richard	22.00		22.00	15.00	3.00	12.00

You will be presented with the following screen:

The screenshot shows the 'Yearly Leaves Balance' report screen. A red arrow points to the 'Export' button in the top right corner.

Code	Lastname	Firstname	Local Allowed	Local Taken	Local Remaining	Sick Allowed	Sick Taken	Remaining
00004	AUMERRALY	Priscilla	22.00		22.00	15.00		15.00
00010	BEEHARRY	Sylviana	22.00	1.00	21.00	15.00		15.00
00011	BOLLYDHOL	Mark						
00002	DOE	Jane	22.00	6.00	16.00	15.00	1.00	14.00
00001	DOE	John	22.00	4.00	18.00	15.00		15.00
00009	DOE	Tom	22.00		22.00	15.00		15.00
00005	DOSINGH	Vishal	22.00		22.00	15.00		15.00
00006	MAINGARD	Emilie	22.00		22.00	15.00		15.00
00008	RAMASINGH	Simla	22.00	12.00	10.00	15.00		15.00
00007	SOWEE	Neermala	22.00		22.00	15.00		15.00
00003	WAGNER	Richard	22.00		22.00	15.00	3.00	12.00

Export the report to a spreadsheet by clicking on the **[Export]** button. The file **report-yearly-leaves-balance.xlsx** will download to your computer: open it in your spreadsheet program.



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	A	B	C	D	E	F	G	H	I
1	Code	Lastname	Firstname	Local Allowed	Local Taken	Local Remaining	Sick Allowed	Sick Taken	Sick Remaining
2	00004	AUMERRALY	Priscilla	22		22	15		15
3	00010	BEEHARRY	Sylviana	22	1	21	15		15
4	00011	BOLLYDHOL	Mark						
5	00002	DOE	Jane	22	5	17	15	1	14
6	00001	DOE	John	22	4	18	15		15
7	00009	DOE	Tom	22		22	15		15
8	00005	DOSINGH	Vishal	22		22	15		15
9	00006	MAINGARD	Emilie	22		22	15		15
10	00008	RAMASINGH	Simla	22	12	10	15		15
11	00007	SOWEE	Neermala	22		22	15		15
12	00003	WAGNER	Richard	22		22	15	3	12

Note that the Employees code is in column A, and that the balance of the remaining paid holidays (Local Remaining) is in column F.

Manual method

To do this, simply go to the January period (of the following year) and in the Employee's file, to the **[Leaves]** tab (1). Note that we are at the beginning of the year and the leave entitlements have been automatically allocated (Allowed: 22 in our example).

Then double-click in the 'Rollover' field of the Local Leave line (2) and enter the amount to be carried over (Local Remaining from the previous report above): in our example for this Employee, we carry over 10 days.

Then **[Save]** (3): the Available is then automatically updated :

Name	Start Date	End Date	Allowed	Rollover	Taken	Available
Local leave	23/12/2021	31/12/2022	22.00	10.00	0.00	32.00

Repeat this process for each of the employees concerned.



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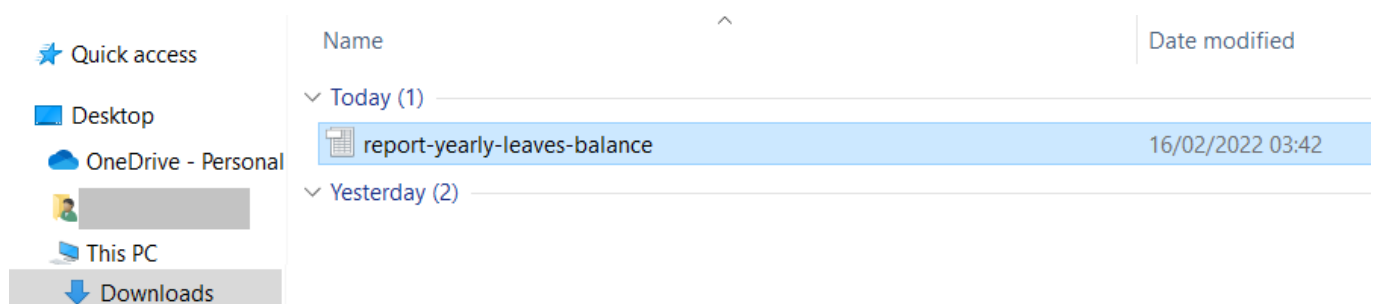
Semi-automatic method

This method is to be preferred as soon as the number of Employees is important. You need to have the **Yearly Leaves Balance** Report (see above) exported to Excel.

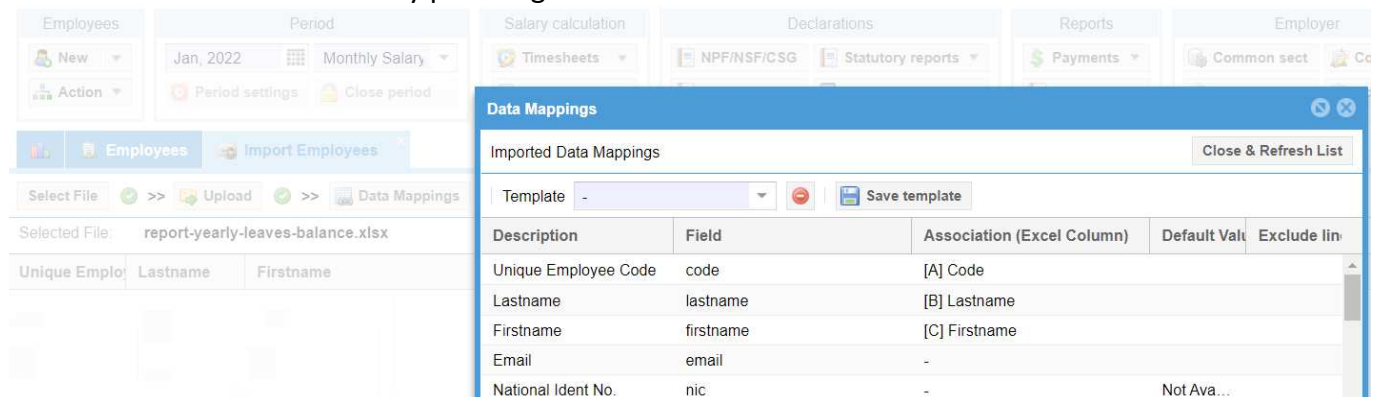
Position yourself on the January period of the following year, then in the '**Employees**' section, click on the **[New][v]** button and choose '**Import**'.

You are presented with the wizard for loading an Excel file for Employees.

Click on the **[Select File]** button and select the Excel file **report-yearly-leaves-balance.xlsx** on your PC



Then click on the **[Upload]** button of the Wizard. The file loads into the cloud and after a few moments you are presented with a "mapping" screen allowing you to indicate which column of the Excel file you are importing corresponds to which field: normally the associations for the (Employee) code, lastname and firstname are automatically pre-assigned:



Use the scrollbar to go down and locate the field with the description :

Local leave Rollover



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Description	Field	Association (Excel Column)	Default Value	Exclude line
Leaves non paid	I.Inonpaid	-		
Leaves non paid Rollo...	Ir.Inonpaid	[A] Code		
Injury Leave	I.injury	[B] Lastname		
Injury Leave Rollover	Ir.injury	[C] Firstname		
Sans Solde	I.sso	[D] Local Allowed		
Sans Solde Rollover	Ir.sso	[E] Local Taken		
Early Leaves	I.early	[F] Local Remaining		
Early Leaves Rollover	Ir.early	[G] Sick Allowed		
Sick Bank	I.sickbank	[H] Sick Taken		
Sick Bank Rollover	Ir.sickbank	[I] Sick Remaining		
Local leave	I.local	[J] 0		
Local leave Rollover	Ir.local	-		
Special Leave	I.sleave	-		
Special Leave Rollover	Ir.sleave	-		

Then click on this row in the "**Association (Excel column)**" field and select from the drop-down menu the column **[F] Local Remaining**. Then click on the **[Close & Refresh List]** button.

You will be presented with a preview of what will be imported:

Selected File: **report-yearly-leaves-balance.xlsx**

Unique Employee	Lastname	Firstname	Local leave Rollover
00004	AUMERRALY	Priscilla	22
00010	BEEHARRY	Sylviana	21
00011	BOLLYDHOL	Mark	
00002	DOE	Jane	17
00001	DOE	John	18
00009	DOE	Tom	22
00005	DOSINGH	Vishal	22
00006	MAINGARD	Emilie	22
00008	RAMASINGH	Simla	10
00007	SOWEE	Neermala	22
00003	WAGNFR	Richard	22



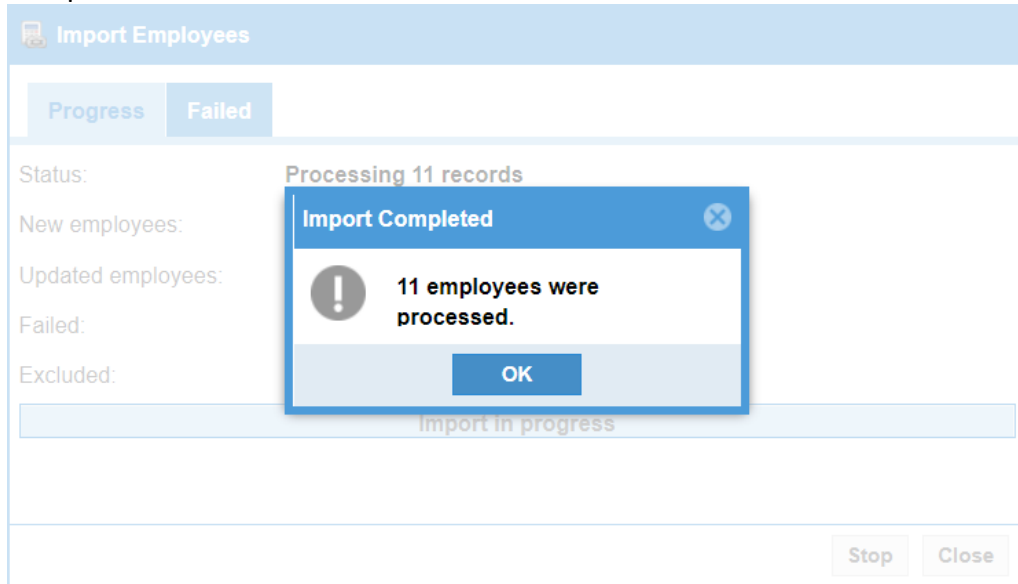
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Click on the **[Import]** button in the wizard. After a few moments, a screen will inform you that the processing is complete:



The remaining paid holidays have been put in the "Available" for all Employees.