



How to remove employees who have left from Payroll Mauritius and avoid the associated charges

FAQEN113

Prerequisites : Administrator

V1.0

Objective

As a reminder, billing for the **Payroll Mauritius** subscription is based on the number of employees in the system who have had at least one payslip calculated for any month during which they were employed by the company.

This is because retaining employees' data, even after they have left, incurs a cost for the hosting provider.

You may therefore, if you wish, delete these employees from the system.



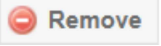
IMPORTANT REMINDER: as a Controller under the Data Protection Act 2017 in force in Mauritius, you are required to retain employees' information for a 'reasonable' period following their departure from the company in the event of an administrative request or a late request from the employee. A period of 5 + 1 years is commonly accepted as such a reasonable period.

How to do do this ?

To delete an employee, several steps are required.

Step 1

First, you need to remove it from any entries in which it may be listed. To do this, go to the **[Settings][v]** button menu and, from the drop-down menu, select:

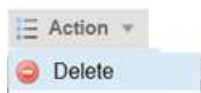
a) Payroll Groups: Remove the relevant Employee from any Group they may be in by clicking on the edit icon next to the Group , either as a Team Leader (go to the "Team Leader" tab, then click on the icon  next to their name), or as a Group member (go to the "Employees" tab, tick the box next to their name, then click on the  button).

b) Department: follow the same procedure as above

c) Offices/Sites: follow the same procedure as above

d) Calendars: follow the same procedure as above

e) Staff Connect Employees logins (if used): tick the box next to their name, then click the button



f) If the Employee is also a System User: [Admin] menu > Users, click on the icon  next to their name



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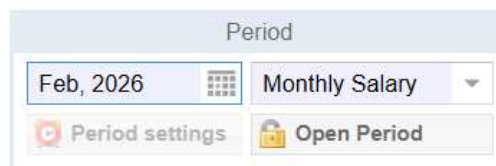
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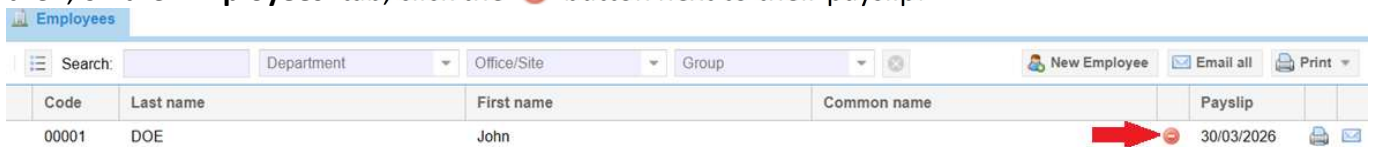
Step 2

You should then delete all payslips linked to this employee, starting with the most recent one and working backwards month by month until you reach the first (oldest) one.

To do this, starting with the most recent month, if it has been closed, reopen the pay period by clicking the **[Open Period]** button:



then, on the **'Employees'** tab, click the  button next to their payslip:



Repeat this process for the previous months, right up to the employee's most recent (earliest) payslip.

NOTE: depending on your settings (**[Company]** button > 'Payroll' tab > 'End-of-year bonus'), there may be two separate pay periods for the month of December (Monthly Salary and End-of-year Bonus). The same process must then be carried out for both periods.

Step 3

You can then delete the employee by selecting (ticking) them in the "Employees" tab, then clicking the  button and choosing the **"Delete selected employees"** option.

