



How to make the compulsory salary adjustment for the minimum wage based on the level of education required for the position held

FAQEN165

Prerequisites : Knowledge of payroll section management / Administrator access

V1.6

Objective

The Mauritian government has adjusted the minimum remuneration for employees earning less than 50,000 rupees, in line with the level of qualifications required for the job.

https://pmo.govmu.org/CabinetDecision/2024/Highlights_of_Cabinet_Meeting_09_Aug.pdf

Note: This increase is not automatically implemented by **Payroll Mauritius** as it is up to you to decide if you wish to give a higher increase per Employee. In this case, you will have to modify the Basic Salary by Employee by going to their Employee file, tab " Payroll Sections ", by Employee, indicating the desired amount, or even better by using the increase procedure (see FAQEN126).

How to do this ?

As a reminder, you have until December 2024 to pay your salary arrears, as the law is retroactive to July 2024. **But payment must be made now for the adjustment.** For this, 2 steps are required.

First Step

First of all, you will now find in the Employee's file the level of **qualification required for the post held**; you should therefore indicate this for each Employee by choosing the **Education** level (3): note that this is the level required for the post held, which may not be the school level obtained by the Employee occupying the post.

The screenshot shows the 'Employees' section for RAMASINGH Simla. The 'Education' dropdown menu is open, showing options from 0 to 10. A red arrow points to the '6 - Diploma+2' option. The 'Education' dropdown menu is open, showing options from 0 to 10. A red arrow points to the '6 - Diploma+2' option.

IMPORTANT Note:

You can also import this level of qualification required at one time for all your Employees by creating and then importing an Excel© file containing in column A the Employee's code and in column B the number of the Employee's qualification in the drop-down list (example: 8 for Degree or 2 for Grade 9).

Go to the 'Employees' section and choose the 'Import' option.

Follow the wizard, starting by loading the Excel file. In the next step, enter 'Unique Employee Code' in column A and 'Education Level' in column B. Then click on [Close & Refresh List] and confirm the import.



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2nd Step

Then, for this increase, 2 common Payroll Sections must be added.

a) First Section

Go to the 'Employer' section and click on **[Common Sect.]** then on **[Add Section]** and select **Payroll Section 1010** in order to add a variable increase, since a condition of attribution is applicable (based on qualification).

The screenshot shows the 'Select Section Type' dialog box with the following table:

Code	Title	Description
1000	Basic Salary	Basic Monthly Salary
1000	Basic Salary	Basic Daily Salary
1010	Government Salary Increment	Fixed Government Salary Increment
1010	Government Salary Increment	Variable Government Salary Increment
1020	Company Salary Increment	Company Salary Increment
1050	Arrival Adjustment	Arrival Adjustment when after pay period
1060	Departure Notice	Departure Notice Payment
1070	Non Payable Adjustment	Non Payable Adjustment

Red arrows indicate the following steps:

- 1: Click on 'Common sect' in the Employer section.
- 2: Click on 'Add Section' in the Employee section.
- 3: Select 'Variable Government Salary Increment' in the 'Select Section Type' dialog box.



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The screenshot shows the 'Payroll Section' configuration window. The title bar indicates the section is for '1010 : Ajustement gouvernemental des salaires pour la qualification scolaire du poste occupé / août 2024'. The 'Description' tab is active. Key fields are highlighted with red arrows and numbers: 1. 'Use A Custom Different Display Title' is checked. 2. 'End Date' is set to 31/08/2024. 3. The 'Multiplier Fixed/Formula' field contains the formula: $\max(0, \max(p.previousyear.basic + 4925, \text{if}(e.education > 7, 25000, \text{if}(e.education > 5, 23000, 0)))) - p.basic$. 4. The 'Applies On Selected Months Only' section has 'August' checked. 5. The 'Validate Section' button is in the top right corner.

Then enter a custom Section Title (1), an End date set at the end of the month in which you want the increase to take place (2), tick the same month (4).

Enter formula (3) corresponding to "If the level of education required for the post is at least a post Higher School certificate, the minimum basic salary will be 25,000 euros, if minimum a post Higher School Certificate, 2 years diploma or a post School Certificate 3 years diploma, the minimum basic salary will be 23,000" and the previous year's salary was less than Rs 50,000:

$\max(0, \max(p.previousyear.basic + 4925, \text{if}(e.education > 7, 25000, \text{if}(e.education > 5, 23000, 0)))) - p.basic$
 x
 $\text{if}(\text{and}(p.previousyear.basic > 0, p.previousyear.basic \leq 50000), 1, 0)$

(help yourself by doing a copy/past of the previous formula)

Click on [Validate Section] button (5).



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b) 2nd Section

As the increase is retroactive to July 2024, it is also necessary to pay in addition to the increase calculated under the previous section created before.

Go back to the 'Employer' section and click on [Common Sect] then on [Add Section] button and select section 1080

Then enter as shown opposite (don't forget the end date and to tick August): then [Validate Section].

The screenshot shows the 'Payroll Section' configuration window for section 1080, titled 'Ajustement Paie mois précédent'. The window has a blue header and a 'Validate Section' button in the top right corner. The main content area is divided into several sections:

- Calculation Details:** Includes a checked box for 'Use A Custom Different Display Title'.
- Section Title:** 'Backpay increment'.
- Start Date:** (empty field) and **End Date:** '31/08/2024'.
- Contributions:** 'Contribute' is unchecked.
- Calculation:** 'Calculate prorata' is unchecked.
- PAYE:** 'Taxable' is checked.
- Round:** 'Nearest Rupee' is unchecked.
- Prepaid:** 'Prepaid benefits' is unchecked.
- Currency:** 'MUR'.
- Employee Amounts:** 'Multiplier Fixed/Formula:' is 's.s1010' and 'Value Fixed/Formula:' is '1'.
- Applies On Selected Months Only:** A grid of checkboxes for months. 'August' is checked, while others are unchecked.
- Period Types:** 'Monthly Salary' is checked.
- Category:** 'Emoluments:' is 'Salary, wages, leave pay, fee, overtime pay, etc...'.

IMPORTANT NOTICE :

As a reminder, you have until December 2024 to make the retroactive adjustment from July 2024.

The Fixed/Formula value is **1**, [X] August is ticked and the end date is 31/08/2024 if you pay the backpay adjustment on the August 2024 Salary.

- If you are making this adjustment on the September 2024 Salary, you will need to set the Fixed/Formula value to **2** and tick [X] September and set the end date to 30/09/2024.
- If you make this adjustment to the October 2024 Salary, you will need to set the Fixed/Formula value to **3**, tick [X] October and set the end date to 31/10/2024. ... etc.
- Finally, if you carry out this readjustment on the December 2024 Salary, you should set the Fixed/Formula value to **5**, tick [X] December and set the end date to 31/12/2024.



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Note: This method can only be used for Basic Salaries expressed monthly (which is the case for the vast majority of Employees). If you are using a daily Base Salary, you should "manually" adjust the daily amount of the Basic Salary.

If you have part time Employees, please have a look on the Government law for the amount to give them.

Going to the calculation of an Employee's Pay slip, now 2 new lines are displayed:

RAMASINGH Simla [00008]		23/Jul/2024 - 22/Aug/2024		Add Section	
NIC: R55515544		Date Joined: 03/Jun/2015			
Post: Opératrice					
	Code	Sections	Revenue	Deduction	
	1000	Basic Salary	32,000.00		
	1010	Government salary adjustment for the educational qualification of the position held / August 2024	2,470.45		
	1080	Backpay increment	2,470.45		
	4010	CSG		517.00	
	6500	Loan Deduction		3,000.00	
Totals			36,940.90	3,517.00	

For the following months: IMPORTANT

As soon as you **close** the period of the month of the increase (here August 2024), the amount of Payroll Section 1010 (here Rs 2,470.45) will be **automatically added to the Basic Salary** (Payroll Section 1000) and Section 1010 will no longer appear: there will then be only one line that will appear on the Payslip (in our example, with a Basic Salary of 34,470.45 (=32,000 + 2,470.45)).