 How to calculate and pay the 14th month Special Allowance on Payroll Mauritius		**FAQEN167**
Prerequisites : Knowledge of payroll section management / Administrator access		**V1.3**

Objective

The Cabinet, which met on Friday 13 December 2024, gave the go-ahead for the payment of a 'Special Allowance' (known as the 14th month allowance) to public and private sector employees receiving a basic monthly salary of up to Rs 50,000, including (under conditions) employees who left during the year. Please note that there are no social security contributions to be paid on this Allowance but it is subject to PAYE tax. See also the **Important General Notes at the end of this document**.
This is to be paid in one, two or up to four equal instalments, starting in December 2024, as specified in the official document:
https://mauritiusassembly.govmu.org/mauritiusassembly/wp-content/uploads/2024/12/The-Special-Allowance-Bill-No.-XX-of-2024.pdf

How to do this ?

You will now automatically find 2 new payroll sections in the common payroll sections managed by the system (in grey): 1840 - Special Allowance EOY 2024 (14th Month) :

It is compulsory to start paying all or part of this Special Allowance from December 2024, normally half in December and the other half in January 2025, which is why 2 payroll sections, one for December 2024 and the other for January 2025, have been added.

So by default, the Special Allowance will be paid in two instalments, on the salaries for December 2024 and January 2025.

You can also decide to pay the entire Special Allowance in a single instalment on the December 2024 payslip, or on a specific pay period that you can create in the software if you do not wish to do so on the December salary (but must do so in December 2024), or, if you have an agreement with the Employees to this effect, in 4 instalments from December 2024 to March 2025.

Let's look at these 3 cases (choose yours and ignore the others).

A] Payment of the Special Allowance in a single instalment

This payment must be made in December 2024 before 31 December.

In the two 1840 payroll sections added previously, you should therefore only keep the payroll section for the month of December 2024 and indicate that it relates to 100% of the Allowance rather than just 50%.

To do this, start by **set to zero** from the Common Sections (click on the **[Common Sect]** button (1)) the payrill section 1840 - Special Allowance EOY 2024 (14th Month) **with an end date of 31/01/2025** . To do so plese refer to the last page of this document.

All that remains is item 1840 - Special Allowance EOY 2024 (14th Month) with an **end date of 31/12/2024**, which can be changed by clicking on the icon 📝 in front of it (2).

in the value Fixed formula (3), **remove** the division by two: **/2** to indicate that 100% of the Special Allowance will be paid over this period (and not 50%). **[Validate Section]** (4) button. When you calculate the December payslip, the Allowance will be paid in full.

- **A1] To be taken into account on the pay slip for December 2024 (when the December salary is calculated)**

You have nothing else to do

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- **A2] If you want the Allowance to be on a specific Payroll period with a separate payslip**

If you would like to pay this Allowance in December 2024 without waiting for the December pay slip, you can create a specific pay period in the system.

To do this, click on the [**Company**] button (1), then in the '**Payroll**' tab (2) tick **Custom Period** (3) and enter its title '**Special Allowance**' and start date **01/12/2024** (4) then click on [**Validate**] (5) :

This will add this personalised period to the list of possible periods for December 2024: Select it now in the 'Period' section:

Now go to the common payroll sections by clicking on the **[Common sect]** button (1), then edit the 1840 (**End date: 31/12/2024**) by clicking on the icon in front (2).

Check that the **/2** has been removed from the 'Value Fixed ' field (as previously explained).

Then, in the '**Period Types'** section, <u>untick</u> **'Monthly Salary'** (3) and <u>tick</u> **'Special Allowance'** (4), then click on the **[Validate Section]** button (5).

You can now go to the payslip calculation and calculate the Allowance which, once you have clicked **[Validate]**, will generate a specific payslip and differentiated payments (**[Payments]** button).

B] Payment of the Special Allowance in four instalments

This time it is necessary to add, to the two existing 1840 common payroll sections for December 2024 and January 2025, two others 1840 sections for February and March 2025, and to specify that the Allowance will be paid by ¼ over each of these periods.

2 steps must be carried out.

Step 1
For each of the 2 payroll sections 1840 for December 2024 and January 2025, modify them (see previous chapter **A] Payment of the Special Allowance in a single instalment**) and **replace** in the Value Fixed formula **/2** by **/4**.

2nd step
a) Add a common payroll section (button [Add Section]) 1840 and indicate as End Date: 28/02/2025 and tick only in the section 'Applies On Selected months Only' **[X] February**.
Then, in the 'Employee amounts' section, enter :
 - Multiplier: **if(and(e.last_month_refund=0,p.basic<=50000),p.basic,0)**
 - Fixed Value: **min(1,e.years_worked_month)/4**
(copy/paste from here to simplify and avoid input errors)

b) Repeat the previous step, but this time indicate the **End Date as: 31/03/2025** and tick only for the selected months only **[X] March**.

In this way, when you calculate the Payslips for December, January, February and March 2024, the Allowance will now be paid automatically in quarters.

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IMPORTANT GENERAL NOTES

Note 1

If you decide to pay in several instalments (2 or 4 times), check that an increase in basic salary during these months does not cause the allowance threshold of Rs 50,000 to be exceeded, which would mean that it would no longer be paid automatically. The Allowance should therefore be added manually.

Note 2

The allowance is also payable, **subject to conditions**, for any e**mployees who leave the company** during the year. **It is up to you to check their eligibility.**

For them, you will need to repeat the procedure below for each month (if you have decided to pay in several months).

In order to produce a payslip for a given month for these employees:

1) In the 'Employees' tab, display all the employees to see those who have left and access their profile:
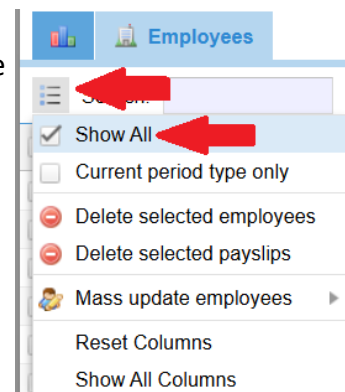
2) Enter his profile (double-click on his line), select the '**Employment**' tab, then tick the **Last month refund** box, then select the **Dec 2024** period (which will be changed from month to month if you are paying over several months), then click **[Save]** to save your changes.
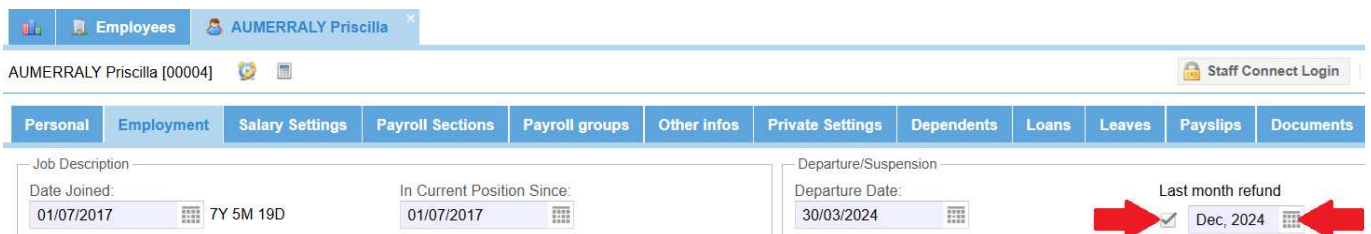
3) The Employee then becomes visible for the month indicated for the purposes of calculating a payslip for him/her

It is then up to you to do the calculation manually and enter an 1840 payroll section in the Employee profile (Payroll Sections tab).

If you wish, once you have done this above and are paying this in January 2025 (then indicate that the last payslip is in January 2025), you can also set up an automatic common section which will pay the 1840 prorata to the month of departure (and not the day).

For example, if an employee leaves the company in March 2024 (regardless of the day of the month in March), he will receive 3/12 of his basic salary; it's up to you to decide whether this suits you.

To do this, add the following payroll section to the common sections; it will then only be calculated for employees who left the company in 2024 and will only apply for the month of January 2025:

To simplify things, you can copy and paste the fields below:
- *Section Title* : Special Allowance EOY 2024 (14th Month) (Departure date:{e.departure_date})
- *Multiplier Fixed/Formula* : if(and("e.departure_date">"2023-12-31","e.departure_date"<"2025-01-01"),1,0)
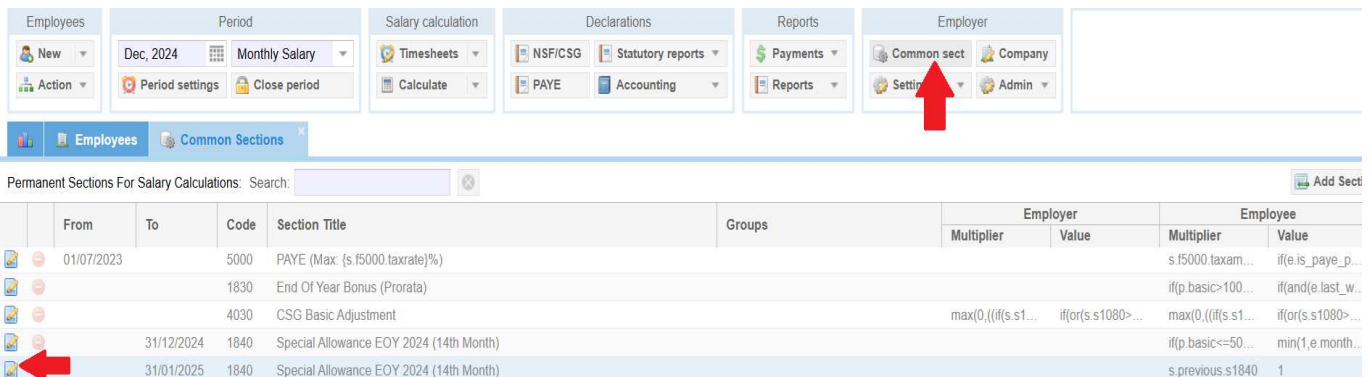- *Value Fixed/Formula* : p.basic*mid('e.departure_date',6,2)/12

Please remember to indicate the End date: **31/01/2025** and to check that it applies (tick) only to the month of January.

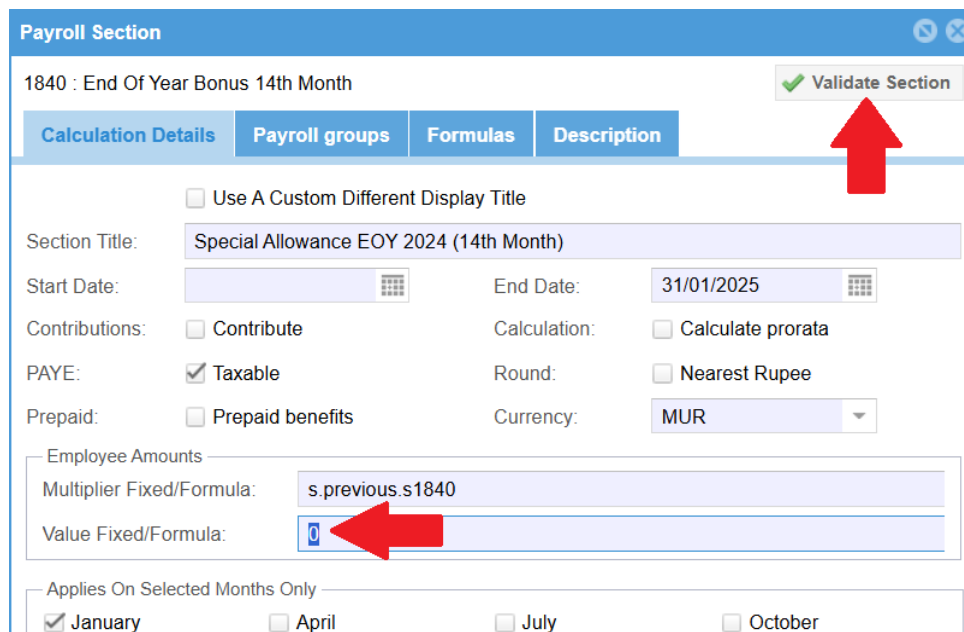**To delete an unwanted 1840 system section**

For security reasons, the system does not allow you to delete a system section.
If you do not want it to be applied, all you have to do is set the result of its calculation to zero.

To do this, edit the relevant section in the common sections by clicking on the icon 🖉 in front of the section:

then in the **Fixed Value/ Formula** field, simply enter **0** (zero) and save the item.

When the payslip is calculated, the item will then be worth zero and will not be displayed on the payslip.

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