



TimePay

Employer Guide

Attendance, leave and payroll made simple

timepay.pro

What is in this guide

This short guide shows you, step by step, how to run your staff attendance and monthly payroll on TimePay. No special knowledge needed.

1. Get started: log in and add your company
2. Add your employees and their salary
3. Record attendance (scanner, phone or manual)
4. Leave and public holidays
5. Run the monthly payroll
6. Payslips and end-of-year bonus
7. MRA reports
8. Your plan, your team and getting help

Good to know. TimePay follows Mauritius rules: the Workers' Rights Act (overtime, leave, bonus) and MRA rules (PAYE, CSG, NSF, Training Levy and PRGF). It calculates all of these for you.

The big picture in 4 steps

Step	What you do	What TimePay does
1. Set up	Add company and employees	Keeps all details safely in one place
2. Every day	Staff clock in and out	Counts hours, lateness and overtime
3. Every month	Press "Generate payslips" and check	Calculates salary, tax and contributions
4. After payroll	Approve, send payslips, download MRA files	Prepares everything ready to upload

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Get started

Log in

1. Go to **timepay.pro** and press **Log in**.
2. Enter your email and password.
3. You will see your dashboard. The menu on the left leads to everything.

Add your company

1. Open **Companies** and press **Add company**.
2. Fill in the legal name, address and your **MRA Employer number (ERN)** and business registration number (BRN). You need these for MRA reports.
3. Set the weekly hours (normally 45) and the **pay period**.

Choose your pay period

On the company page, find **Pay period**:

- **Calendar month**: from the 1st to the last day of the month.
- **Different period**: pick the start day, for example the 21st. The period then runs to the 20th of the next month. The end date is worked out for you.

Tip. Your **Statutory rates** (PAYE, CSG, NSF, levy) are already filled in with the current Mauritius rates. You only change them if MRA changes a rate.

2 Add employees and salary

1. Open **Employees** and press **Add employee**.
2. Enter first name, last name, **National ID (NIC)** or passport, date joined, and full-time or part-time.
3. Open the employee and add the **Compensation**: basic monthly salary and the date it starts.
4. Add allowances if any (for example transport or meal). For each one, say whether it is taxable.
5. Tick **Overtime eligible** if the employee is paid overtime.

Important. Every employee needs a NIC or passport number. MRA files cannot be created without it.

Joining or leaving during the month

Just enter the real **date joined** or **date left**. TimePay pays only the working days in between.

Starting TimePay in the middle of the year?

On the employee page, open **Opening balances** and enter what was already paid this year (salary, tax, bonus). This keeps tax and the end-of-year bonus correct.

3 Record attendance

Pick the way that suits your business. You can mix them.

Method	How it works
Fingerprint / face / card devices	Staff scan at the device. Records arrive in TimePay by themselves.
Scanner App (Android)	Install the app on a phone or tablet at the entrance. Staff tap their NFC card. See Scanner App in the menu.
Phone clock-in (GPS)	Employees clock in and out from their own phone.
Manual	You correct or add a clock event under Attendance .

Shifts

Under [Attendance → Shifts](#) create the working hours (for example 8:00 to 17:00) and assign them to employees. You can use different times for different weekdays. If you set nothing, TimePay uses Monday to Saturday.

What TimePay works out every day

- **Late arrival** and early departure.
- **Overtime**: hours above 45 in a week are paid at 1.5 times. Sundays and public holidays are paid at 2 times (3 times after normal hours on a public holiday).
- **Absence**: unexplained absent days are unpaid.

Check often. Open [Attendance → Overview](#) before payroll. Fix missing scans so nobody loses pay by mistake.

4 Leave and holidays

Leave

1. Employees ask for leave from **My Leave** on their phone or computer.
2. You see the request and press **Approve** or **Reject**.
3. Paid leave (annual, sick) is paid normally. Unpaid leave reduces the salary.

Standard leave types and yearly entitlements under the Workers' Rights Act are set up for you. You can change them to match your sector.

Public holidays

Open **Attendance → Public holidays** and check the list. Add any extra day your business closes. Work on a public holiday is paid at the higher rate automatically.

What if a month is not finished yet?

If you pay salary on the 28th, the last days (29th to 31st) have no scan yet. TimePay **pays them in advance**. Next month, if the employee was absent on one of those days, the amount is **taken back automatically** and shown on the payslip.

5 Run the monthly payroll

1. Open **Payroll Runs** and press **Generate payslips**.
2. Choose the company. The current pay period is already filled in. Change the dates if needed.
3. Press **Generate**. TimePay creates a payslip for every employee.
4. Open the run and **check** each payslip: basic pay, overtime, deductions and net pay. Any warning appears at the top.
5. If all is correct, press **Approve**. After the bank payment, mark it as **Paid**.

What is on each payslip

Employee pays	Employer also pays
PAYE (income tax)	CSG (3%)
CSG (1.5% or 3%)	NSF (2.5% of basic, up to the ceiling)
NSF (1% of basic, up to the ceiling)	Training Levy (1.5% of basic)
Late deduction, if you switched it on	PRGF (4.5%)

Approved means final. Check carefully before pressing Approve. An approved payslip is locked and used for MRA reports.

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Payslips and end-of-year bonus

Payslips

- Open any payslip to **print or download a PDF**.
- You can email payslips. Employees also see their own under **My Payslips**.
- Payslips show all items required by the Workers' Rights Act.

End-of-year bonus (13th month)

The law gives one extra month of pay (1/12 of the year's basic pay and allowances). In the **Generate payslips** form, use the **End-of-year bonus** option:

- **Final:** pays the full bonus owed, normally in December.
- **Advance:** pays 75% of the expected bonus earlier in the year.

TimePay works out the bonus tax and CSG correctly and shows the bonus as its own line on the payslip.

New to TimePay in November? Enter each employee's opening balances first (Guide step 2). Then December's bonus is correct even though earlier months were paid elsewhere.

7 MRA reports

1. Make sure the month's payroll is **approved**.
2. In the payroll area, open the **MRA** reports for the company and choose the **month**.
3. Enter the **declarant** details (name, email, mobile number starting with 5). TimePay warns you about anything missing, for example a NIC.
4. Download the file you need and upload it on the MRA portal.

File	Used for
PAYE / CSG / NSF (PACO)	Monthly tax and contributions return
PAYE only	Monthly PAYE return
PRGF	Portable Retirement Gratuity Fund return
Year-end files	Annual employee and employer returns

Before you upload. If TimePay shows an error (for example "No NIC for Mary Glen"), fix it on the employee page and download again. A file with errors would be rejected by MRA.

Your plan

Open **My Plan** to see what you have. To **upgrade**, choose a plan and pay by card or PayPal. It switches on as soon as the payment is confirmed. You can also ask for a switch and wait for approval.

Your team

- **Users** : invite your accountant or HR person and give them a role.
- **Roles** : decide who can see salaries, approve payroll or only view attendance.
- **Audit Log** : see who changed what, and when.

Monthly checklist

When	Task
Every week	Check attendance overview and fix missing scans
Before payroll	Approve leave, check new joiners and leavers
Payroll day	Generate, check, approve, pay, send payslips
After payroll	Download and upload MRA files before the MRA deadline
December	Run the end-of-year bonus

Need help?

Visit **timepay.pro** or contact TimePay support from your dashboard.