



## StaffConnect

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### Employee User Guide

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Payroll Mauritius

August 2026

Welcome to **StaffConnect**, the employee app from **Payroll Mauritius**. Use it to view payslips, request leave, record attendance, manage timesheets, and keep your HR information up to date — on your phone, tablet, or computer.

This guide is written for employees. Some screens appear only if your employer has enabled them for you. Managers and team leads will also see a **My Team** section.

**Languages:** English and French

**Support:** Your HR team, or [info@payrollmauritius.com](mailto:info@payrollmauritius.com)

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# 1. Get the app

StaffConnect is for employees whose employer uses Payroll Mauritius. You need an account issued by your employer.

You can use StaffConnect:

| Platform           | How to open it                                                                           |
|--------------------|------------------------------------------------------------------------------------------|
| iPhone / iPad      | <a href="#">Download on the App Store</a>                                                |
| Android            | <a href="#">Download on Google Play</a>                                                  |
| Computer / browser | <a href="http://staffconnect.payrollmauritius.com">staffconnect.payrollmauritius.com</a> |

If you open StaffConnect in a mobile browser, you may see a prompt to open the native app instead. That is optional; the web version works in the browser too.



## StaffConnect - Mauritius

HR & Payroll for employees

Designed for iPad. Not verified for macOS.

[Open](#)

AGE RATING

4+

Years

CATEGORY



Business

DEVELOPER



E-Payroll Mauritius

LANGUAGE

EN

English

SIZE

12

MB

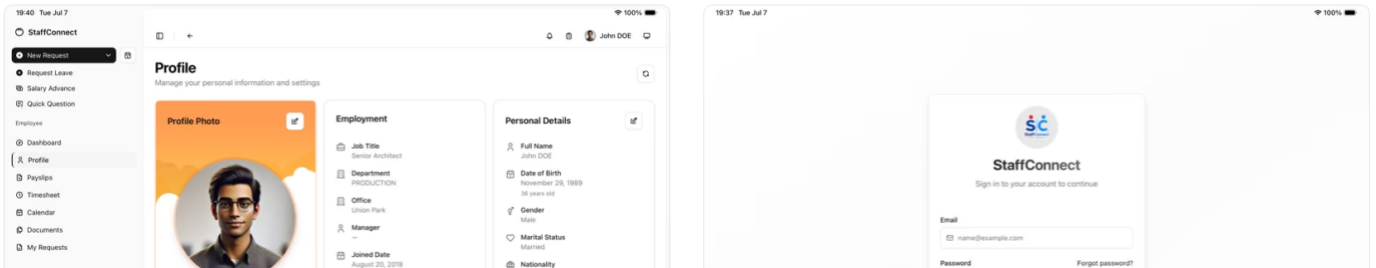
## What's New

Bug Fix: Incorrect date for Leave Request.

[Version History](#)

1w ago  
Version 1.0.2

## Preview

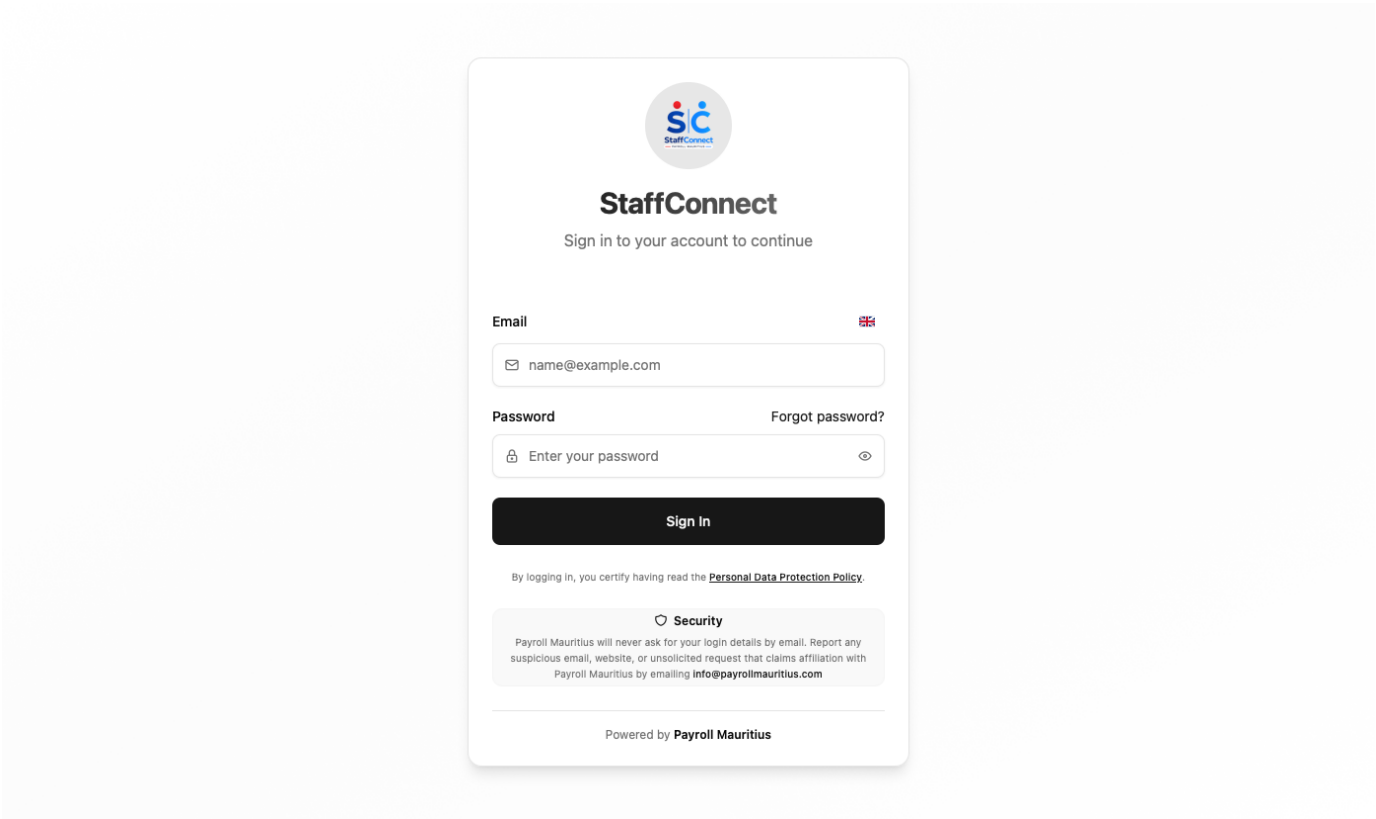


# 2. Sign in

1. Open StaffConnect.
2. Choose **English** or **Français** from the language control (top right).
3. Enter the **email** and **password** provided by your employer.
4. Tap **Sign In**.

By signing in, you confirm that you have read the [Personal Data Protection Policy](#).

Payroll Mauritius will **never** ask for your login details by email. If you receive a suspicious message, report it to [info@payrollmauritius.com](mailto:info@payrollmauritius.com).



If sign-in fails

| Message                   | What to do                                       |
|---------------------------|--------------------------------------------------|
| Invalid email or password | Check both fields. Passwords are case-sensitive. |
| Account is not active     | Contact HR — your access may not be enabled yet. |
| Network error             | Check your internet connection and try again.    |

### 3. Reset your password

1. On the sign-in screen, tap **Forgot password?**
  2. Enter your work email and tap **Send Reset Link**.
  3. Open the email (check spam if needed) and tap the reset link.
  4. Choose a new password (at least 8 characters), confirm it, and tap **Reset Password**.
  5. Return to sign-in and use your new password.
- The reset link expires. If it no longer works, request a new one.

### Forgot Password

Enter your email address and we'll send you a link to reset your password.

Email

Send Reset Link

← Back to Login

### Reset Password

Choose a new password for your account.

New Password

Confirm New Password

Reset Password

← Back to Login

## 4. Two-step verification

If your account uses two-factor authentication (2FA), StaffConnect asks for a **6-digit code** after your password.

1. Open **Google Authenticator** (or another authenticator app) on your phone.
2. Find the StaffConnect / Payroll Mauritius entry.
3. Enter the 6-digit code. On a phone, sign-in usually continues automatically once all 6 digits are entered.
4. If the code is wrong, change a digit or clear the field and try again.

You can enable or disable 2FA later in [Settings](#).



### Two-step verification

Use Google Authenticator on this phone, then enter the code below.

 **6-digit code**

Tap the box — the number keyboard opens. Paste works if you copy digits.

Verify and sign in

1

Switch to the Google Authenticator app (swipe from the bottom or edge, or use the app switcher).

2

Find your StaffConnect account and read the 6-digit code.

3

Return here, tap the code box, and enter the 6 digits. Sign-in runs automatically; you can also tap Verify.

Wrong code? Change a digit or clear the field and try again.

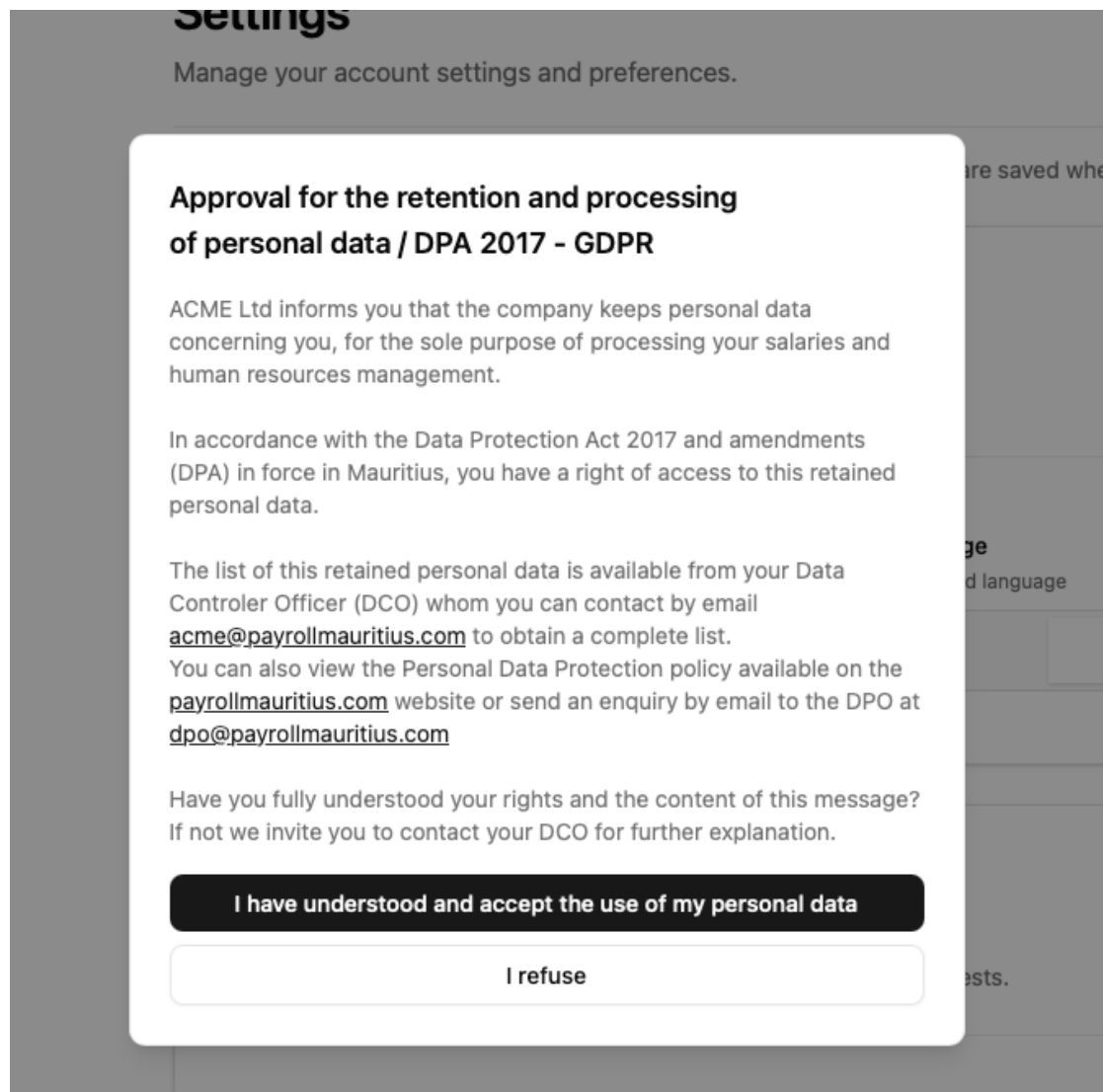
Back to email & password

## 5. Data protection agreement

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After sign-in, you may be asked to accept the retention and processing of your personal data (Mauritius Data Protection Act / GDPR). This is required to use the app.

- Read the message, including how to contact your Data Controller Officer (DCO).
- Tap **I have understood and accept the use of my personal data** to continue.
- If you tap **I refuse**, you cannot use StaffConnect until you accept.



## 6. Find your way around

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### Menu (sidebar)

Tap the **menu** icon (top left on web, or the menu button on the phone's bottom bar) to open the sidebar.

**Employee** section (what you see depends on your access):

- Dashboard
- Profile
- Payslips
- Timesheet
- Calendar

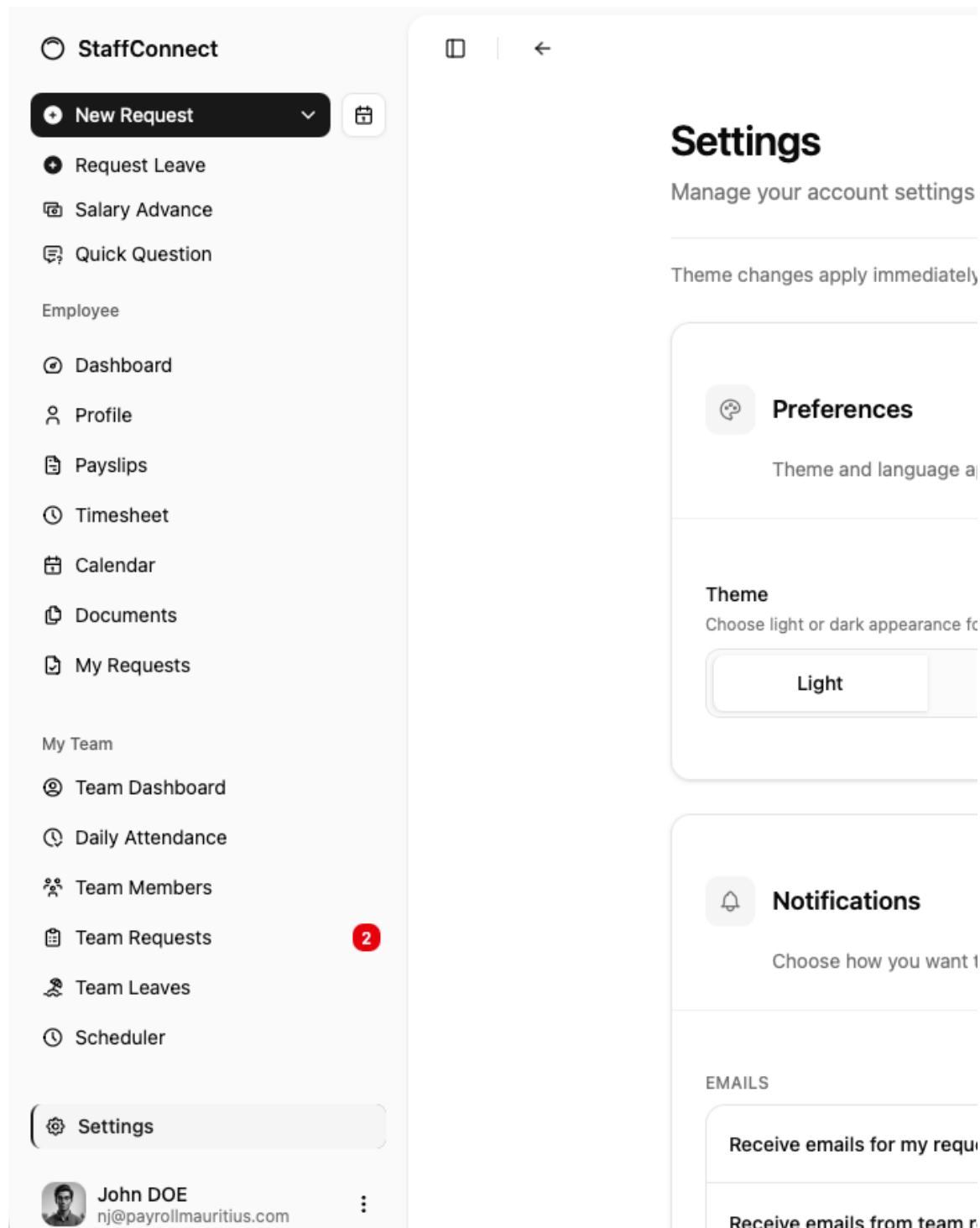
- Documents
- My Requests

**Quick actions** at the top of the menu:

- **New Request** — leave, salary advance, and/or a quick question to HR
- **Calendar** shortcut (calendar icon)

**My Team** (managers only) — see [section 21](#).

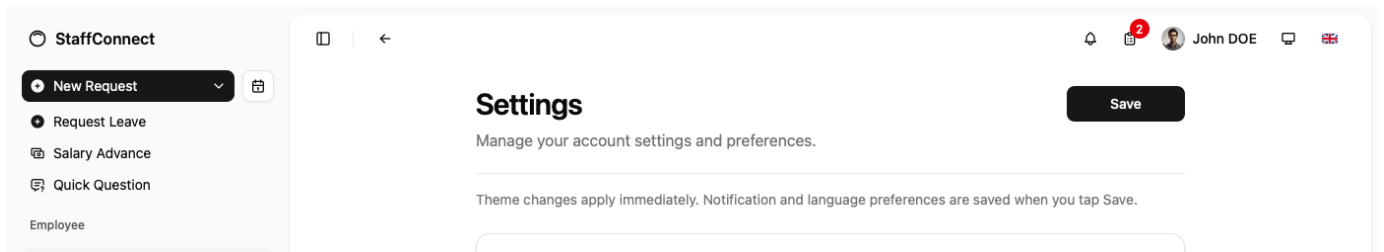
At the bottom: **Settings**, your name, and **Log out**.



## Top bar

The top bar includes:

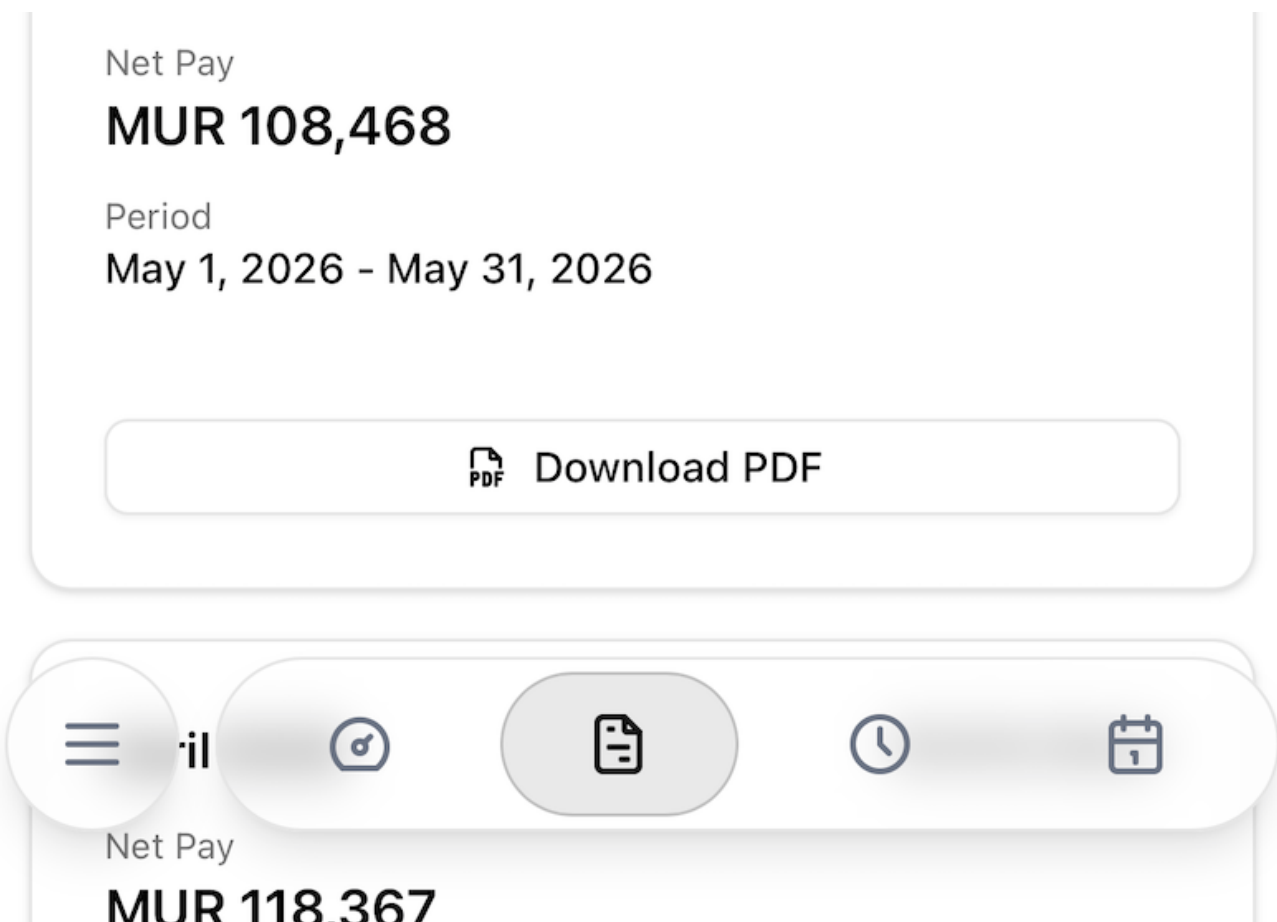
- Back (on pages other than Dashboard)
- Bell — your notifications
- Clipboard — team requests to approve (managers)
- Theme (light / dark) and language
- Your photo — Profile, Change Password, Settings, Log out



## Phone bottom bar

On the iOS and Android apps, a floating bar at the bottom gives quick access to:

- Menu
- Dashboard
- Payslips
- Timesheet
- Calendar



## 7. Dashboard

The dashboard is your home screen. Cards appear only for features you are allowed to use.

Typical cards:

| Card             | What it shows                                                 |
|------------------|---------------------------------------------------------------|
| Employee info    | Name, job title, department, office, employee code, join date |
| Daily check-in   | Today's time in / time out, Check In / Check Out              |
| Salary           | Latest and previous net pay, download payslip or PAYE report  |
| Leave balances   | Remaining, taken, and allowed days by leave type              |
| My requests      | Recent requests you submitted                                 |
| Team requests    | Pending items waiting for your approval (managers)            |
| Weekly status    | Who in your team is on leave this week (managers)             |
| My team          | Team members (managers)                                       |
| Attendance chart | Hours worked over 30–180 days                                 |

Company **notices** may appear at the top. Open a notice to read the full message.

From the dashboard you can jump to leave request, payslips, timesheet, calendar, and requests without using the menu.

The screenshot shows the StaffConnect dashboard for John DOE, Senior Architect. The dashboard is organized into several sections:

- Header:** StaffConnect logo, navigation menu (New Request, Request Leave, Salary Advance, Quick Question), Employee profile (John DOE, Senior Architect, 00001), and a notification bell with 2 alerts.
- Notice:** A banner at the top stating: "As published by MRA, all employees should fill in their EDF online. Please inform HR once completed".
- Employee Info Card:** Displays John DOE's profile, job title (Senior Architect), employee code (00001), department (PRODUCTION), office (Union Park), and email (nj@payrollmauritius.com).
- Daily Check-in Card:** Shows "Today" with fields for TIME IN and TIME OUT, buttons for "Set Time In" and "Set Time Out", and a "Last 7 Days" attendance chart.
- Salary Card:** Displays "View your salary details" with a list of months (July 2026, June 2026, May 2026, April 2026, March 2026) and a "View Payslips" button.
- Leave Balances Card:** Shows "View your leave balances" with a bar chart for Local leaves (22 / 22) and Sick Leaves (14 / 15).
- My Requests Card:** Displays "All requests I've sent" with a pending request for "Vacation - Leave..." from Mon 10/08/2026 to Fri 28/08/2026.
- Team Requests Card:** Shows "Pending requests from your team" with a request from Jane DOE on Jul 7, 2026 at 03:08 PM.

## 8. Check in and check out

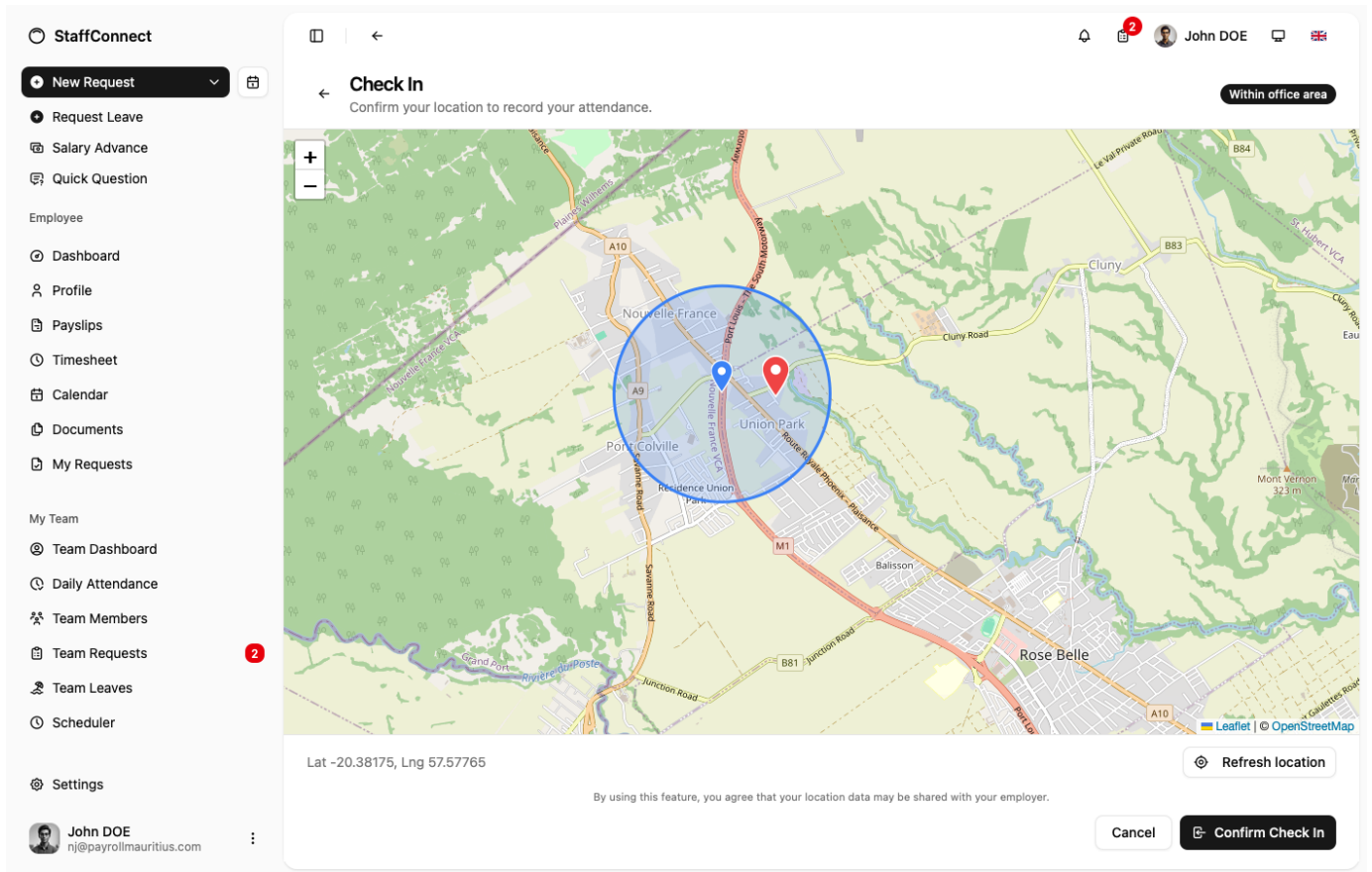
If your employer uses geo clock-in, the **Daily Check-in** card appears on the dashboard.

1. Tap **Check In** at the start of the day (or **Check Out** when you leave).
2. Allow location access if asked. StaffConnect uses your location only to record attendance for your employer.

3. Wait until the map shows your position. You can tap **Refresh location** if needed.
4. The status shows **Within office area** or **Outside office area**.
5. Tap **Confirm Check In** or **Confirm Check Out**.

If your site requires you to be inside a defined office area, confirmation is blocked until you are within range.

You can also expand the card to see the last 7 days, or open your timesheet and calendar from there.



## Location problems

| Situation                   | What to do                                                                              |
|-----------------------------|-----------------------------------------------------------------------------------------|
| Access denied               | Enable Location for StaffConnect in the phone Settings, then tap Refresh location.      |
| Location services off       | Turn Location Services on for the device (and for the browser, if you use the web app). |
| Timeout                     | Try again outdoors or near a window.                                                    |
| Huawei / no Google services | Push and some location features may be limited. Use the web app or contact HR.          |

## 9. Profile

Open **Profile** from the menu or your photo.

You can view:

- Profile photo

- Employment (code, job title, department, office, join date, employment type)
- Personal details (name, date of birth, gender, marital status, nationality, NIC)
- Contact details (email, phones, address)
- Bank details for salary
- EDF (Employee Declaration Form) details, if enabled
- Other employer-specific fields
- File password for encrypted documents (if your employer provides one)

Most changes are **requests**. They are sent for approval; they do not update instantly.

## Change your photo

If photo updates are allowed:

1. Tap **Edit** on the photo.
2. Take a photo or choose one from your gallery.
3. Use a clear, professional photo of your face (JPG or PNG, max 5 MB).
4. Tap **Save Photo**.

**StaffConnect**

**New Request** (dropdown menu)

- Request Leave
- Salary Advance
- Quick Question

**Employee**

- Dashboard
- Profile**
- Payslips
- Timesheet
- Calendar
- Documents
- My Requests

**My Team**

- Team Dashboard
- Daily Attendance
- Team Members
- Team Requests
- Team Leaves
- Scheduler
- Settings

**John DOE**  
nj@payrollmauritius.com

**Profile**  
Manage your personal information and settings

**Profile Photo** (Edit icon)

**Employment** (Edit icon)

- Job Title**: Senior Architect
- Department**: PRODUCTION
- Office**: Union Park
- Manager**: —
- Joined Date**: August 20, 2018  
8 years 0 months
- Employment Type**: Fulltime

**Personal Details** (Edit icon)

- Full Name**: John DOE
- Date of Birth**: November 29, 1989  
36 years old
- Gender**: Male
- Marital Status**: Married
- Nationality**: Mauritian
- National ID**: D010100000012

**Contact** (Edit icon)

- Email**: nj@payrollmauritius.com
- Address**: Rue St Jean  
—
- Postcode**: 00123
- City**: QUATRE BORNES

**Bank Details** (Edit icon)

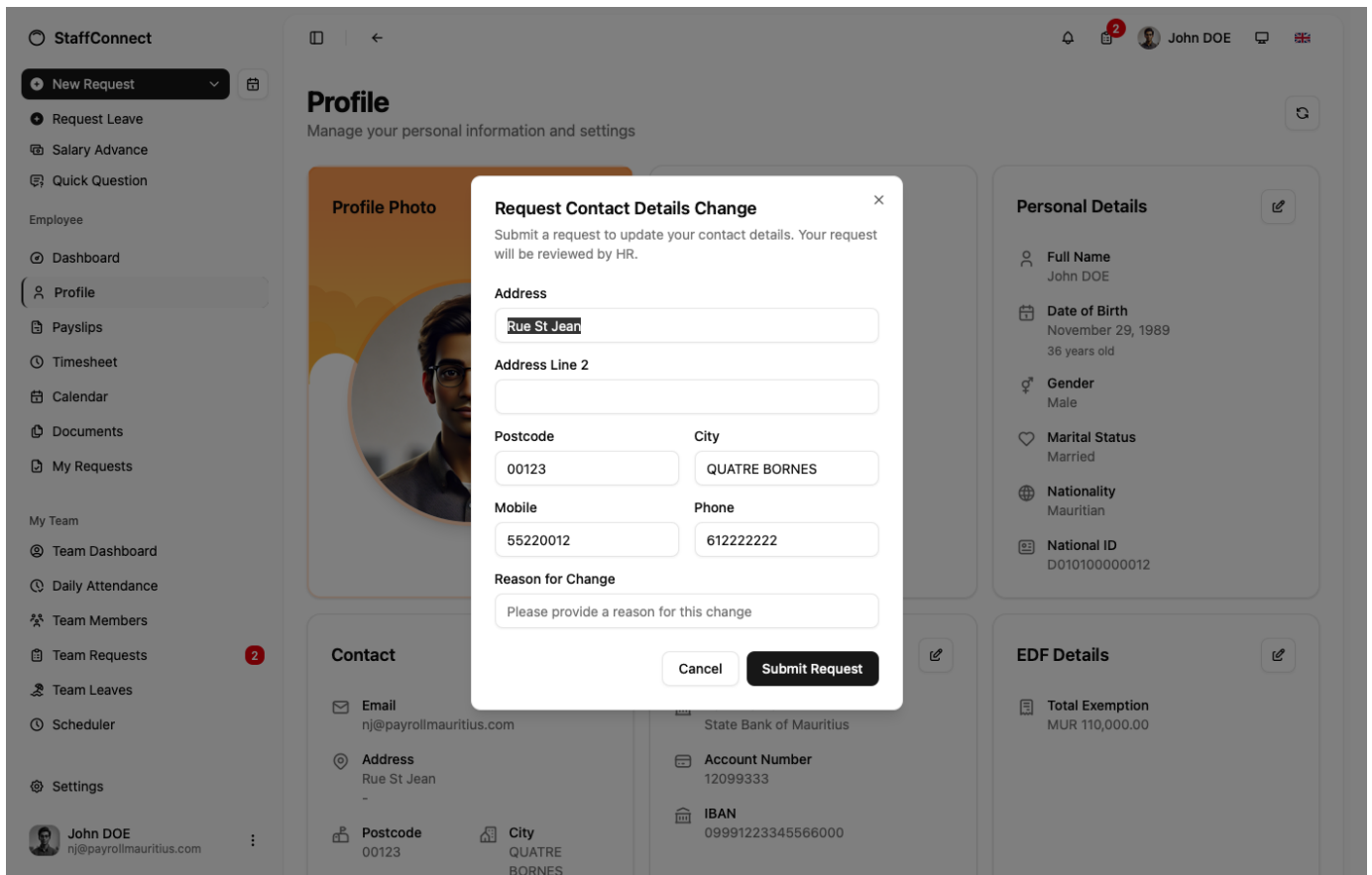
- Bank Name**: State Bank of Mauritius
- Account Number**: 12099333
- IBAN**: 09991223345566000

**EDF Details** (Edit icon)

- Total Exemption**: MUR 110,000.00

## Request a profile, contact, bank, or EDF change

1. Open the relevant card and tap **Edit**.
2. Update the fields.
3. Enter a **reason for the change**.
4. Submit the request.
5. Track it under **My Requests**.



## 10. Payslips

Open **Payslips** to see your pay history.

- Switch **grid** or **list** view.
- Payslips are grouped by **year**. Expand or collapse a year, or collapse all years.
- Types include **Monthly Salary** and **Bonus**.
- If you moved between companies in the group, the company name may appear on older slips.
- A **Net Pay Over Time** chart shows monthly or yearly totals.

To download a payslip, tap it and choose **Download PDF**. From the dashboard salary card you can also download the latest payslip or, if allowed, the last PAYE report.

StaffConnect

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Request Leave

Salary Advance

Quick Question

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John DOE  
nj@payrollmauritius.com

Dayslips

View and download your payslips

Net Pay Over Time

Your net pay history by month

MonthsYears



Apr 2022Oct 2022Mar 2023Aug 2023Jan 2024Jun 2024Nov 2024Apr 2025Sep 2025Feb 2026Jul 2026

2026

7 payslips in 2026

Total Net Pay  
MUR 757,478

July 2026Monthly Salary

Net Pay  
MUR 80,224

Period  
Jul 1, 2026 - Jul 31, 2026

Download PDF

June 2026Monthly Salary

Net Pay  
MUR 64,746

Period  
Jun 1, 2026 - Jun 30, 2026

Download PDF

May 2026Monthly Salary

Net Pay  
MUR 108,468

Period  
May 1, 2026 - May 31, 2026

Download PDF

April 2026Monthly Salary

Net Pay  
MUR 118,367

Period  
Apr 1, 2026 - Apr 30, 2026

Download PDF

March 2026Monthly Salary

FebruaryMonthly Salary

JanuaryMonthly Salary

ACME Ltd



Royal Road  
Port Louis  
Tel: 2221234  
BRN: C12152276 / ERN: 152276

Payslip

Period Start: 01-Jun-2026  
Period End: 30-Jun-2026  
Salary date: 28-Jun-2026  
Month: Jun-2026  
Advance: Rs 150,300.00

Employee

Code: 00001  
Name: DOE John  
NIC: D010100000012  
TAN:

Post: Senior Architect  
Dept.: PRODUCTION  
Date Joined: 20-Aug-2018

Payroll

| Code | Sections                          | Revenues      | Employee  | Employer | Taxable   | Fringe   |
|------|-----------------------------------|---------------|-----------|----------|-----------|----------|
| 1000 | Basic Salary                      | 40,000.00     |           |          | 40,000.00 |          |
| 2000 | Transport                         | 1,760.00      |           |          | 21,760.00 |          |
| 2200 | Fuel Allowance                    | 30,000.00     |           |          |           |          |
| 3020 | Productivity Allowance (5000 + 0) | 5,000.00      |           |          | 5,000.00  |          |
| 3140 | Special allowance                 | 4,000.00      |           |          | 4,000.00  |          |
| 3500 | Special Allowance Attendance      | 400.00        |           |          | 400.00    |          |
| 3600 | Fringe Benefits                   |               |           |          | 9,000.00  | 9,000.00 |
| 4010 | CSG                               |               | 600.00    | 1,200.00 |           |          |
| 4100 | NSF                               |               | 286.00    | 714.00   |           |          |
| 4200 | LEVY                              |               |           | 600.00   |           |          |
| 5000 | PAYE (Max: 20%)                   |               | 13,828.00 |          |           |          |
| 6500 | Loan Deduction                    |               | 1,700.00  |          |           |          |
| 7000 | Pension Scheme (Private)          |               |           | 2,000.00 |           |          |
|      | Totals                            | 81,160.00     | 16,414.00 | 4,514.00 | 80,160.00 | 9,000.00 |
|      | NET PAY                           | MUR 64,746.00 |           |          |           |          |

Additional Infos.

# 11. Timesheet

Open **Timesheet** to review daily hours for a month.

1. Use the month / year controls to change period.

2. Filter by **All**, **Leaves**, **Working**, or **Not Working**.
3. Each day can show time in, time out, hours, overtime, undertime, and leave.

## Edit a day

If your employer allows it and the payroll period is still open:

1. Tap the day.
2. Update time in / time out (and other editable columns).
3. Tap **Save**.

## Validate your timesheet

When the month is complete, tap **Validate** so your manager can review it. You will see who already validated (employee and/or manager) and when.

Closed payroll periods cannot be edited.

**StaffConnect**
🔔 2 📅 👤 John DOE 🌐

+ New Request ▾

- ➦ Request Leave
- 💰 Salary Advance
- 💬 Quick Question

Employee

- 📊 Dashboard
- 👤 Profile
- 📄 Payslips
- 🕒 Timesheet
- 📅 Calendar
- 📁 Documents
- 📋 My Requests

My Team

- 👥 Team Dashboard
- 🕒 Daily Attendance
- 👤 Team Members
- 📋 Team Requests 2
- 📄 Team Leaves
- 🕒 Scheduler
- ⚙️ Settings

**John DOE**  
 nj@payrollmauritius.com

## Timesheet

View and manage your timesheet entries

<

August ▾

2026 ▾

>

All ▾

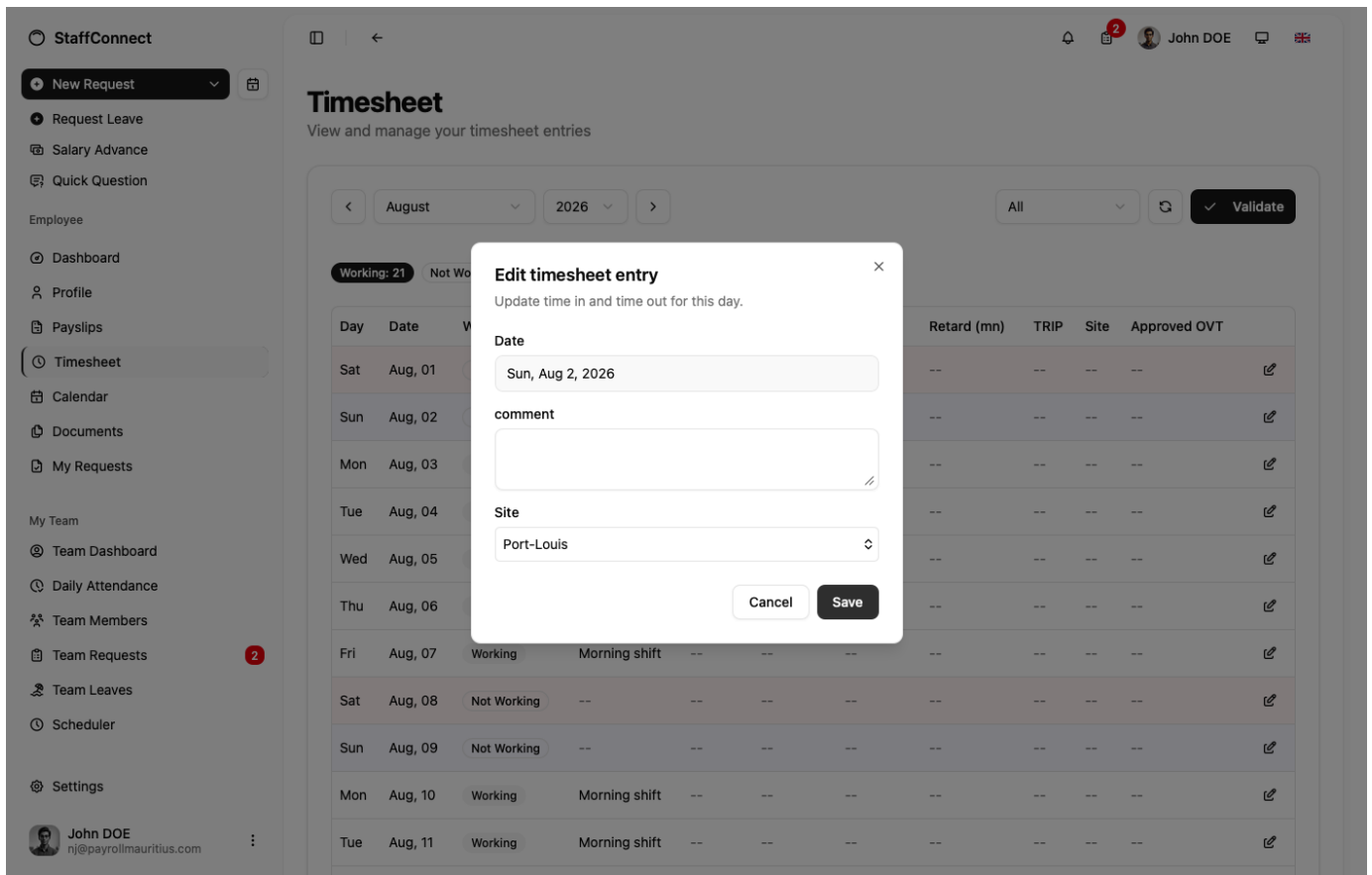
↺

✓ Validate

Working: 21

Not Working: 10

| Day | Date    | Work/Leave  | Schedule      | Time In | Time Out | Overtime | Retard (mn) | TRIP | Site | Approved OVT |
|-----|---------|-------------|---------------|---------|----------|----------|-------------|------|------|--------------|
| Sat | Aug, 01 | Not Working | --            | --      | --       | --       | --          | --   | --   |              |
| Sun | Aug, 02 | Not Working | --            | --      | --       | --       | --          | --   | --   |              |
| Mon | Aug, 03 | Working     | Morning shift | --      | --       | --       | --          | --   | --   |              |
| Tue | Aug, 04 | Working     | Morning shift | --      | --       | --       | --          | --   | --   |              |
| Wed | Aug, 05 | Working     | Morning shift | --      | --       | --       | --          | --   | --   |              |
| Thu | Aug, 06 | Working     | Morning shift | --      | --       | --       | --          | --   | --   |              |
| Fri | Aug, 07 | Working     | Morning shift | --      | --       | --       | --          | --   | --   |              |
| Sat | Aug, 08 | Not Working | --            | --      | --       | --       | --          | --   | --   |              |
| Sun | Aug, 09 | Not Working | --            | --      | --       | --       | --          | --   | --   |              |
| Mon | Aug, 10 | Working     | Morning shift | --      | --       | --       | --          | --   | --   |              |
| Tue | Aug, 11 | Working     | Morning shift | --      | --       | --       | --          | --   | --   |              |



## 12. Calendar

Open **Calendar** to see the year at a glance.

- Coloured days show **leave**, **holidays**, **present**, and **absent**.
- Use the **legend** and the leave-type filter.
- Switch between **calendar view** and **list view**.
- Tap a day for details (leave type, half day, hourly).

Managers can open a team member's calendar from that person's profile.

StaffConnect

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John DOE

nj@payrollmauritius.com

Calendar

View your leaves and calendar

Local leaves

Sick Leaves

Vacation

2025

All leave types

January 2025

February 2025

March 2025

April 2025

May 2025

June 2025

## 13. Documents

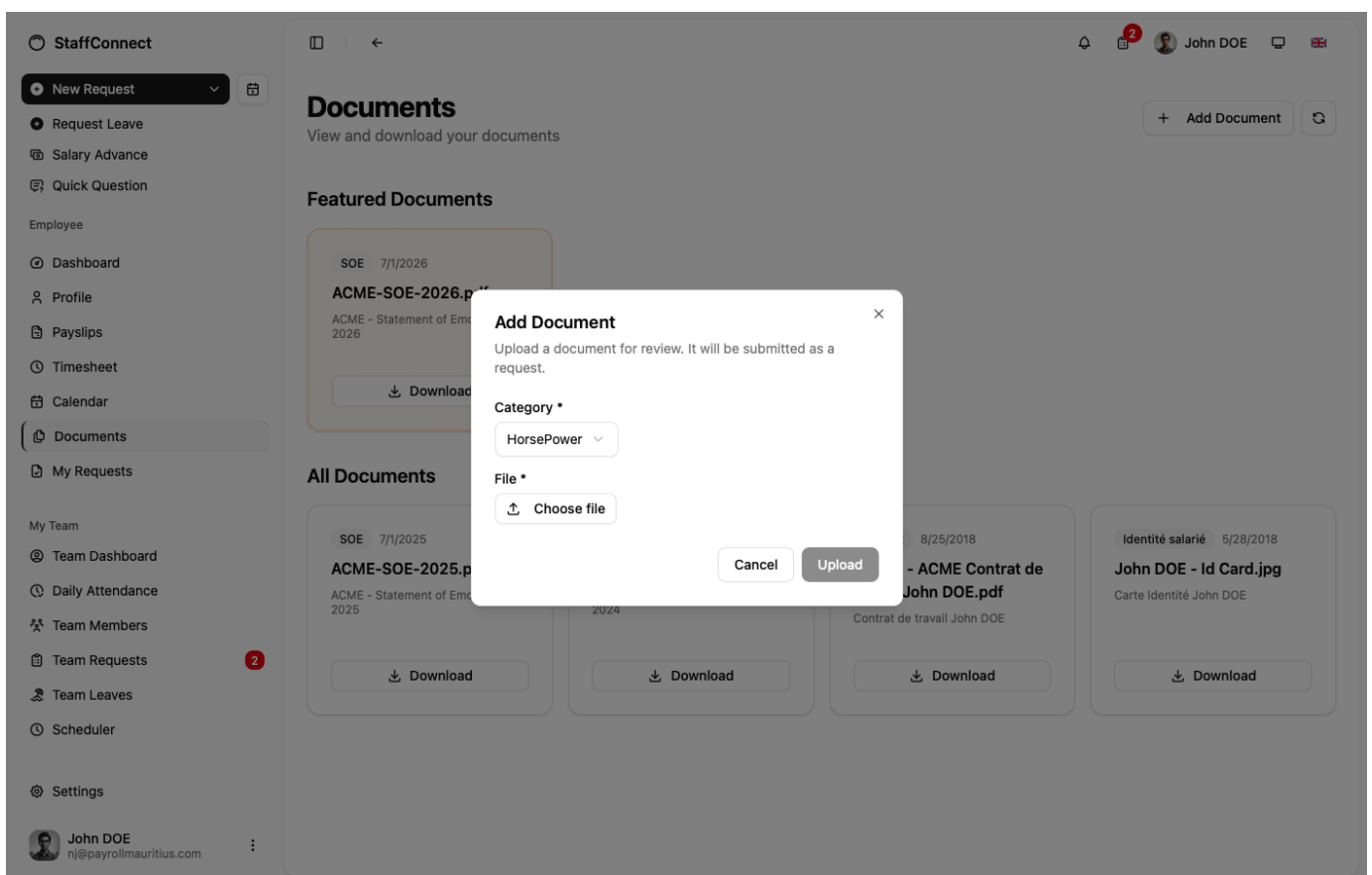
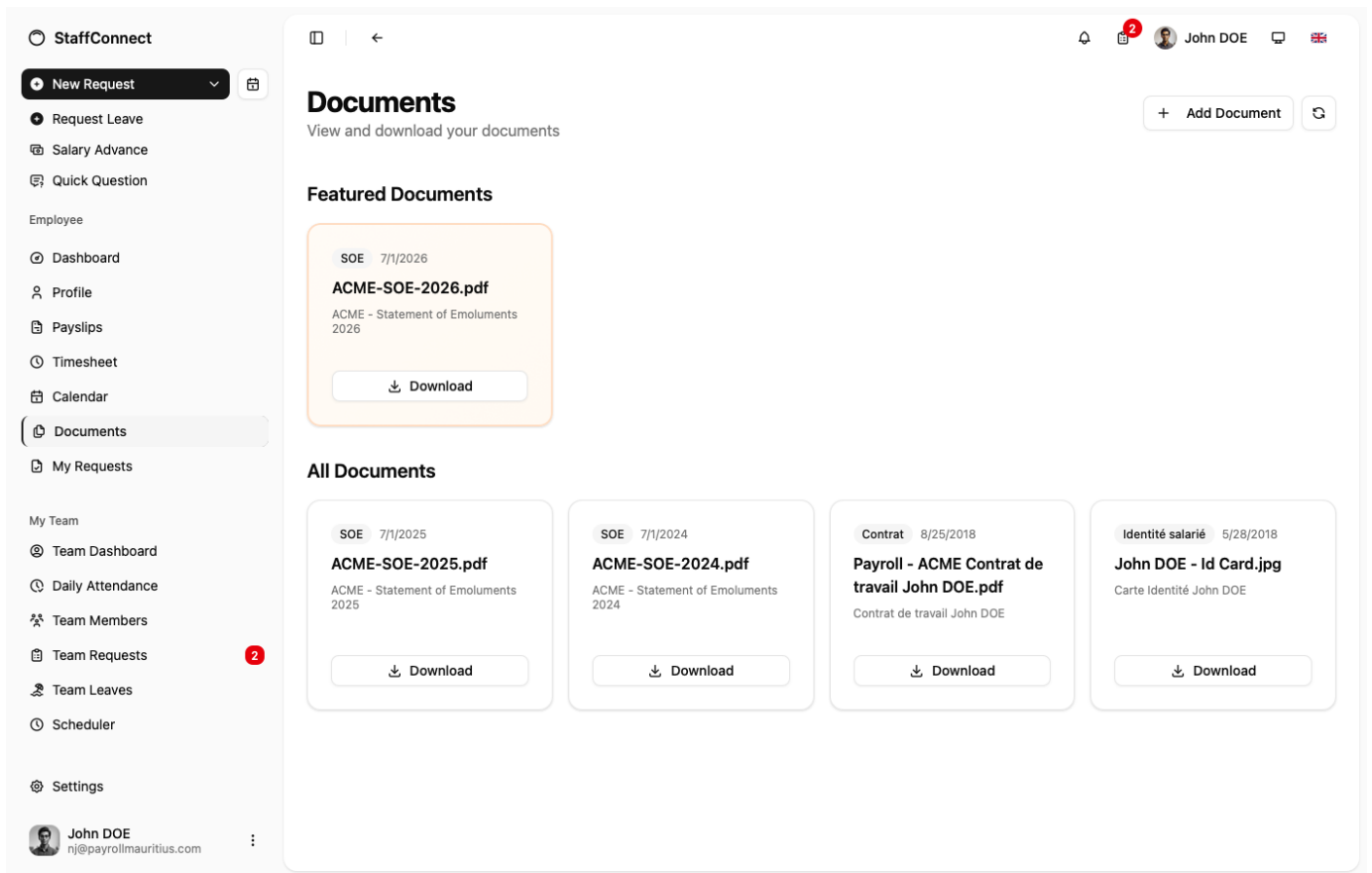
Open **Documents** to view HR files shared with you (contracts, policies, statements of earnings, and similar).

- **Featured** documents appear first.
- Tap **Download** on a file.
- Use **Refresh** if a new document is missing.

### Upload a document

If upload is enabled:

1. Tap **Add Document**.
2. Choose a **category** and a file.
3. Submit. The file is sent as a **request** for review — it is not published until approved.



## 14. Request leave

From the menu tap **New Request** → **Request Leave**, or use **Request Leave** on the dashboard / leave balances card.

1. Choose the **leave type** (for example local leave, sick leave, vacation — types come from your employer).
2. Choose **Full Day**, **Half Day**, or **Hourly** if the type allows it.
  - Half day: late arrival or early departure, plus the time if required.
  - Hourly: start and end time.
3. Select dates on the calendar. Weekends and public holidays are usually excluded from the day count.
4. Add a **comment** if needed.
5. Attach a file if required (for example a medical certificate).
6. Review the number of days, remaining balance, and who must approve.
7. Tap **Submit Request**.

If the request exceeds your remaining balance, you may see a warning. Some employers allow excess leave (with a salary deduction); others require you to reduce the days.

If more than one manager must approve, **each** of them must approve before the leave is fully approved.

You can cancel a pending leave request from **My Requests**.

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John DOE  
nj@payrollmauritius.com

Request Leave

Submit a new leave request

Leave Details

Leave Type \*  
Leave Type

Duration Type \*  
Full Day

August 2026

Su

Mo

Tu

We

Th

Fr

Sa

26

27

28

29

30

31

1

2

3

4

5

6

7

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15

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21

22

23

24

25

26

27

28

29

30

31

1

2

3

4

5

Holiday

Leave & Justifications

Leave summary

Leave dates

Attachment (Optional)  
Upload File

Comment (Optional)  
Comment

Cancel

Submit Request

Leave Balances

View your leave balances

Local leaves

Wed 01/07/2026 - Thu 31/12/2026

22 / 22

Sick Leaves

Thu 01/01/2026 - Thu 31/12/2026

14 / 15  
(1 taken)

Sick Bank

Thu 01/01/2026 - Thu 31/12/2026

10 / 10

Vacation

Thu 01/01/2026 - Thu 31/12/2026

28 / 30

Off

Thu 01/01/2026 - Thu 31/12/2026

100 / 100

teletravail

Thu 01/01/2026 - Thu 31/12/2026

200 / 200

2 pending requests

Vacation - Leave...

Pending

Mon 10/08/2026 - Fri 28/08/2026

1 of 2 validations completed

WAGNER Richard (Manager)

01/07 09:48

Awaiting approval from other manager(s)

Submitted: Jul 1, 2026

Cancel Request

## 15. Salary advance

If your employer allows salary advances / loans:

1. Open **New Request** → **Salary Advance** (or the same action from My Requests).
2. Enter the **amount** and **monthly repayment**.
3. Choose the **payment month** (when you want the advance on payroll) and the **repayment month**.
  - Repayment must be after the payment month and within 6 months.
4. Add a comment if needed.
5. Submit.

An advance is **not guaranteed**. Your employer decides whether to grant it.

The screenshot displays the StaffConnect mobile application interface. On the left is a sidebar menu with options like 'New Request', 'Request Leave', 'Salary Advance', 'Quick Question', and 'My Requests'. The main screen is titled 'My Requests' and shows a list of requests under 'Pending Requests' and 'Completed Requests'. A 'Salary Advance' modal form is open in the center, allowing users to request a loan or advance on their salary. The form includes fields for 'Amount', 'Monthly repayment amount', 'Payment Month', and 'Repayment Month', along with an optional comment field. The background shows a pending vacation request and several completed check-in/out requests.

**Salary Advance**

Request a loan or advance on your salary.

Amount \*

0.00

Monthly repayment amount \*

0.00

Payment Month \*

August 2026

Repayment Month \*

Month 2026

Comment (Optional)

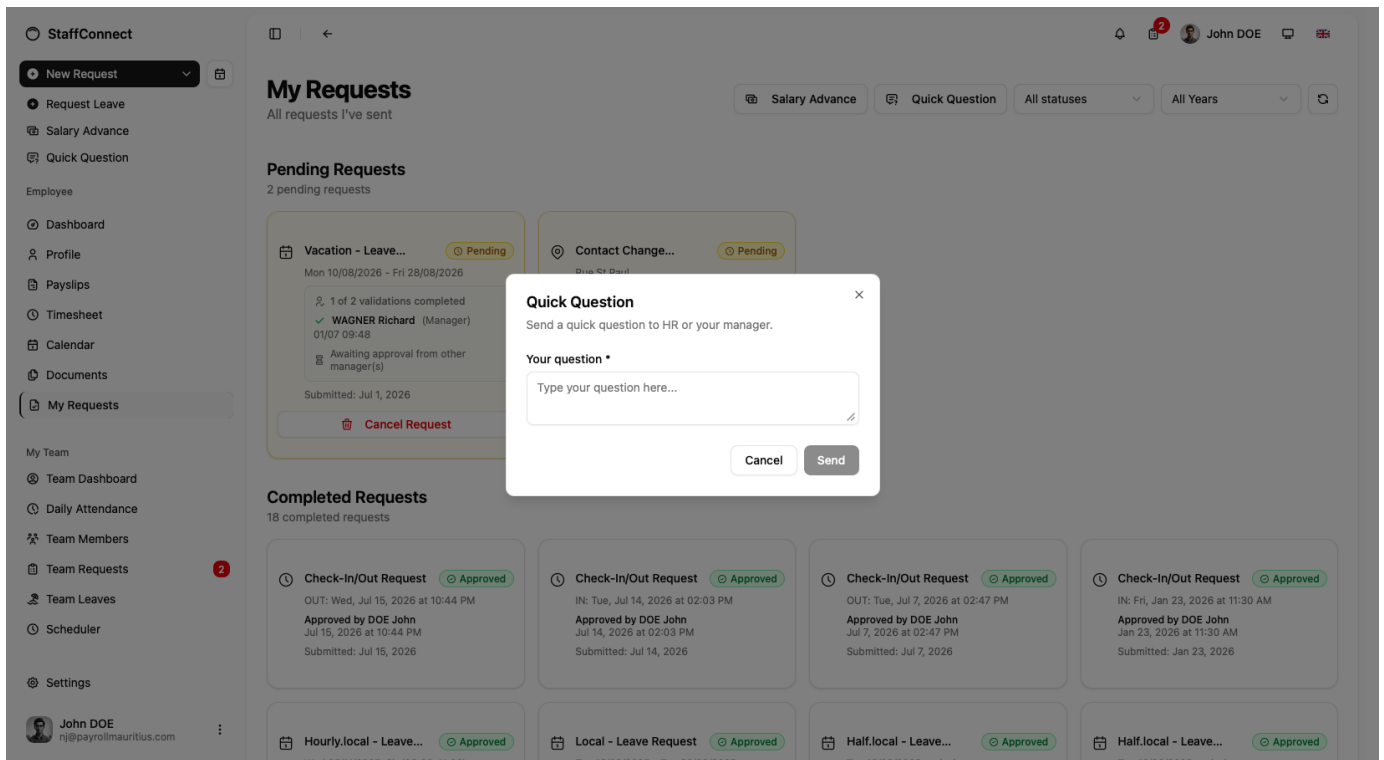
Cancel Submit Request

## 16. Quick question

If enabled, send a short question to HR or your manager without leaving the app.

1. Open **New Request** → **Quick Question**.
2. Type your question.
3. Tap **Send**.

The question appears in **My Requests**. You will see the answer there once someone replies.



## 17. My requests

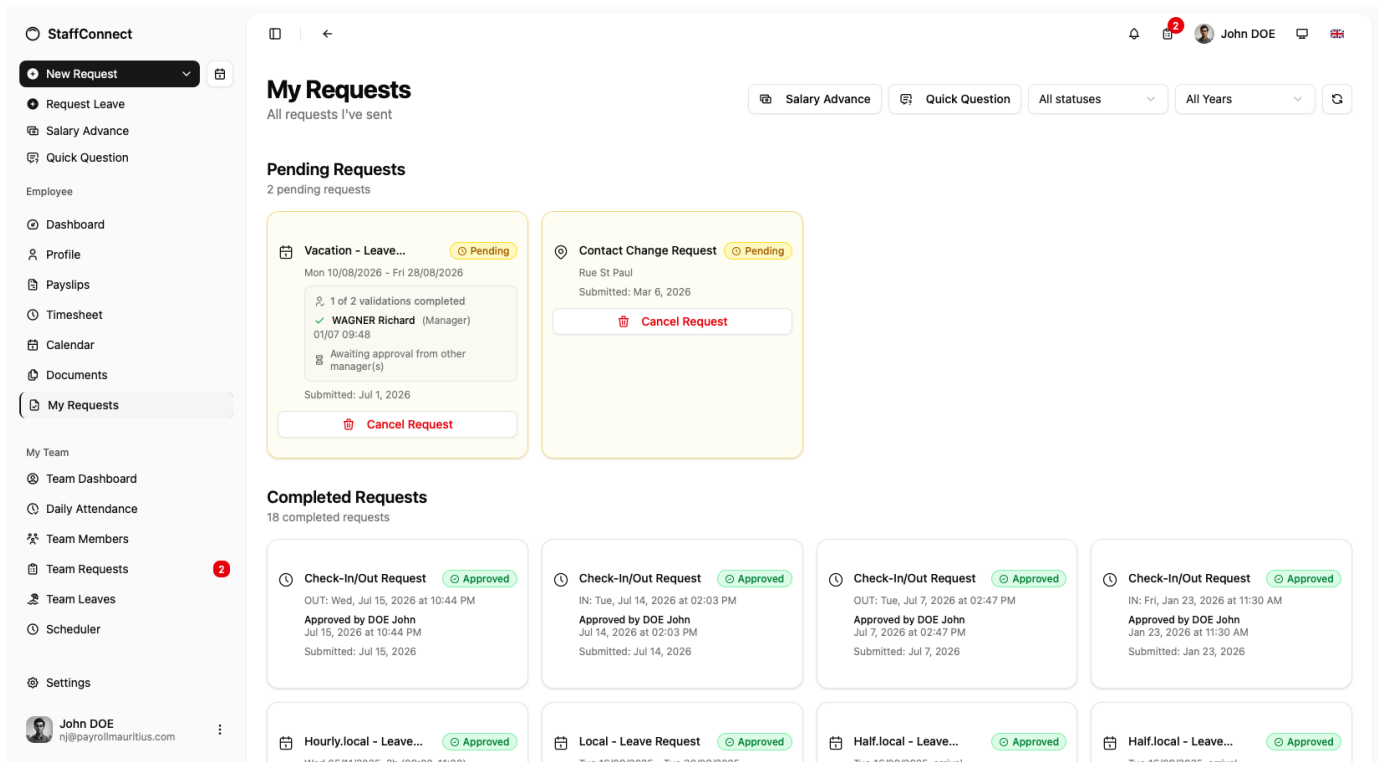
Open **My Requests** to track everything you have submitted.

Request types you may see:

- Leave
- Salary advance / loan
- Profile, contact, bank, or EDF change
- Document upload
- Check-in / check-out
- Quick question
- Other employer-specific requests

Filter by **year** and **status** (All, Pending, Approved, Rejected). Expand a card for comments, rejection reason, attachment, and who approved or rejected.

To cancel a **pending** request, open it and tap **Cancel Request**. Confirmed cancellations cannot be undone.

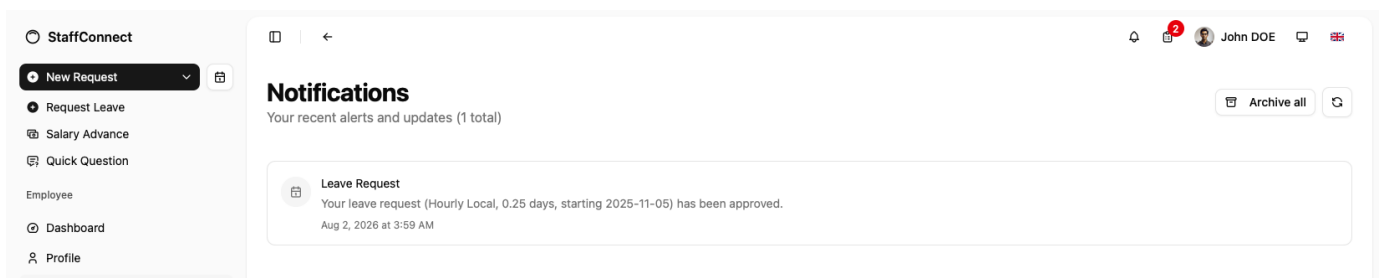


## 18. Notifications

Tap the bell in the top bar (or **Notifications** in your profile menu).

- Unread items are highlighted. Tap one to mark it read and open the related page.
- **Mark all as read** clears the unread count.
- **Archive all** removes them from the list.

On a phone, allow notifications so you receive alerts for leave updates, requests, and payslips. Manage this under [Settings](#).



## 19. Settings

Open **Settings** from the menu or your profile menu.

### Appearance

- **Theme:** Light or Dark (applies immediately).
- **Language:** English or Français. Tap **Save** to keep the language preference.

## Emails and notifications

Turn on or off:

- Emails for **your** request approvals / rejections
- Emails for **team** requests (managers)
- Push notifications for your requests
- Push notifications for team requests

Tap **Save** after changing these options.

## Registered devices

Phones that receive push alerts are listed here. You can:

- **Enable notifications** on this device (allow the system permission when asked)
- Remove a device you no longer use

If this is a Huawei phone without Google Play services, push notifications may not be available.

## Two-factor authentication

1. Turn on **Two-factor authentication (2FA)**.
2. Add the account in Google Authenticator using the **setup key** (or QR code if shown).
3. Enter the 6-digit code and tap **Verify and enable**.

To turn 2FA off you must confirm your password. Signing in then uses password only, which is less secure.

**StaffConnect**

New Request

Request Leave

Salary Advance

Quick Question

Employee

Dashboard

Profile

Payslips

Timesheet

Calendar

Documents

My Requests

My Team

Team Dashboard

Daily Attendance

Team Members

Team Requests

Team Leaves

Scheduler

Settings

John DOE  
nj@payrollmauritius.com

**Settings**

Manage your account settings and preferences.

Theme changes apply immediately. Notification and language preferences are saved when you tap Save.

**Preferences**

Theme and language apply across the app after you save.

**Theme**  
Choose light or dark appearance for the app.

Light Dark

**Preferred language**  
Select your preferred language

Français English

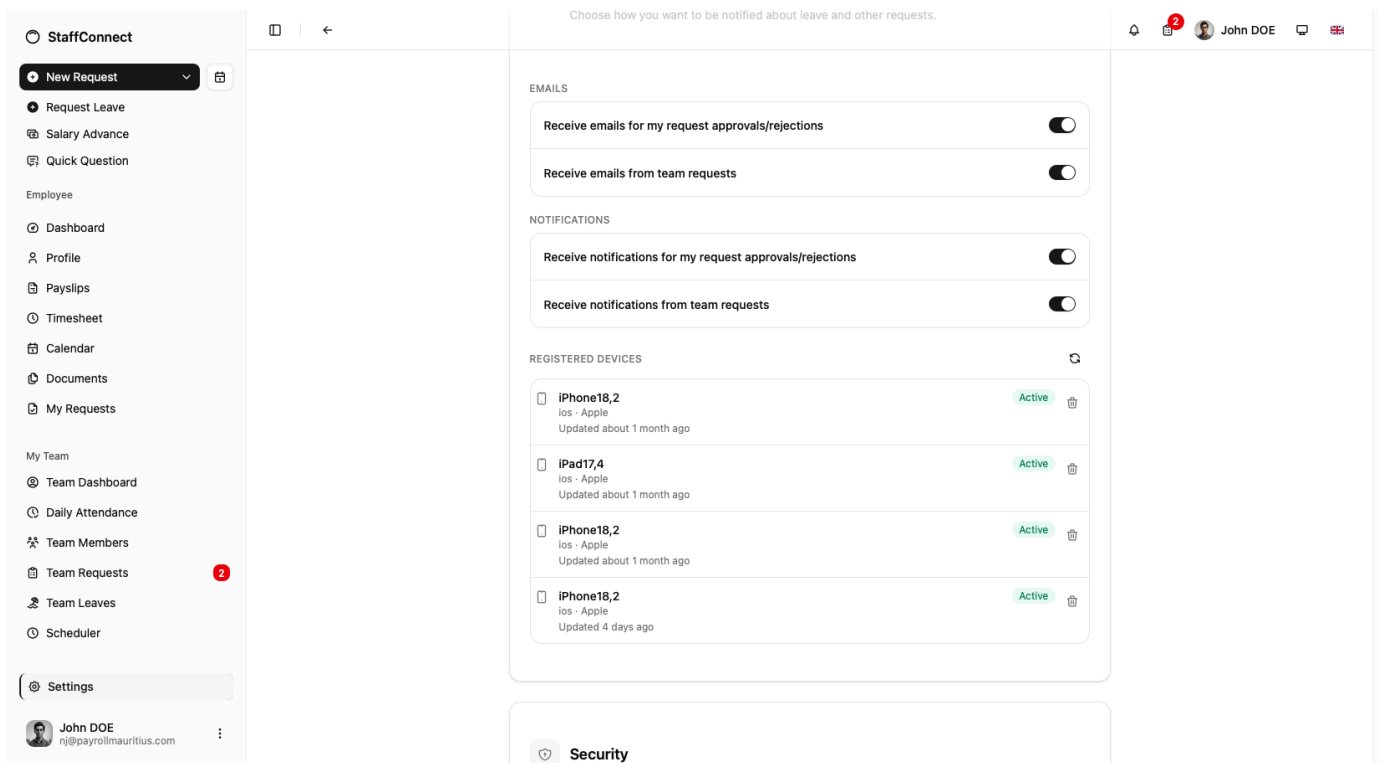
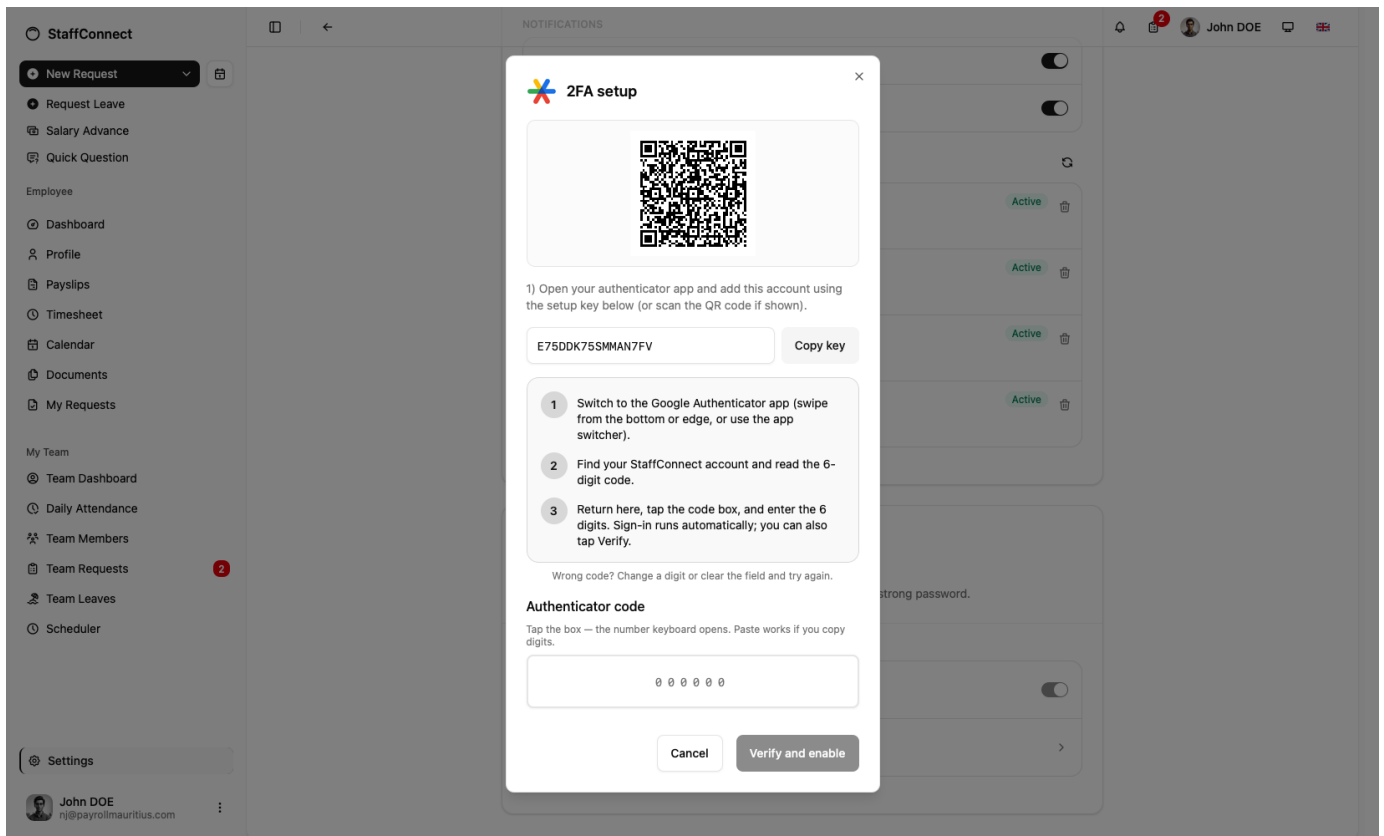
**Notifications**

Choose how you want to be notified about leave and other requests.

**EMAILS**

Receive emails for my request approvals/rejections

Receive emails from team requests



## 20. Change your password

1. Open your photo menu → **Change Password**.
2. Enter your **current password**.
3. Enter a **new password** (at least 8 characters) and confirm it.
4. Tap **Update Password**.

Use a unique password. Do not share it with anyone, including people who claim to be from Payroll Mauritius.

StaffConnect

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Change Password

Update your password to keep your account secure.

Change Password

Update your password to keep your account secure.

Current Password

New Password

Confirm New Password

Update Password

## 21. For managers — My Team

This section is only for users whose employer has given them team access. If you do not see **My Team** in the menu, skip this chapter.

### Team dashboard

Overview of your team: who is in, on leave, or absent, plus a monthly leave calendar and shortcuts to attendance, leaves, and members.

StaffConnect

New Request

Request Leave

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Quick Question

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John DOE  
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Team Dashboard

Overview of your team activities and management

Daily Attendance

Team Leaves

View all

Team Snapshot

TODAY

Working

0

Scheduled to work today

On Leave

0

On Leave

Late Arrivals

0

Late Arrivals

Missing Clocking

0

Working employees without time in

TEAM

Total Members

11

Total Members

Pending approval

2

Leave requests to approve

Team Leave Calendar

Export Excel

August 2026

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |

### Daily attendance

1. Pick a date.
2. Review who is present, absent, on leave, or remote, including time in / out, hours, overtime, missing punch, and lateness.
3. Optionally group by **department**.

#### 4. Export to Excel if you need a spreadsheet.

StaffConnect

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John DOE  
nj@payrollmauritius.com

Daily Attendance

Review team attendance and time tracking by day

Saturday, August 15, 2026

Export Excel

| Employee                                                                                                               | Status | Time In | Time Out | Lateness | Overtime |
|------------------------------------------------------------------------------------------------------------------------|--------|---------|----------|----------|----------|
|  Emilie MAINGARD<br>ADMINISTRATIF     | Absent | --:--   | --:--    | --       | --       |
|  Georges DOE<br>Comptabilité          | Absent | --:--   | --:--    | --       | --       |
|  Jane DOE                             | Absent | --:--   | --:--    | --       | --       |
|  John MOODOO<br>PRODUCTION            | Absent | --:--   | --:--    | --       | --       |
|  Neermala SOWEE<br>ADMINISTRATIF      | Absent | --:--   | --:--    | --       | --       |
|  Priscilla AUMERRALY<br>ADMINISTRATIF | Absent | --:--   | --:--    | --       | --       |
|  Richard WAGNER<br>PRODUCTION         | Absent | --:--   | --:--    | --       | --       |
|  Simla RAMASINGH<br>PRODUCTION        | Absent | --:--   | --:--    | --       | --       |
|  Sylviana BEEHARRY<br>PRODUCTION      | Absent | --:--   | --:--    | --       | --       |
|  Tom DOE<br>PRODUCTION                | Absent | --:--   | --:--    | --       | --       |
|  Vishal DOSINGH<br>ADMINISTRATIF      | Absent | --:--   | --:--    | --       | --       |

Hours Worked

Total for selected day

0.0h

Overtime Hours

Total overtime for selected day

0.0h

Average Hours

Average per employee who worked

0.0h

### Team members

Search by name or email. Switch list or card view, and filter (for example timesheets to validate).

Open a member to see:

- Profile and employment details
- Leave balances
- Their requests
- Their documents
- Shortcuts to their timesheet and calendar
- **Request leave** on their behalf (if allowed)

StaffConnect

New Request

Request Leave

Salary Advance

Quick Question

Employee

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Profile

Payslips

Timesheet

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Documents

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Settings

John DOE  
nj@payrollmauritius.com

Team Members

View and manage your team members

Search by name or email



Priscilla AUMERRALY

Secrétaire de Direction

ADMINISTRATIF

Subsidiary Quatre Bornes

Morning shift

View Profile

Timesheet

Calendar



Sylviana BEEHARRY

Chargée Qualité

PRODUCTION

Main Office

Sodnac - C - 08:00-17:00

View Profile

Timesheet

Calendar



Jane DOE

Directrice

Spain

Ebene - Week Days

View Profile

Timesheet

Calendar



Tom DOE

Ingénieur

PRODUCTION

Subsidiary Quatre Bornes

Morning shift

View Profile

Timesheet

Calendar



Georges DOE

Accountant

View Profile

Timesheet

Calendar



Vishal DOSINGH

Chauffeur

ADMINISTRATIF

Subsidiary Quatre Bornes

View Profile

Timesheet

Calendar



Emilie MAINGARD

Comptable

ADMINISTRATIF

Main Office

View Profile

Timesheet

Calendar



John MOODOO

Ouvrier

View Profile

Timesheet

Calendar

StaffConnect

New Request

Request Leave

Salary Advance

Quick Question

Employee

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nj@payrollmauritius.com

Priscilla AUMERRALY

View staff member details



Priscilla AUMERRALY

Secrétaire de Direction

Add Leave

Timesheet

Calendar

Employment Details

Employment information

Job Title

Secrétaire de Direction

Department

ADMINISTRATIF

Office

Subsidiary Quatre Bornes

Joined Date

June 30, 2017  
9 years, 2 months

Job Since

June 30, 2017  
9 years, 2 months

Personal Details

Personal information

Name

Priscilla AUMERRALY

Employee Code

00004

Email

demo@local.co.pl

Phone

4777777

Mobile

5777777

Leave Balances

View your leave balances

Local leaves

22 / 22

Wed 01/07/2026 - Thu 31/12/2026

Sick Leaves

14 / 15

Thu 01/01/2026 - Thu 31/12/2026  
(1 taken)

Sick Bank

0 / 0

Thu 01/01/2026 - Thu 31/12/2026

Vacation

30 / 30

Thu 01/01/2026 - Thu 31/12/2026

Off

100 / 100

Thu 01/01/2026 - Thu 31/12/2026

teletravail

200 / 200

Thu 01/01/2026 - Thu 31/12/2026

Requests

Request history

Sick - Leave...

Approved

Tue 21/07/2026

Approved by DOE John

Jul 14, 2026 at 02:36 PM

Documents

Staff documents

Embauche

2/9/2022

Screenshot 2021-10-13 at 17.55.14.png

## Team requests (approvals)

Open **Team Requests** from the menu, the clipboard icon, or the dashboard card.

1. Filter **Show My Team** or **Show ALL**, and by period (this month, past, future).
2. Search by name.
3. Open a request, review details and attachments.
4. **Approve**, or **Reject** with a reason.

Leave in the past may show a warning. If a leave amount exceeds remaining balance, a warning is shown before you approve.

Several managers may need to approve the same request. The card shows how many validations are done and whether **your** approval is still required.

StaffConnect

New Request

Request Leave

Salary Advance

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Team Requests

View and manage team requests (2 total)

Search by name

All requests

Jane DOE

Jul 7, 2026 at 03:08 PM

2 days Sick

Mon 09/03/2026 - Tue 10/03/2026

This leave period is already in the past.

4/15 Remaining

ApproveReject

Georges DOE

Aug 1, 2026 at 07:40 AM

3 days Local

Mon 17/08/2026 - Wed 19/08/2026

20/22 Remaining

ApproveReject

## Team leaves

View leave quotas and balances for everyone in your team. Search by name or employee code. Open a leave type for more detail.

StaffConnect

New Request

Request Leave

Salary Advance

Quick Question

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John DOE  
nj@payrollmauritius.com

Team Leaves

Leave quotas and balances for all team members

Search by name or employee code

Leave Balance Summary

11 team member(s)

Priscilla AUMERR...

Local leaves 22/22

Sick Leaves 14/15

Sick Bank 0/0

Vacation 30/30

Off 100/100

Teletravail 200/200

Sylviana BEEHAR...

Local leaves 21/22

Sick Leaves 14/15

Sick Bank 0/0

Vacation 30/30

Off 100/100

Teletravail 200/200

Georges DOE

Local leaves 20/22

Sick Leaves 15/15

Sick Bank 0/0

Paternity Leaves 26/28

Vacation 30/30

Off 100/100

Teletravail 200/200

Jane DOE

Local leaves 18.9375/22

Sick Leaves 4/15

Sick Bank 0/0

Vacation 30/30

Off 100/100

Teletravail 200/200

Tom DOE

Local leaves 18/18

Sick Leaves 12.5/12.5

Sick Bank 0/0

Vacation 0/0

Off 100/100

Teletravail 164.5/164.5

Vishal DOSINGH

Local leaves 22/22

Sick Leaves 15/15

Sick Bank 0/0

Vacation 0/0

Off 100/100

Teletravail 200/200

Emilie MAINGARD

Local leaves 22/22

Sick Leaves 15/15

Sick Bank 0/0

Vacation 0/0

Off 100/100

Teletravail 200/200

John MOODOO

Local leaves 8/8

Sick Leaves 5.5/5.5

Sick Bank 0/0

Vacation 0/0

Off 100/100

Teletravail 73/73

Simla RAMASINGH

Local leaves 22/22

Sick Leaves 15/15

Sick Bank 0/0

Vacation 30/30

Off 100/100

Teletravail 200/200

Neermala SOWEE

Local leaves 22/22

Sick Leaves 15/15

Sick Bank 0/0

Vacation 30/30

Off 100/100

Teletravail 200/200

Richard WAGNER

Local leaves 22/22

Sick Leaves 15/15

Sick Bank 0/0

Vacation 30/30

Off 100/100

Teletravail 200/200

## Scheduler

If scheduling is enabled, open **Scheduler** to see the week's planned work and leave for your team.

- Move week with previous / next, or pick a date.

- **Show time only** hides extra labels.
- **Export to Excel** downloads the week.
- If you can edit schedules, tap a row, change working / not working / overtime / leave and times, then **Save**.
- Changes in a **closed payroll period** are blocked.

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Settings

John DOE

Scheduler

Manage team schedules

Mon, Aug 10 - Sun, Aug 16

Show time only

| Staff           | Mon, Aug 10                        | Tue, Aug 11                        | Wed, Aug 12                        | Thu, Aug 13                        | Fri, Aug 14                        | Sat, Aug 15 | Sun, Aug 16                 |
|-----------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|-------------|-----------------------------|
| Priscilla AU... | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | OFF         | OFF                         |
| Sylviana BE...  | Sodnac - C - 08:00-17:00           | Sodnac - C - 08:00-17:00           | Sodnac - C - 08:00-17:00           | Sodnac - C - 08:00-17:00           | Sodnac - C - 08:00-17:00           | OFF         | OFF                         |
| Jane DOE        | Ebene - Week Days<br>08:00 - 17:00 | Ebene - Week Days<br>08:00 - 17:00 | Ebene - Week Days<br>08:00 - 17:00 | Ebene - Week Days<br>08:00 - 17:00 | Ebene - Week Days<br>08:00 - 17:00 | OFF         | OFF                         |
| Tom DOE         | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | OFF         | OFF                         |
| Georges DOE     | Calendar Flexi<br>08:00 - 17:00    | Calendar Flexi<br>08:00 - 17:00    | Calendar Flexi<br>08:00 - 17:00    | Calendar Flexi<br>08:00 - 17:00    | Calendar Flexi<br>08:00 - 17:00    | OFF         | OFF                         |
| Vishal DOSI...  | Calendar Flexi<br>08:00 - 17:00    | Calendar Flexi<br>08:00 - 17:00    | Calendar Flexi<br>08:00 - 17:00    | Calendar Flexi<br>08:00 - 17:00    | Calendar Flexi<br>08:00 - 17:00    | OFF         | OFF                         |
| Emilie MAIN...  | Ebene - Week Days<br>08:00 - 17:00 | Ebene - Week Days<br>08:00 - 17:00 | Ebene - Week Days<br>08:00 - 17:00 | Ebene - Week Days<br>08:00 - 17:00 | Ebene - Week Days<br>08:00 - 17:00 | OFF         | OFF                         |
| John MOOD...    | Working                            | Working                            | Working                            | Working                            | Working                            | Working     | Working                     |
| Simla RAMA...   | Restaurant<br>10:00 - 22:00        | Restaurant<br>10:00 - 22:00        | Restaurant<br>10:00 - 22:00        | Restaurant<br>10:00 - 22:00        | Restaurant<br>10:00 - 22:00        | OFF         | Restaurant<br>10:00 - 22:00 |
| Naarmala S      | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | OFF         | OFF                         |

StaffConnect

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Team Leaves

Scheduler

Settings

John DOE

Scheduler

Manage team schedules

Mon, Aug 10 - Sun, Aug 16

Show time only

| Staff           | Mon, Aug 10                        | Tue, Aug 11                        | Wed, Aug 12                        | Thu, Aug 13                        | Fri, Aug 14                        | Sat, Aug 15 | Sun, Aug 16                 |
|-----------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|-------------|-----------------------------|
| Priscilla AU... | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | OFF         | OFF                         |
| Sylviana BE...  | Sodnac - C - 08:00-17:00           | Sodnac - C - 08:00-17:00           | Sodnac - C - 08:00-17:00           | Sodnac - C - 08:00-17:00           | Sodnac - C - 08:00-17:00           | OFF         | OFF                         |
| Jane DOE        | Ebene - Week Days<br>08:00 - 17:00 | Ebene - Week Days<br>08:00 - 17:00 | Ebene - Week Days<br>08:00 - 17:00 | Ebene - Week Days<br>08:00 - 17:00 | Ebene - Week Days<br>08:00 - 17:00 | OFF         | OFF                         |
| Tom DOE         | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | OFF         | OFF                         |
| Georges DOE     | Calendar Flexi<br>08:00 - 17:00    | Calendar Flexi<br>08:00 - 17:00    | Calendar Flexi<br>08:00 - 17:00    | Calendar Flexi<br>08:00 - 17:00    | Calendar Flexi<br>08:00 - 17:00    | OFF         | OFF                         |
| Vishal DOSI...  | Calendar Flexi<br>08:00 - 17:00    | Calendar Flexi<br>08:00 - 17:00    | Calendar Flexi<br>08:00 - 17:00    | Calendar Flexi<br>08:00 - 17:00    | Calendar Flexi<br>08:00 - 17:00    | OFF         | OFF                         |
| Emilie MAIN...  | Ebene - Week Days<br>08:00 - 17:00 | Ebene - Week Days<br>08:00 - 17:00 | Ebene - Week Days<br>08:00 - 17:00 | Ebene - Week Days<br>08:00 - 17:00 | Ebene - Week Days<br>08:00 - 17:00 | OFF         | OFF                         |
| John MOOD...    | Working                            | Working                            | Working                            | Working                            | Working                            | Working     | Working                     |
| Simla RAMA...   | Restaurant<br>10:00 - 22:00        | Restaurant<br>10:00 - 22:00        | Restaurant<br>10:00 - 22:00        | Restaurant<br>10:00 - 22:00        | Restaurant<br>10:00 - 22:00        | OFF         | Restaurant<br>10:00 - 22:00 |
| Naarmala S      | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | Morning shift<br>08:00 - 17:00     | OFF         | OFF                         |

Sylviana BEEHARRY

10/Aug-16/Aug

Day

Work/Leave

Schedule

Monday, 08/10

Sodnac - C - 08:00-17:00

Working

Sodnac - C - 08:00-17:00 - ACME

Tuesday, 08/11

Sodnac - C - 08:00-17:00

Working

Sodnac - C - 08:00-17:00 - ACME

Wednesday, 08/12

Sodnac - C - 08:00-17:00

Working

Sodnac - C - 08:00-17:00 - ACME

Thursday, 08/13

Sodnac - C - 08:00-17:00

Working

Sodnac - C - 08:00-17:00 - ACME

Friday, 08/14

Sodnac - C - 08:00-17:00

Working

Sodnac - C - 08:00-17:00 - ACME

Saturday, 08/15

Not Working

OFF

Sunday, 08/16

Not Working

OFF

Cancel

Save

## 22. Sign out

---

Open your photo (top bar or bottom of the sidebar) and tap **Log out**.

On a shared computer, always sign out when you finish.

## 23. Security tips

---

- Use a strong, unique password and enable **2FA**.
- Payroll Mauritius will never ask for your password or authenticator code by email.
- Report suspicious emails or websites to [info@payrollmauritius.com](mailto:info@payrollmauritius.com).
- Only install StaffConnect from the App Store or Google Play, or at [staffconnect.payrollmauritius.com](https://staffconnect.payrollmauritius.com).
- Remove old phones from **Registered devices** when you stop using them.

## 24. Frequently asked questions

---

### **Why don't I see Payslips / Timesheet / Team?**

Your employer controls which features you can use. Ask HR if something is missing.

### **Can I change my bank account myself?**

You can submit a change request if that option is enabled. Payroll uses the new details only after approval.

### **My leave was submitted but is still pending.**

Each required manager must approve. Open the request to see who has already approved.

### **The check-in button says I am outside the office.**

Move into the allowed area, tap Refresh location, and confirm again. If the site should not require a geofence, ask HR.

### **I did not receive the password reset email.**

Check spam. Confirm you used the email on your StaffConnect account, and that the account is active.

### **Push notifications are not arriving.**

In Settings, enable notifications, allow the system permission, and confirm this phone is listed under Registered devices.

### **Can I use StaffConnect in French?**

Yes. Use the language switcher on login or in Settings, then Save.

## 25. Need help?

| Topic                            | Who to contact                                                                                                                         |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Leave, payslips, profile, access | Your HR department or manager                                                                                                          |
| Suspicious emails or security    | <a href="mailto:info@payrollmauritius.com">info@payrollmauritius.com</a>                                                               |
| Personal data / DPA questions    | Your Data Controller Officer (email shown on the agreement), or <a href="mailto:dpo@payrollmauritius.com">dpo@payrollmauritius.com</a> |
| App download                     | <a href="#">App Store</a> · <a href="#">Google Play</a>                                                                                |
| Web app                          | <a href="https://staffconnect.payrollmauritius.com">staffconnect.payrollmauritius.com</a>                                              |

*StaffConnect is powered by Payroll Mauritius. Features on your account may differ from the examples in this guide.*