



**SECTION II TO VI : EMPLOYMENT AND EARNINGS BY DIFFERENT RATES OF PAY — MARCH 2003**

EMPLOYMENT AND EARNINGS	SECTION II Employees on <b>Monthly Rates</b> of Pay at the End of March (See note 1)			SECTION III Employees on <b>Daily Rates</b> of Pay as per Last Payroll for March (See note 2)		SECTION IV Employees on <b>Piece Rates</b> of Pay as per Last Payroll for March (See note 3)		SECTION V Employees on <b>Hourly Rates</b> of Pay as per Last Payroll for March (See note 4)		SECTION VI Employees on <b>Other Rates</b> of Pay as per Last Payroll for March (See note 5)	
	Male		B 1		C 1		D 1		E 1		F 1
	Female		B 2		C 2		D 2		E 2		F 2
	TOTAL										
2. GROSS CASH SALARIES/WAGES (See note 6)	Rupees	For Office Use		Rupees	For Office Use	Rupees	For Office Use	Rupees	For Office Use	Rupees	For Office Use
(i) Salaries/Wages (Basic pay + cost of living allowance)			B 3		C 6		D 6		E 6		F 6
(ii) Overtime pay			B 4		C 7		D 7		E 7		F 7
(iii) Productivity bonuses, commissions, travelling and other allowances which are <i>regularly</i> paid at the end of each month/pay period.			B 5		C 8		D 8		E 8		F 8
(iv) Other payments which are <i>not regularly</i> made every month/pay period e.g. any end of year and seasonal bonuses paid at the end of March (excluding end-of-service gratuities, retirement and severance allowances)			B 6		C 9		D 9		E 9		F 9
(v) End-of-service gratuities, retirement and severance allowances			B 7		C 10		D 10		E 10		F 10
(vi) Arrears, if any, paid in respect of adjustment of payments (e.g. salaries, wages, overtime, etc.) for previous months/pay periods			B 8		C 11		D 11		E 11		F 11
<b>TOTAL GROSS CASH SALARIES/WAGES</b>											
3. (i) Period covered by last payroll in March in respect of employees in sections III to VI	From.....to.....			From.....to.....			From.....to.....			From.....to.....	
(ii) Number of working days or hours (excluding overtime) during above pay period as in 3 (i) above	Days.....		C 4	Days.....		D 4	Hours.....		E 4	Days or hours.....	
(iii) Total number of man-days or man-hours paid ( <i>nombre de journées ou d'heures payées</i> ) excluding overtime hours worked, in respect of employees mentioned in 1 for payroll period in 3(i) above (See note 7)	Man-days : (normal working days)		C 3	Man-days : (normal working days)		D 3	Man-hours : (excluding overtime hours)		E 3	Man-days or man-hours : (excluding overtime hours)	
(iv) Number of absences not paid during above pay period in respect of employees mentioned in 1 above	Man-days :		C 5	Man-days :		D 5	Man-days or man-hours :		E 5	Man-days or man-hours :	
(v) Number of overtime hours worked during the payroll period in 3 (i) above	Man-hours :		C 12	Man-hours :		D 12	Man-hours :		E 12	Man-hours :	

**GENERAL NOTES**

- All employees, **except Non-Mauritians and outworkers**, of the establishment should be reported in any of the sections II, III, IV, V and VI. Non-Mauritians and outworkers are to be reported in section VII on page 4.
- Includes all employees whose pay are based on monthly rates.
    - Excludes all employees whose pay are calculated on other than monthly rates (e.g. weekly, daily, hourly, piece). Such employees should be excluded from this section even if they receive their pay once monthly.
    - Retired persons receiving a pension should be excluded even if their names appear on the payroll.
  - Includes all employees who were *exclusively* on daily rates of pay during the last payroll period in March. Such employees should be included here even if they receive their pay once monthly.
    - All other employees are to be excluded from this section.
    - Employees, who during the pay period, worked partly on daily rates and partly on other rates (e.g. piece-rates) are to be included in Section VI.
  - Includes all employees who were *exclusively* on piece rates of pay during the last payroll in March. Such employees should be included here even if they receive their pay once daily or monthly.
    - Employees who, during the pay period, worked partly on piece rates and partly on other rates (e.g. hourly rates) are to be included in Section VI.

- Includes all employees who were *exclusively* on hourly rates of pay during the last payroll in March. Such employees should be included here even if they receive their pay daily or monthly.
  - Employees who, during the pay period, worked partly on hourly rates and partly on other rates are to be included in Section VI.
- Includes all employees appearing on the last payroll for March, and not included in Sections II, III, IV, and V (e.g. employees who during the pay period worked under a mixture of different schemes).
- Gross cash salaries/wages paid in March to employees reported in 1 above. Total Gross Cash salaries/wages refer to the gross cash pay before any deductions such as taxes, pension scheme contributions paid by employees etc.
- Man-days paid = Total No. of days paid to employees during period covered by payroll (including No. of days paid but not worked e.g. paid leave, paid public holidays, etc).
  - Man-hours paid = Total No. of hours paid to employees during period covered by payroll (including No. of hours paid but not worked e.g. paid leave, paid public holidays, etc). Overtime hours should be excluded.