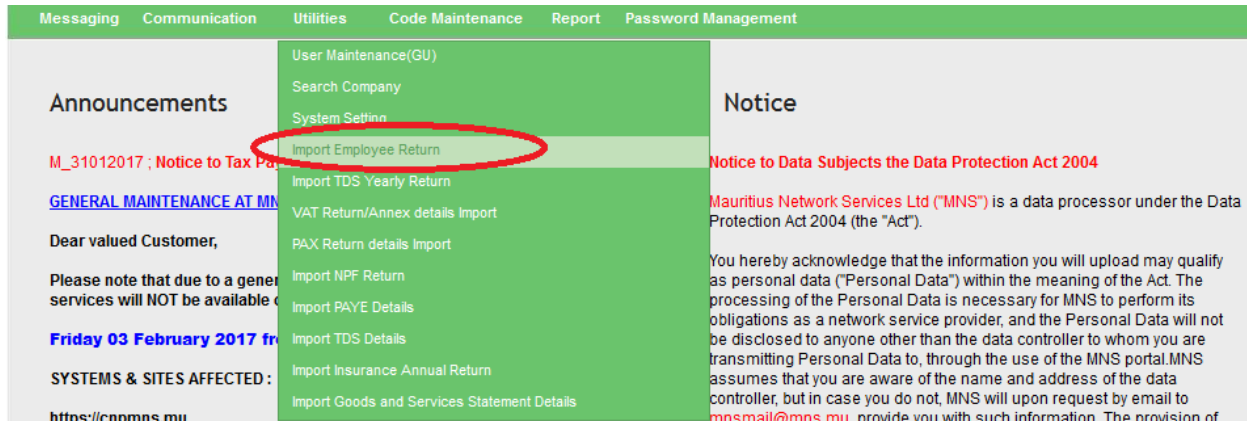


Employee Return

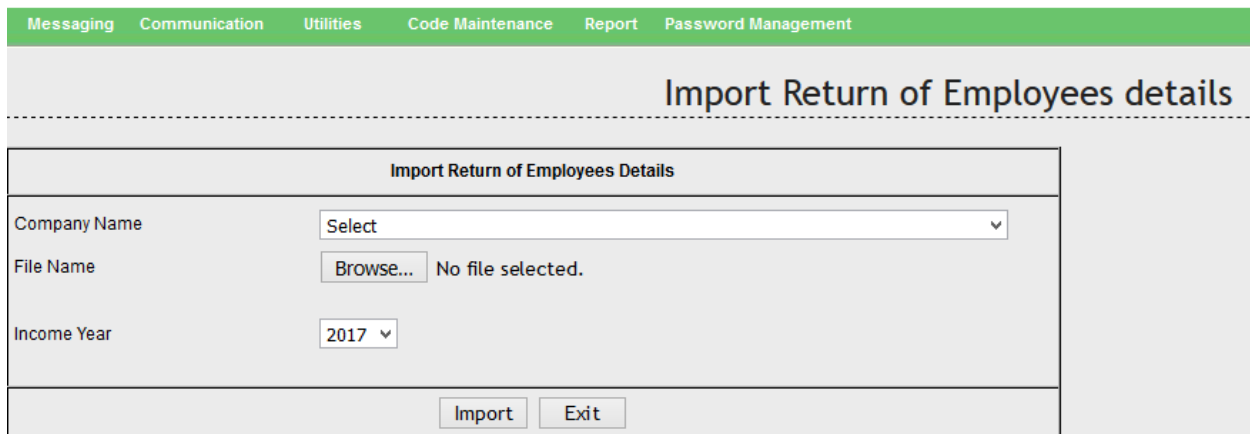
Steps to Create and Submit Return of Employees

1. After successful login, go to Utilities/ Import Employee Return to upload employee details for Employee Return. Refer to form below:-



The screenshot shows the MNS portal navigation menu. The 'Utilities' tab is selected, and the 'Import Employee Return' option is highlighted with a red circle. Other options in the Utilities menu include User Maintenance(GU), Search Company, System Setting, Import TDS Yearly Return, VAT Return/Annex details Import, PAX Return details Import, Import NPF Return, Import PAYE Details, Import TDS Details, Import Insurance Annual Return, and Import Goods and Services Statement Details. The main content area shows a notice regarding the Data Protection Act 2004.

2. On clicking on Menu Import Employee Return, the following form will be displayed:-



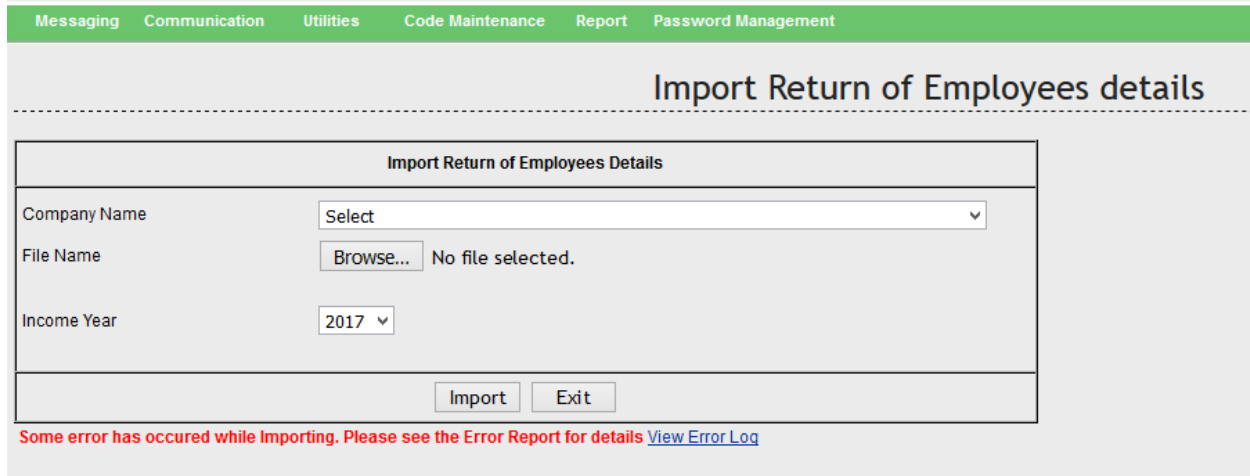
The screenshot shows the 'Import Return of Employees details' form. The form has a title bar 'Import Return of Employees Details' and contains the following fields:

- Company Name: A dropdown menu with 'Select' as the current value.
- File Name: A 'Browse...' button followed by the text 'No file selected.'
- Income Year: A dropdown menu with '2017' as the current value.

At the bottom of the form, there are two buttons: 'Import' and 'Exit'.

3. User will have to select company name from the list.
4. Click on the Browse button to select the filename to be imported. *Layout of csv file can be downloaded under servicesmns.mu (CNP – User Manuals/ Return of Employees – CSV Format 2017).*
5. Click on Income Year list of values to select Year.
6. Click on Import button to proceed with uploading of employees.

7. If errors are found after Import, then system will display Error message as shown in form below:-

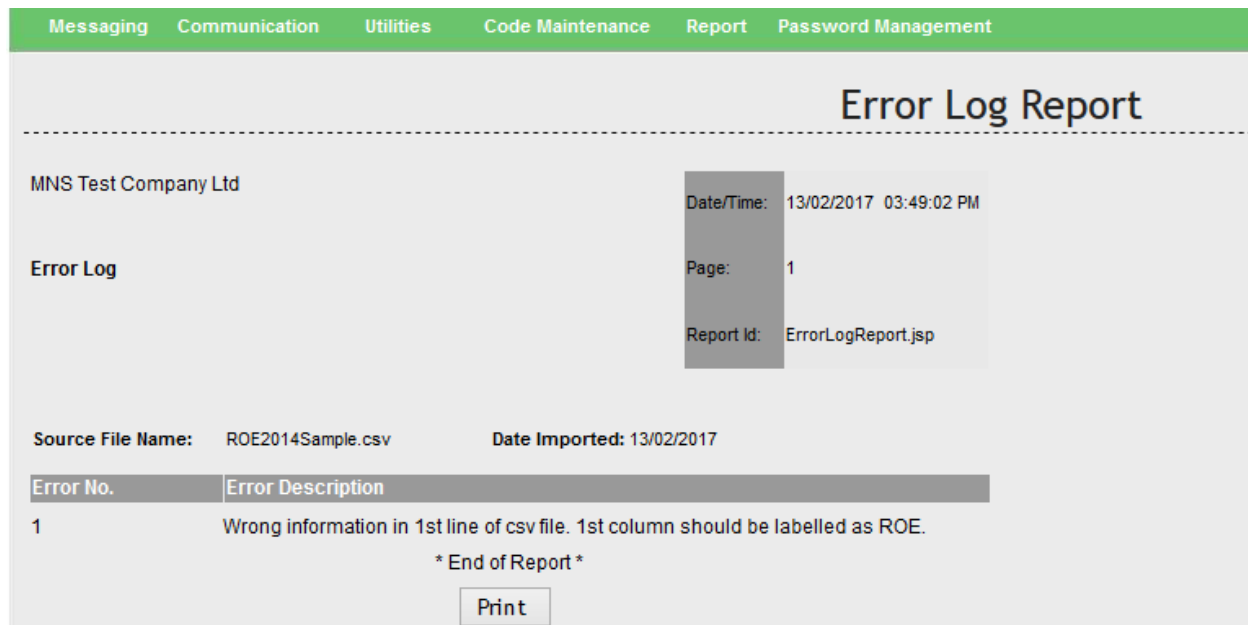


The screenshot shows a web application interface with a green navigation bar containing 'Messaging', 'Communication', 'Utilities', 'Code Maintenance', 'Report', and 'Password Management'. Below the navigation bar is a header 'Import Return of Employees details'. The main content area contains a form titled 'Import Return of Employees Details' with the following fields:

- Company Name: A dropdown menu with 'Select' as the current selection.
- File Name: A 'Browse...' button followed by the text 'No file selected.'
- Income Year: A dropdown menu with '2017' as the current selection.

At the bottom of the form are two buttons: 'Import' and 'Exit'. Below the form, a red error message is displayed: 'Some error has occurred while Importing. Please see the Error Report for details [View Error Log](#)'.

8. User can view Errors by clicking on the [View Error Log](#) link. The error log report is shown below:-



The screenshot shows the 'Error Log Report' page. It features a green navigation bar with the same menu items as the previous screenshot. The header is 'Error Log Report'. The page content includes:

- Company Name: MNS Test Company Ltd
- Date/Time: 13/02/2017 03:49:02 PM
- Page: 1
- Report Id: ErrorLogReport.jsp
- Source File Name: ROE2014Sample.csv
- Date Imported: 13/02/2017

Below this information is a table with two columns: 'Error No.' and 'Error Description'.

Error No.	Error Description
1	Wrong information in 1st line of csv file. 1st column should be labelled as ROE.

At the bottom of the table, the text '* End of Report *' is displayed, followed by a 'Print' button.

9. User will have to make necessary corrections in the csv file and import again.

10. If NO errors were found, then system will display message as shown in form below:

Messaging Communication Utilities Code Maintenance Report Password Management	
<h3>Import Return of Employees details</h3>	
Import Return of Employees Details	
Company Name	Select <input type="text"/>
File Name	<input type="button" value="Browse..."/> No file selected.
Income Year	2017 <input type="text"/>
<input type="button" value="Import"/> <input type="button" value="Exit"/>	
Import successful. Total Records read : 1 <input type="button" value="Retrieve Return 2017"/>	

11. User can click on the (**Retrieve Return 2017**) button to retrieve the Employee return. The system will automatically retrieve the newly created return as shown below:-

Send Delete Save Clear Exit		ANNUAL RETURN OF EMPLOYEES	
Job No :	2017071300002CNPTEST	<input type="button" value="Acknowledgement"/>	
Document Status :	Create	Status:Incomplete	
Tax Account Number	27154111	Phone No:	
Employer Name	TEST COMPANY LTD		
BRN	n01	Mobile No: 764 1236	
PAYE NO	05543453	Email:test@intnet.mu	
Income Year	2017	Declarant Name:TEST	
Total PAYE	7,600	<input type="button" value="Details"/>	

12. Employee details already loaded can also be updated manually. User will have to Click on the Details button. System will display form as below:-

Details

Employee Search Details

Search By Surname TAN

***To view all details, input the '%' sign and click on Search button or enter partfull name or TAN to search.

Checkall	NID	TAN	Surname	Other Names	Salary	Entertainment	Transport	Reimbursement	Car Benefit	House Benefit	Tax Benefit	Other Benefit	Lump Sum	Retirement	Exempt Emol	IET	Add. Exemption Children Pursuing U.graduate Course	Interest Relief Secured House Loan	Relief for Medical insurance premium or contribution to approved provident fund	PAYE Withheld
<input type="checkbox"/>																				

13. Record can be searched by either input Surname or TAN number and click on Search button.

Search By Surname TAN

**To view all details, input the '%' sign and click on Search button or enter partfull name or TAN to search.

Checkall	NID	TAN	Surname	Other Names	Salary	Entertainment	Transport	Reimbursement	Car Benefit	House Benefit	Tax Benefit	Other Benefit	Lump Sum	Retirement	Exempt Emol	IET	Add. Exemption Children Pursuing U.graduate Course	Interest Relief Secured House Loan	Relief for Medical insurance premium or contribution to approved provident fund	PAYE Withheld	
<input type="checkbox"/>	M2203520112040	10043769	MAEVA	MARCEL YVES	155842	0	6860	0	0	0	0	0	0	0	0	250000	0	0	0	7600	Edit

14. User click on Edit link for a specific employee to update employee details information. System will display form as below:-

Save		Cancel		ANNUAL RETURN OF EMPLOYEES DETAILS MAINTENANCE			
Employee Details							
First Name	Employee fname 2						
Last Name	Employee lname 2						
TAN	10037499	NID	E0302563200458				
Salary/Wages/Allowances/Bonus	43,737	Entertainment	0				
Transport/Travelling Allowances/Reimbursement of Travelling Expenses	1,332	Reimbursement of other Expenses	0				
Car Benefit	60,000	House Benefit	0				
Tax Benefit	0	Other Benefit	0				
Lump Sum	0	Retirement Pension/Annuity	0				
Exempt Emoluments	0	EDF Declaration	200,000				
Additional Exemption for Children pursuing Undergraduate Course (Rs)	0	Interest Relief on Secured Housing Loan(Rs)	0				
PAYE Withheld	0	Relief for Medical insurance premium or contribution to approved provident fund	1,500				

15. Any values in the form can be updated. User will have to click on Save button to save changes made.
16. If there are missing employees in the return, user will have to add employee in the csv file. Delete existing return if any and re-import.
17. User should also check if the Total Paye amount shown in the header section of the return is correct. Refer to below form:-

Annual Return of Employees Deta

Send Delete Save Clear Exit		ANNUAL RETURN OF EMPLOYEES	
Job No :	2015010600011MNSTESTCO	Acknowledgement	
Document Status :	Create	Status:Incomplete	
Tax Account Number	27154111		
Employer Name	TEST COMPANY LTD		
BRN	C398763		
PAYE NO	72647823		
Income Year	2014		
Total PAYE	4,742		

18. User may either click on the Save button to save return as Complete or Incomplete. Return can be retrieved later for Modification and/or Sending.

Annual Return of Employees Deta

Send Delete Save Clear Exit	ANNUAL RETURN OF EMPLOYEES	
Job No :	2015010600011MNSTESTCO	Acknowledgement
Document Status :	Create	Status:Incomplete
Tax Account Number	27154111	
Employer Name	TEST COMPANY LTD	
BRN	C398763	
PAYE NO	72647823	
Income Year	2014	
Total PAYE	4,742	

19. If all information is correct, user may also click on the Send button to submit return.
20. After sending, the Status of the return will be Sent and user can only view return. No modification will be allowed for returns already sent.