



MAURITIUS HRMS

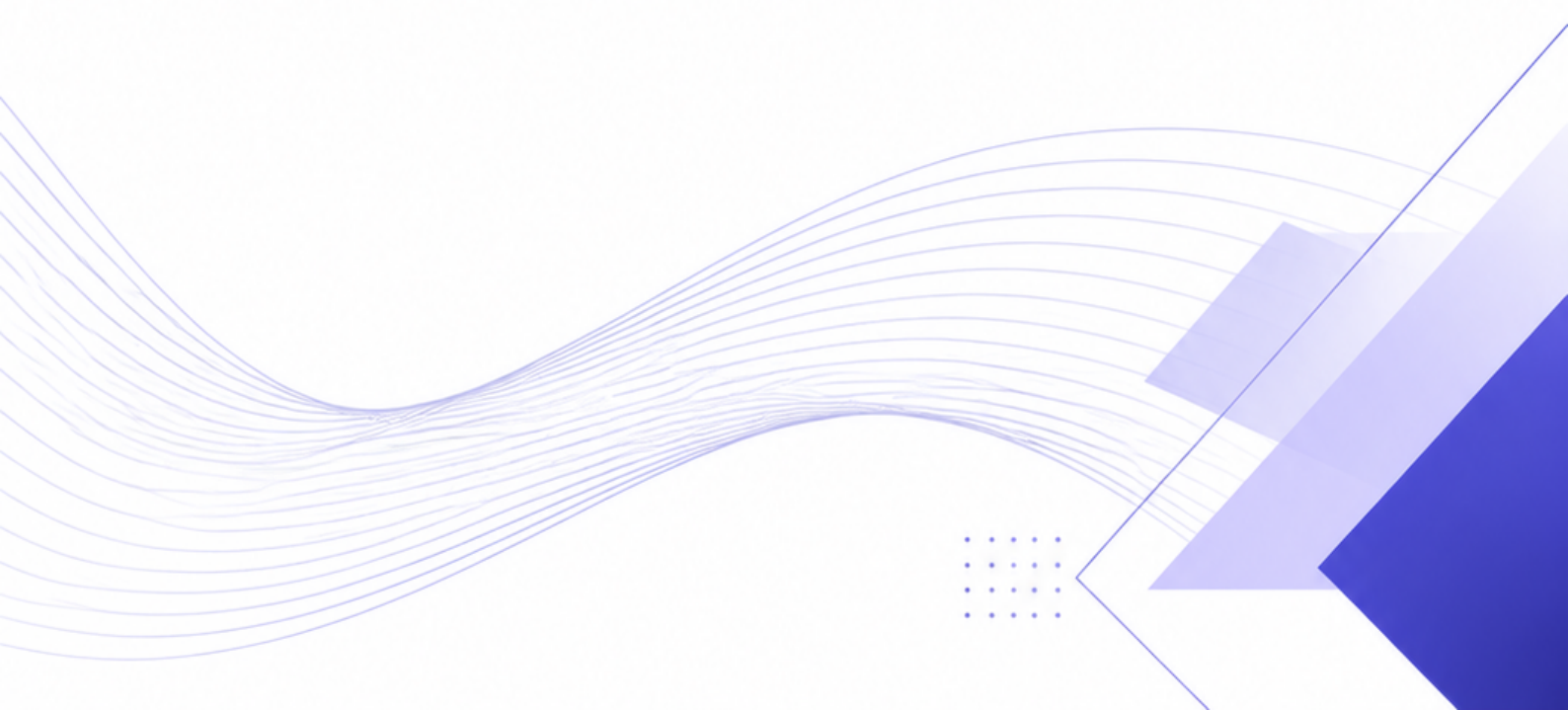
USER MANUAL

codeblix



Turning ideas into impact.

Codeblix is a technology-driven company dedicated to building smart, scalable, and innovative digital solutions that empower businesses and create lasting value.



About this manual

This manual provides practical guidance for managing the employee lifecycle in an HRMS, from recruitment and onboarding through daily administration and offboarding.

Codeblix HRMS keeps employee information, documents, approvals and records in one controlled system. The manual covers:

- recruitment and candidate selection;
- interviews, assessments and offers;
- onboarding;
- employee records and contracts;
- employee documents and acknowledgements;
- visa, work permit and residence/occupation permit tracking;
- leave management;
- attendance, shifts and time records;
- payroll and payslips;
- performance reviews and employee goals;
- employee training;
- warnings, complaints and HR administration;
- resignation and termination;
- exit interview and clearance;
- company asset return and access-revocation tasks; and
- HR reporting and status monitoring.

Important: The HRMS helps the organisation record, control, approve and monitor HR processes. It does not replace the employer's legal responsibilities, management decisions, the Mauritius Revenue Authority (MRA), the Ministry of Labour, the Passport and Immigration Office, the Economic Development Board, or any other official authority.

Where an employment condition is governed by the Workers' Rights Act, a sector-specific Remuneration Regulation, a collective agreement, an employment agreement or another law, the organisation's HR rules should be configured according to the rule that legally applies to that employee. See [Source S1](#), [Source S2](#) and [Source S3](#).

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1. HRMS at a glance

An organisation can manage the employee lifecycle through the following connected stages:

```

Vacancy / Job Posting
↓
Candidates and Applications
↓
Interviews and Assessments
↓
Offer and Selection
↓
Onboarding Checklist
↓
Employee Profile + Contract + Documents
↓
Work Permit / Immigration Tracking, if applicable
↓
Leave + Attendance + Time Records
↓
Payroll + Payslip
↓
Performance + Goals + Training
↓
Resignation / Termination
↓
Final Pay + Asset Return + Access Revocation
↓
Exit Clearance Completed

```

The main benefit is that the employee's information stays connected throughout the lifecycle.

For example, once a successful candidate becomes an employee, HR should not need to start a completely separate manual file from zero. The employee record becomes the central place for the person's job information, documents, attendance, leave, payroll, performance, training and eventual exit records.

2. Who uses the system

The HRMS is designed around controlled user access.

User	Typical use
Company Administrator	Company setup, users, roles and high-level administration.
HR Team	Recruitment, employees, documents, leave, attendance, immigration, performance and exits.
Payroll / Finance	Salary setup, payroll processing, payslips and statutory payroll outputs.
Manager / Supervisor	Employee-related items that the organisation gives the manager permission to see or approve.
Employee	Own leave, own attendance information, own payslips and other self-service items made available to the employee.

Why role-based access is important

Not every person should see every HR record.

For example:

- an employee should normally see his or her own payslip, not another employee's salary;
- a department manager may need to review leave for the manager's team but should not automatically receive access to company-wide payroll;
- payroll staff may require salary and statutory access but not recruitment administration; and
- HR may need broader employee-document access than a normal manager.

The system therefore uses permissions so access can be assigned according to responsibility.

3. Initial company setup

Before adding employees, the organisation should first configure its HR structure.

Typical setup includes:

- company details;
- branches or work locations;
- departments;
- designations / job titles;
- employee types;
- shifts;
- attendance policies;
- leave types and leave policies;
- document types;
- contract types and templates;
- review cycles;
- performance indicators;
- training types and programmes;
- payroll settings; and
- user roles and permissions.

Example

An organisation may configure:

Branch: Head Office

Departments:

- Administration
- Finance
- Human Resources
- IT
- Operations
- Sales

Shifts:

- Office Shift
- Morning Shift
- Evening Shift

Leave Types:

- Annual Leave
- Sick Leave
- Maternity Leave
- Paternity Leave
- Special Leave
- Unpaid Leave

The exact policy values should be configured according to the company's legal and contractual requirements, not simply copied from another company.

Importing existing employees

Employee information does not need to be entered manually one record at a time. The system supports a structured spreadsheet import workflow for an existing workforce.

Before import, HR should clean and verify the data, especially:

- employee name;
- employee ID;
- email address;
- department and designation;
- date of joining;
- employment status;
- contact information;
- bank and payroll information; and
- statutory identifiers where applicable.

4. Recruitment and vacancy management

The recruitment module provides a structured way to manage hiring.

Typical workflow

```
Create vacancy
↓
Publish job
↓
Receive / add candidates
↓
Review candidate profile
↓
Shortlist
↓
Interview / assessment
↓
Decision
↓
Offer
↓
Onboarding
```

Information that can be organised

A job record may be used to keep information such as:

- job title;
- department;
- job location;
- job type;
- description;
- number of vacancies;
- required experience or skills;
- opening and closing information; and
- publication status.

Candidate records can then be linked to the relevant job.

Why this is better than email-only recruitment

Without a recruitment system, candidate CVs and feedback can easily be spread across several inboxes.

With the HRMS, the recruitment team can keep the vacancy, candidate, interview and offer information together.

Fair recruitment

The Workers' Rights Act contains measures dealing with discrimination in employment and occupation. Recruitment decisions should therefore be based on legitimate employment requirements and the employer's lawful process. See [Source S1](#) and [Source S2](#).

The HRMS records the process; the actual hiring decision remains with the organisation.

5. Candidate selection, interviews and offers

Recruitment is not only about storing a CV. The system supports the selection process after a candidate applies.

Interview structure

HR can organise:

- interview types;

- interview rounds;
- interview dates;
- interviewers;
- interview status; and
- interview feedback.

This is useful when a candidate has more than one interview.

Example

```
Candidate record: Selected applicant
Job: Finance Officer

Round 1: HR Interview
Status: Completed

Round 2: Finance Manager Interview
Status: Completed

Assessment: 82 / 100
Decision: Selected

Offer: Issued
Offer status: Accepted
```

Assessments

Candidate assessment records allow the organisation to keep the assessment result and selection information with the candidate instead of keeping separate manual sheets.

Offers

Once the organisation decides to hire the candidate, the offer can be recorded and its status monitored.

Typical statuses may include stages such as issued, accepted, rejected or another configured status.

An accepted candidate can then proceed to onboarding.

6. Onboarding a new employee

Onboarding starts after the hiring decision.

Onboarding confirms that the new employee is ready to begin work and that each required setup step has been completed.

Onboarding checklist

The organisation can create reusable onboarding checklists.

Example:

```
New Employee Onboarding

1. Employee profile created
2. Employment documents collected
3. Contract prepared
4. Bank information verified
5. Payroll information completed
6. Company policies assigned
7. Email / system account created
8. Laptop or other asset assigned
9. Department introduction completed
10. Safety / induction completed
11. Probation or review date recorded
```

The system can track onboarding as:

- Pending;
- In Progress; or
- Completed.

A buddy employee can also be assigned where the organisation uses a buddy system.

Why this matters

The same checklist can be used for every new employee while still allowing HR to see which individual items are outstanding.

This is particularly useful as the organisation grows because onboarding is less dependent on one person's memory.

7. Employee profile and central HR file

After onboarding, the employee profile becomes the central HR record.

The profile can contain information such as:

Personal information

- employee name;
- employee number;
- email and phone;
- date of birth;
- gender where lawfully required;
- address;
- emergency contact; and
- profile image.

Employment information

- branch;
- department;
- designation;
- date of joining;
- employment type;
- employee status;
- shift; and
- attendance policy.

Payroll and banking information

- bank name;
- account holder;
- account number;
- bank branch / identifier information; and
- relevant payroll or tax identifiers.

Documents

Employee documents can be attached to the employee file with, where relevant:

- document type;
- uploaded file;
- expiry date; and

- verification status.

Why one central employee file is useful

Instead of checking several folders to answer a simple question, HR can use the employee profile as the starting point.

For example:

Employee record: Active employee

Employment	→ Active
Department	→ Operations
Contract	→ Current
Passport	→ On file
Work Permit	→ Approved, expiry tracked
Leave Balance	→ Available
Attendance	→ Current month available
Payroll	→ Payslip available
Performance	→ Review scheduled
Training	→ Safety training completed
Assets	→ Laptop assigned

8. Employment contracts

The HRMS includes employee contract management so the organisation can keep contract information connected to the employee.

The contract workflow can be used for:

- contract type;
- start and end dates;
- contract status;
- contract document;
- contract renewal; and
- expiry monitoring.

Mauritius reference

Section 11 of the Workers' Rights Act 2019 states that an employer must provide a worker engaged for more than one month with a written statement of particulars of employment within the statutory timeframe stated in the Act. The current consolidated Act should always be checked for the exact applicable requirement. See [Source S1](#) and [Source S2](#).

The HRMS helps the organisation prepare, store and monitor the employment document. It does **not** mean that an official filing or delivery requirement has automatically been completed merely because a document exists in the HRMS.

Example contract alert

Employee record: Fixed-term employee
Contract ends: 30 November 2026
Status: Expiring
Action: HR review required

Decision:
- Renew contract; or
- End contract according to the applicable process.

This reduces the risk of discovering an expired contract too late.

9. Employee documents and acknowledgements

HR documents can be managed separately from personal employee documents.

Examples include:

- employee handbook;
- code of conduct;
- IT policy;
- health and safety policy;
- confidentiality policy;
- leave policy;
- remote-work policy; and
- other internal HR documents.

Document acknowledgement

Where a company document requires acknowledgement, it can be assigned to an employee with a due date.

The status can be monitored, for example:

```
Policy: Information Security Policy
Assigned to: Employee
Due date: 10 September 2026
Status: Pending
```

After acknowledgement, the record can retain the acknowledgement status and relevant timestamp information.

This is useful because HR can see who has and has not acknowledged a required document.

A system acknowledgement proves that an acknowledgement action was recorded. Whether a particular policy requires a signature, wet-ink document, electronic signature or another legal form should be confirmed separately for that document.

10. Visa, work permit and immigration tracking

This module is especially useful where an organisation employs non-citizens.

What the HRMS tracks

The immigration workflow can track cases such as:

- Work Permit;
- Certificate of Exemption;
- Employment Permit;
- Residence Permit for Employment;
- Occupation Permit - Professional;
- Young Professional Occupation Permit; and
- Dependent Residence Permit.

The available case categories can be updated when official procedures change.

Information that can be recorded

For each case, HR can keep:

- employee;
- permit / case type;
- new, renewal or transfer application;
- authority;
- status;
- application reference;
- permit number;
- passport details;
- passport expiry;
- application date;
- submission date;
- issue date;
- permit expiry date;
- entry deadline where applicable;
- document checklist;
- verification information; and
- internal notes.

Status tracking

A case can move through stages such as:

```
graph TD; Draft --> DocumentsPending[Documents Pending]; DocumentsPending --> ReadytoSubmit[Ready to Submit]; ReadytoSubmit --> Submitted; Submitted --> Approved;
```

Other outcomes such as rejected, expired or cancelled can also be recorded.

The system can identify permits that are:

- valid;
- approaching expiry;
- due soon; or
- expired.

Important official process

The HRMS is a **tracking and document-control tool**. It does not replace the official permit portal.

The Mauritius Work Permit Unit states that work permits for non-citizens are governed by the Non-Citizens (Employment Restriction) framework and that current new/renewal work permit applications are submitted through the National E-Licensing System (NELS), except where an official exception applies. See [Source S4](#) and [Source S5](#).

The Passport and Immigration Office separately handles residence-permit matters. For employment in Mauritius, the appropriate work/residence authorisation must be obtained according to the person's category. See [Source S6](#).

Occupation Permit information and the official Work & Live process are available through the Economic Development Board. See [Source S7](#).

Simple example

```
Employee: Non-citizen employee
Case: Work Permit Renewal
Permit expiry: 15 December 2026

HRMS status:
- 90 days before expiry → Upcoming
- 30 days before expiry → Due Soon
- Documents checked → Ready to Submit
- Official NELS application submitted → Submitted
- Permit issued → Approved
```

This allows HR to manage the case early instead of discovering the expiry after the permit has already lapsed.

Sensitive permit information

Permit records contain sensitive personal information. The system is designed to protect sensitive fields such as passport numbers through restricted access, masking in normal display and encrypted storage of the relevant field.

The organisation should still apply its own data-protection policy and user-access controls. See [Source S8](#) and [Source S9](#).

11. Leave management

The leave module controls the complete leave process.

Typical leave process

```
Employee applies for leave
↓
System checks dates and policy
↓
Available balance is checked
↓
Request goes for approval, if required
↓
Approved / Rejected
↓
Leave balance and calendar are updated
```

Leave policy configuration

A leave policy can be configured with rules such as:

- leave type;
- annual allocation;
- minimum days per application;
- maximum days per application;
- whether approval is required; and
- other organisation-specific rules.

The system counts working days using the organisation's configured working days instead of automatically treating every calendar day as a leave day.

Example

Assume an employee has:

```
Annual leave allocated: 22 days
Already used: 5 days
Remaining before request: 17 days
New approved request: 3 working days
```

Then:

```
New remaining balance
= 17 - 3
= 14 days
```

This is a simple system example. The actual legal entitlement must be configured according to the rule that applies to the worker.

Mauritius annual leave reference

For a worker to whom section 45 of the Workers' Rights Act applies, the current consolidated Act provides, subject to its conditions and other applicable enactments, annual-leave entitlements including 20 working days after 12 months of continuous employment and 2 additional days under section 45(2). The Act also contains rules for part-time workers and for qualifying workers during the first year. See [Source S2](#).

The HRMS should therefore be configured to the correct legal category instead of assuming that one leave number applies to every employee in every sector.

Mauritius sick leave reference

Section 46 of the current consolidated Workers' Rights Act contains the sick-leave rules. For a worker covered by section 46(1)(a), it currently provides 15 working days' sick leave on full pay after the qualifying continuous-employment period, with separate provisions for part-time workers, accumulation and medical certificates. See [Source S2](#).

Other leave types

The system can also maintain additional leave types required by the organisation, such as maternity, paternity, special, unpaid or other leave categories.

The policy should be reviewed against the current Workers' Rights Act, the employee's applicable Remuneration Regulation, contract and any other applicable legal instrument. See [Source S1](#), [Source S2](#) and [Source S3](#).

12. Attendance, shifts and time management

The attendance module records when employees work and provides HR with a structured attendance history.

Shifts

Different groups can use different shifts.

Example:

```
Office Shift
08:30 → 17:30

Morning Operations Shift
06:00 → 15:00

Evening Operations Shift
14:00 → 23:00
```

Attendance information

Records can include:

- attendance date;
- clock-in time;
- clock-out time;
- break time;
- total hours;
- overtime hours;
- attendance status;
- late-arrival indicator;
- early-departure indicator; and
- notes.

Attendance policies

The organisation can configure attendance policies such as:

- late-arrival grace period;
- early-departure grace period; and
- overtime-related settings.

Company settings should reflect the legally applicable working arrangement and company policy.

Attendance regularisation

If an employee has a missing or incorrect attendance entry, an attendance-regularisation workflow can be used instead of silently changing the record without a process.

Example:

Problem: Employee forgot to clock out
Employee / HR request: Correct clock-out to 17:34
Manager / HR review: Approved
Record: Updated through regularisation process

Working-hours reference for Mauritius

Section 20 of the Workers' Rights Act currently provides a normal working week of 45 hours for a worker covered by that section, excluding meal and tea breaks, subject to the Act and other applicable enactments. It also contains daily-work and rest requirements. See [Source S2](#).

This is why the HRMS separates:

- the employee's shift;
- the attendance policy; and
- the actual attendance record.

The software records what happened. The company configuration determines how the record is interpreted for its applicable workforce.

Biometric attendance

The platform can support biometric-attendance workflows where such an attendance setup is configured and tested.

Biometric attendance is optional and should be treated with extra care because the Mauritius Data Protection Office identifies biometric data that uniquely identifies an individual as a special category of personal data. See [Source S8](#).

Before enabling biometric attendance, the organisation should confirm its lawful basis, privacy notice, access controls, retention approach and any other Data Protection Act requirements.

13. Payroll and payslips

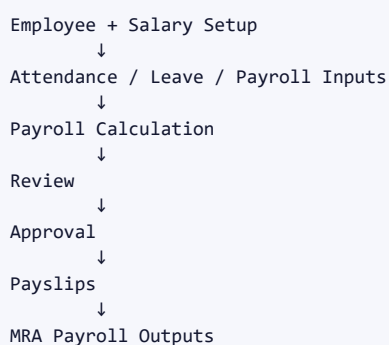
Payroll is connected to the HR lifecycle but is a specialised module of its own.

The payroll module can manage:

- employee salary setup;
- payroll periods;
- earnings and deductions;
- overtime and approved payroll inputs;
- Mauritius PAYE;
- CSG;
- NSF;
- HRDC Training Levy;
- PRGF where applicable;
- statutory end-of-year bonus treatment;
- payroll approval;
- employee payslips;
- MRA-oriented payroll outputs; and
- payroll reporting.

Employees can be given permission to access their own payslips.

Simple payroll flow



Official MRA reference

The MRA requires employers to submit the applicable monthly PAYE/CSG/NSF information electronically and includes employee-level information in the return. See [Source S11](#).

A separate **Codeblix Mauritius Payroll Operations Manual** provides the full formulas, worked examples, MRA outputs and statutory calculation references.

This manual does not repeat every payroll formula. Review payroll with the dedicated payroll manual because calculation rules are more detailed and can change by effective date.

14. Performance management

Performance management can be handled in a structured cycle rather than only through yearly spreadsheets.

Review cycles

The organisation can create review cycles such as:

- probation review;
- quarterly review;
- six-month review; or
- annual review.

Employee reviews

A review record can contain:

- employee;
- reviewer;
- review cycle;
- review date;
- performance indicators / ratings; and
- review status.

Typical statuses include:

Scheduled → In Progress → Completed

Employee goals

Goals can be assigned to employees and monitored using:

- goal type;
- title;
- description;
- start date;
- end date;
- target;
- progress percentage; and
- status.

Example

Goal: Reduce customer-response time
Target: Average first response below 2 hours
Period: September-December 2026
Progress: 70%
Status: In Progress

This creates a clear record of what was expected and what progress was made.

Performance records support the management process. They should not be treated as automatic legal justification for disciplinary action or termination. Any employment action should follow the applicable law, company policy and fair process.

15. Training and development

The HRMS can also be used to organise employee training.

The training module can cover:

- training types;
- training programmes;
- training sessions;
- employee assignments;
- training status;
- completion date;
- assessment result;
- score;
- feedback;
- pass/fail result; and
- certification information where applicable.

Bulk training assignment

Where many employees need the same training, the programme can be assigned to multiple employees instead of creating each record separately.

Example

Training: Workplace Safety Induction
Employees assigned: 25
Assessment required: Yes
Pass mark: As configured by organisation

Employee A: Completed / Passed
Employee B: Completed / Passed
Employee C: Assigned / Pending

This is useful for recurring compliance, safety or operational training.

16. Employee assets and additional HR administration

Employee assets

The HRMS can track company assets such as:

- laptop;
- phone;
- tablet;
- access card;
- tools;
- equipment; and
- other company property.

An asset record can include:

- asset type;
- serial number;
- asset code;
- condition;
- location;
- purchase information;
- warranty information;
- assignment; and
- status.

This becomes important during employee exit because HR can check whether company property has been returned.

Other HR administration

The platform also provides supporting HR functions such as:

- announcements;
- complaints;
- warnings; and
- HR calendar-related information.

These modules help keep relevant HR records in the same environment rather than scattering them across individual email accounts.

17. Resignation, termination and exit clearance

The employee lifecycle should not stop at the resignation email.

A proper offboarding process should make sure the organisation closes all outstanding HR, payroll, access, document and asset matters.

Resignation

A resignation record can keep information such as:

- employee;
- resignation date;
- last working day;
- notice period;
- reason;
- description;
- exit feedback;
- exit interview information; and
- status.

Termination

A termination record can keep:

- employee;
- termination type;
- notice date;
- termination date;
- notice period;
- reason;
- description;
- supporting documents; and
- status.

Exit clearance case

Once the employee is leaving, the system can start an offboarding / clearance case.

Example required tasks:

```
HR
- Confirm final working day
- Complete employee file
- Record exit interview

Payroll
- Prepare final pay
- Review outstanding leave
- Review PRGF exit requirement, where applicable

IT
- Disable email account
- Disable application access
- Recover access card

Assets
- Return laptop
- Return phone
- Confirm equipment condition

Documents
- Issue final documents
```

The case is completed only after the required items have been completed or formally dealt with according to the workflow.

Mauritius termination reference

The Workers' Rights Act contains detailed rules on termination, notice, protection against termination, severance and related matters. Section 63 currently contains the general notice provisions, including a minimum notice rule subject to the Act's applicable conditions and exceptions. It also contains an additional notice requirement when an employer intends to terminate and repatriate a migrant worker. See [Source S2](#).

The HRMS therefore records the notice dates, reasons, workflow and supporting information, but it does **not** automatically decide whether a termination is lawful.

A termination should be reviewed under the exact facts, applicable law, contract, disciplinary process and any sector-specific rule before action is taken.

18. Employee self-service

Employees can be given their own login so HR does not need to perform every small action on behalf of every employee.

Depending on the permissions enabled for the organisation, an employee can use self-service for items such as:

- viewing own attendance information;
- clocking in / out where that workflow is enabled;
- applying for own leave;
- checking own leave-related information;
- viewing or downloading own payslips;
- responding to assigned document acknowledgements; and
- accessing other employee-specific items made available by the organisation.

Example

Instead of this:

```
Employee emails HR:  
"Can you please tell me my leave balance?"  
  
Employee emails HR again:  
"Can you send my June payslip?"
```

The employee can use the HRMS for the self-service functions the organisation has enabled.

This reduces repetitive HR administration and gives employees a clearer record of their own requests.

19. Data protection and access control

An HRMS contains personal and sometimes sensitive employee information. Data protection must therefore be part of the implementation, not an afterthought.

Mauritius Data Protection Act

The Data Protection Act 2017 is the main Mauritius data-protection framework. The Data Protection Office explains that controllers and processors must handle personal data according to the applicable data-protection principles. See [Source S8](#) and [Source S9](#).

The official principles include that personal data should be:

- processed lawfully, fairly and transparently;
- collected for specified and legitimate purposes;
- limited to what is necessary;
- accurate and kept up to date;
- retained no longer than necessary for the relevant purpose; and
- processed in accordance with the rights of data subjects.

See [Source S9](#).

What this means in practical HRMS use

The organisation should:

- 1 give users only the access they need;
- 2 avoid collecting unnecessary employee information;
- 3 correct inaccurate records when required;
- 4 control who can access salary, passport, medical and other sensitive information;
- 5 define document-retention rules;
- 6 remove or restrict access when a staff member changes role or leaves; and
- 7 review the privacy requirements before using biometric attendance.

Data Protection Office registration

The Data Protection Office provides a controller-registration process and guidance for organisations processing personal data. The organisation should verify its own registration and compliance position separately from the HRMS implementation. See [Source S10](#).

The software itself does not replace DPO registration, privacy notices, internal policy or any other organisation-level legal obligation.

20. Records, reports and management control

The HRMS gives HR and management a structured history of the employee lifecycle.

Examples of records available through the different modules

Area	Examples
Recruitment	Jobs, candidates, interviews, assessments and offers.
Onboarding	Assigned checklist, buddy and onboarding status.
Employee	Employment, department, designation, contacts and status.
Contracts	Contract period, status, renewal and expiry.
Documents	Employee documents, expiry dates and verification status.
Immigration	Permit case, official reference, documents and expiry status.
Leave	Requests, approval status, dates and balances.
Attendance	Clock-in/out, hours, overtime, lateness and corrections.
Payroll	Payroll period, employee calculation and payslips.
Performance	Review cycles, reviews, ratings and goals.
Training	Assignments, assessments, results and completion.
Assets	Equipment assigned to employees and asset status.
Exit	Resignation/termination, final-pay status and clearance tasks.

Mauritius employment-record reference

Section 116 of the current consolidated Workers' Rights Act states that employers must keep specified employment records for at least 3 years and expressly allows those records to be kept electronically. See [Source S2](#).

This supports the use of an electronic HRMS as a record-management method, provided the employer keeps the legally required information and follows any other applicable retention rule.

Important: "At least 3 years" does not mean every HR document should automatically be deleted after 3 years. Tax, corporate, immigration, litigation, pension, contractual or other requirements may require a different retention period. The organisation should adopt a proper retention schedule.

Employer registration note

Section 115 of the current consolidated Workers' Rights Act also contains an employer-registration requirement for an employer with at least 10 workers. Any organisation meeting the statutory threshold should confirm that its employer-registration position is in order. See [Source S2](#).

This is an employer compliance matter; it is not created automatically by opening an HRMS account.

21. Implementation roadmap

Implement the HRMS in controlled stages so that employee data, policies, permissions and payroll settings can be verified before wider use.

Phase 1 - Company structure

Configure:

- company information;
- branches;
- departments;
- designations;
- shifts;
- roles and permissions.

Phase 2 - Existing employees

Prepare and verify the employee spreadsheet, then import the employee master data.

After import, verify a sample of employee profiles before proceeding.

Phase 3 - Policies and documents

Configure:

- leave types and rules;
- attendance policies;
- contract types;
- document types;
- HR documents requiring acknowledgement.

Phase 4 - Attendance and employee self-service

Test with a small group first:

- employee login;
- leave request;
- approval;
- attendance;
- regularisation; and
- employee access boundaries.

If biometric attendance is required, test the actual device/integration and complete the privacy review before general rollout.

Phase 5 - Payroll

Configure employee salaries and statutory information.

Perform a controlled payroll test or parallel payroll comparison before relying on the new system for the live payroll.

The detailed payroll compliance guide should be used for this phase.

Phase 6 - Recruitment, immigration and performance

Once the core employee data is stable, activate the remaining lifecycle workflows:

- recruitment;
- onboarding;
- immigration / permit tracking;
- performance;
- goals; and

- training.

Phase 7 - Exit and clearance

Configure a standard exit checklist covering HR, payroll, IT, documents and assets.

Test one sample offboarding case before live use.

Why a phased rollout matters

The main implementation risk is inaccurate source data or incorrectly configured policies, permissions and balances.

A phased implementation reduces the risk of putting incorrect information into a new system and then treating it as correct simply because it is digital.

22. Example: one employee from recruitment to exit

The example below shows how the modules work together.

Stage 1 - Recruitment

Job: IT Support Officer
Candidate record: Selected applicant
Application: Received

HR reviews the candidate and moves the candidate into the interview process.

Stage 2 - Selection

Interview 1: HR
Interview 2: IT Manager
Assessment: Completed
Decision: Selected
Offer: Accepted

Stage 3 - Onboarding

Employee profile: Created
Employee ID: Generated
Contract: Added
Documents: Collected
Onboarding checklist: In Progress
Laptop: Assigned
IT account: Created

Stage 4 - Active employment

The same employee now uses the system for:

Leave requests
Attendance
Payslips
Document acknowledgements
Performance reviews
Goals
Training

If the employee is a non-citizen, the relevant permit case can also be monitored.

Stage 5 - Performance and development

Probation review: Completed
Annual goal: Assigned
Training programme: Assigned
Training assessment: Passed

Stage 6 - Exit

Three years later, the employee resigns.

Resignation: Recorded
Last working day: Confirmed
Final pay: Pending → Completed
Laptop: Returned
System access: Revoked
Exit interview: Completed
Final documents: Issued
Clearance: Completed
Employee status: Closed / left employment

The full history remains organised instead of being split across unrelated spreadsheets and inboxes.

23. Operational readiness checklist

Review each area in employee-lifecycle order before the system is placed into routine use.

A. Company and employee structure

Confirm:

- branches;
- departments;
- designations;
- employee list;
- employee profile; and
- role-based access.

B. Recruitment

Confirm:

- job posting;
- candidate record;
- interview rounds;
- interview feedback;
- assessment; and
- offer.

C. Onboarding and documents

Confirm:

- onboarding checklist;
- employee creation;

- contract;
- employee document upload;
- expiry date; and
- document acknowledgement.

D. Visa / work permit

Confirm:

- permit case type;
- application status;
- document checklist;
- passport / permit expiry;
- due-soon view; and
- renewal workflow.

Also confirm the clear distinction between **HRMS tracking** and **official submission on the relevant Government portal**.

E. Leave and attendance

Confirm:

- employee leave request;
- leave balance;
- manager / HR approval;
- leave calendar;
- clock-in/out;
- shift;
- lateness / overtime record; and
- attendance regularisation.

F. Payroll

Confirm:

- salary setup;
- monthly payroll;
- statutory calculation;
- payslip;
- employee payslip access; and
- MRA-oriented outputs.

Use the separate payroll manual when validating payroll setup and statutory outputs.

G. Performance and training

Confirm:

- review cycle;
- performance review;
- indicators / ratings;

- employee goal;
- training assignment; and
- assessment result.

H. Exit and clearance

Confirm:

- resignation or termination;
- last working day;
- final pay status;
- asset return;
- access revocation;
- final documents;
- exit interview; and
- clearance completion.

24. Frequently asked questions

Can the system support a growing workforce?

Yes. An organisation can begin with its current employee records and add employees as its workforce grows, subject to the configured hosting and licensing capacity.

The main focus during implementation should be accurate employee data and correctly configured policies.

Do employees have their own access?

Yes. Employee-level permissions are available for self-service functions such as own leave, own attendance information and own payslips, according to the permissions enabled by the organisation.

Can managers approve leave?

The HRMS includes permission-based leave approval workflows. The organisation can decide which authorised role is responsible for approval.

Can HR track expiring contracts and documents?

Yes. Employee documents can carry expiry dates, contracts can be monitored for expiry/renewal, and immigration cases include expiry-status tracking.

Does the system apply for a work permit automatically with Government?

No. The HRMS manages the internal case, documents, dates, references and status. The official application is submitted through the official process required for the permit category, such as NELS or the relevant authority. See [Source S5](#), [Source S6](#) and [Source S7](#).

Can biometric attendance be used?

A biometric attendance workflow can be supported where the integration is configured and tested. Because biometric information can be special-category personal data, the organisation should complete the appropriate Data Protection Act review before using it. See [Source S8](#).

Can leave rules be customised?

Yes. Leave types and leave policies are configurable. The final policy should match the employee's applicable law, sector rules, contract and company policy.

Does the HRMS calculate Mauritius payroll?

Yes. Mauritius payroll is supported as a specialised module, including the statutory payroll areas documented in the separate Codeblix Mauritius Payroll User Guide.

Does the system replace MRA filing or Government portals?

No. The system prepares and organises the relevant information and supported outputs. An official submission is only complete when it has been submitted through the relevant official service and accepted/acknowledged by the authority.

Does the HRMS decide whether an employee should be terminated?

No. The software can record the reason, dates, documents, approval status and exit workflow. The employer remains responsible for the decision and for following the applicable legal process.

Can the company begin with only some modules?

Yes. The HRMS is modular. An organisation may begin with core employee records, leave, attendance and payroll, then activate recruitment, immigration, performance, training and other workflows when operationally ready.

25. Official Mauritius source register

The sources below were checked when preparing this manual. They allow readers to independently verify the statutory references used in the document.

Reference date: Sources reviewed on 27 August 2026. Laws, regulations, MRA specifications and permit procedures can change. The latest official publication should therefore be checked when a rule is applied.

Source S1 - Ministry of Labour: Workers' Rights Act 2019 and Regulations

Official authority: Ministry of Labour, Human Resource Development and Training, Republic of Mauritius **Used in this guide for:** Employment framework, work agreements, hours, leave, termination and employment records. **Official link:** <https://labour.govmu.org/Pages/The-Workers'-Rights-Act-2019-and-Regulations.aspx>

The Ministry page also provides the latest consolidated version of the Workers' Rights Act available on the site and the related regulations.

Source S2 - Consolidated Workers' Rights Act 2019

Official authority: Ministry of Labour, Human Resource Development and Training **Version referenced:** Consolidated version as at 9 August 2025, available from Source S1 **Sections particularly relevant to this guide:**

- section 11 - particulars of work agreement;
- section 20 - normal working hours;
- section 45 - annual leave;
- section 46 - sick leave;
- Part VI - termination of agreement and reduction of workforce;
- section 63 - notice of termination;
- section 115 - register of employers; and

- section 116 - keeping of records.

Official access: Use the consolidated Act link on the Ministry page in [Source S1](#).

The Ministry states that the internet version is for information and that the authoritative version is the one published in the Government Gazette of Mauritius.

Source S3 - Mauritius Remuneration Regulations 2019

Official authority: Ministry of Labour, Human Resource Development and Training **Used in this guide for:** Reminder that sector-specific employment conditions can apply in addition to the general Workers' Rights Act rules. **Official link:** <https://labour.govmu.org/Pages/Remuneration-Regulations-2019.aspx>

The correct regulation depends on the employee's sector/category and should be reviewed when configuring HR and payroll rules.

Source S4 - Mauritius Work Permit Unit

Official authority: Human Resource Development and Training / Employment Division, Government of Mauritius **Used in this guide for:** Work-permit authority and the requirement for non-citizens to hold the appropriate permit unless an exemption applies. **Official link:** <https://empment-labour.govmu.org/Pages/Work%20Permit/AboutWP.aspx>

Source S5 - Official Work Permit Application Process / NELS

Official authority: Government of Mauritius - Work Permit Unit **Used in this guide for:** Current official submission route for new and renewal work permits and the distinction between the HRMS tracker and the official portal. **Official link:** <https://empment-labour.govmu.org/Pages/Work%20Permit/ApplicationWP.aspx>

The official page states that new or renewal work permit / certificate-of-exemption applications are submitted through the National E-Licensing System (NELS), subject to the exceptions stated by the authority.

Source S6 - Passport and Immigration Office: Residence Permit for Employment

Official authority: Passport and Immigration Office, Republic of Mauritius **Used in this guide for:** Residence-permit requirements connected with employment. **Official link:** https://passport.govmu.org/passport/?page_id=557

Source S7 - Economic Development Board: Work & Live in Mauritius

Official authority: Economic Development Board Mauritius **Used in this guide for:** Occupation Permit / professional work-and-residence information and the official route for relevant permit categories. **Official link:** <https://edbmauritius.org/work-live>

Source S8 - Mauritius Data Protection Act 2017

Official authority: Data Protection Office, Republic of Mauritius **Used in this guide for:** Employee personal data, sensitive data and biometric-data considerations. **Official link:** <https://dataprotection.govmu.org/Pages/The%20Law/Data-Protection-Act-2017.aspx>

The Data Protection Office explains that the Act protects privacy rights in relation to the collection, recording, storage, use and other processing of personal data.

Source S9 - Data Protection Principles

Official authority: Data Protection Office, Republic of Mauritius **Used in this guide for:** Lawfulness, purpose limitation, data minimisation, accuracy, retention and data-subject rights. **Official link:** <https://dataprotection.govmu.org/Pages/Controllers%20and%20Processors/Principles-relating-to-processing-of-personal-data.aspx>

Source S10 - Data Controller Registration

Official authority: Data Protection Office, Republic of Mauritius **Used in this guide for:** Reminder that the organisation's DPO registration/compliance position is separate from use of the HRMS. **Official link:** <https://dataprotection.govmu.org/Pages/Home%20-%20Pages/Take%20Action/Data-Controller.aspx>

Source S11 - Mauritius Revenue Authority: Monthly PAYE / CSG / NSF Return

Official authority: Mauritius Revenue Authority **Used in this guide for:** Mauritius payroll statutory filing context. **Official link:** <https://www.mra.mu/eservices1/individual/monthly-pay-csg-nsf-return>

The MRA page provides the current employer monthly-return guidance, contribution information, templates and filing instructions.

Final summary

The Codeblix HRMS is designed to keep the employee lifecycle connected in one system:

```
Recruit
→ Select
→ Onboard
→ Employ
→ Document
→ Track permits
→ Manage leave and attendance
→ Pay
→ Review performance
→ Train
→ Offboard and clear
```

This provides one controlled place for HR to see each employee's current status and any work that still needs to be completed.

The system is designed to support the organisation's HR process while keeping official legal, MRA, labour, immigration and data-protection responsibilities clearly separated and verifiable through the official sources listed above.