Payroll Management System
User's Manual

USER'S MANUAL

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1. INTRODUCTION

Payroll is an important operation for every company or an organization to pay the employees of the respective company or organization. Based upon some details like basic pay and taxes, the salary calculation will be done. Taking these client inputs, the system consequently creates pay charges, pay slips, all timetables for debit and credit installments. There are many other services provided to do these payroll operations. But, this services consists of many errors and the security level is very low in the existing applications. The Payroll Management System is our proposed solution.

Payroll Management System, as the name suggests, used for calculating the pay slips of the employee's and other services like generating the Portable Document Format (PDF). There are functions like reporting the hours, submitting the timesheets and downloading a PDF file of the paycheck. All the operations which are involved with Payroll Management System are very well efficient, accurate and bug-free. Payroll Management System can be run on any desktop or laptop and thereby access the timesheets and submit them.

The utilization of Java dialect for system advancement, permits simple alteration of the system design. So the system design can be straight forwardly actualized to some other platform with slight adjustments. The main advantage of Payroll Management System is that instead of going through endless paper documents the software does everything. Payroll Management is an easy and simple way for gathering data about employee hours worked that are to be transferred into the system by isolating yet another sheet of manual processing.

2. SYSTEM SUMMARY

This section will provide general overview of the system. It outlines the hardware and software requirements of Payroll Management System.

2.1System Configuration

Desktop Requirements	
Hardware	☐ Processor Intel Celeron CPU 1000M 1.8 GHz or higher ☐ Memory 4GB or higher ☐ Internal Memory need: None
Software	☐ Windows XP, Windows 7, Windows 8, Windows 8.1, Windows 10 ☐Browser: Google Chrome, Mozilla Firefox, Internet Explorer

2.2User Access Levels

The website of Payroll Management System can be viewed by any individual. It's only the

registered employees and the employer have the access to the functionalities of this

application.

3. Features and Functions of Payroll Management System

Payroll Management System is an application which is accessible to employee and employer. This application is accessible through desktop or laptop. Employee and employer both have different functions. These are categorized based up on the credentials given.
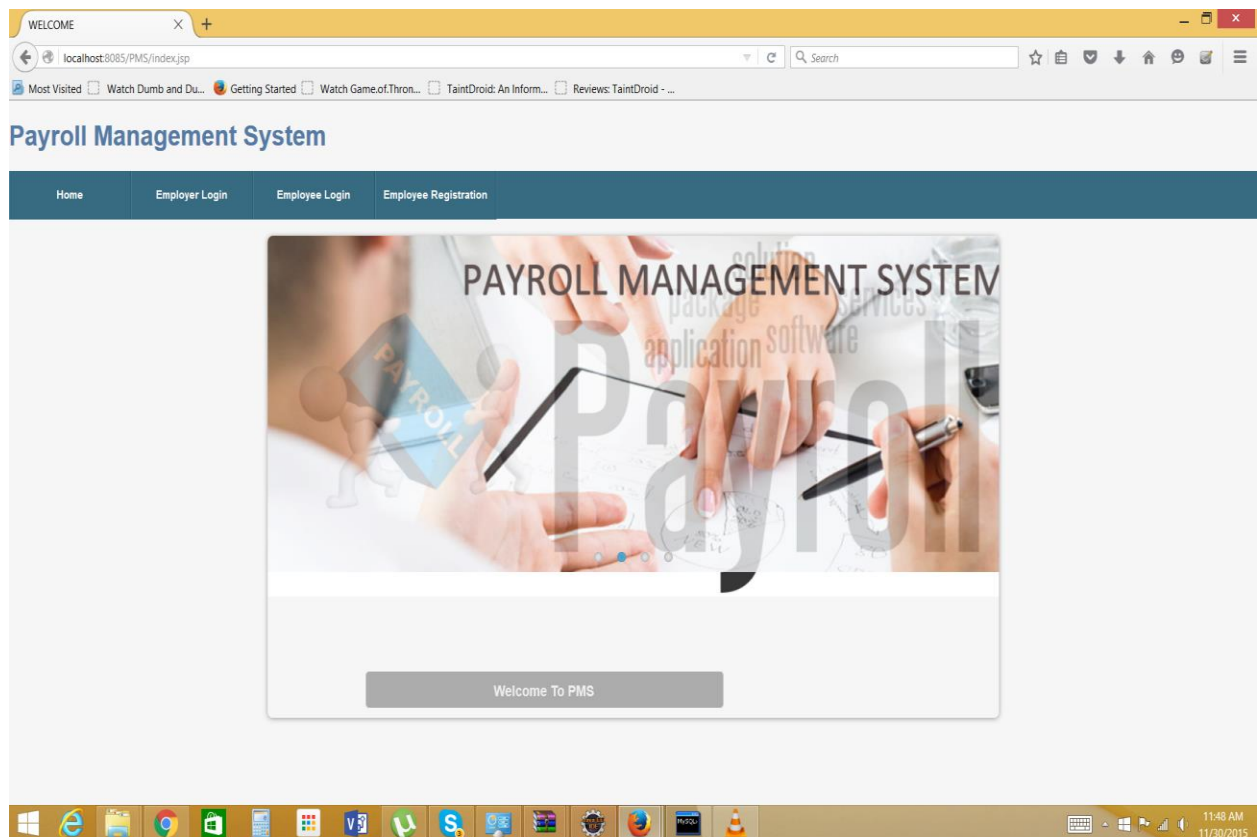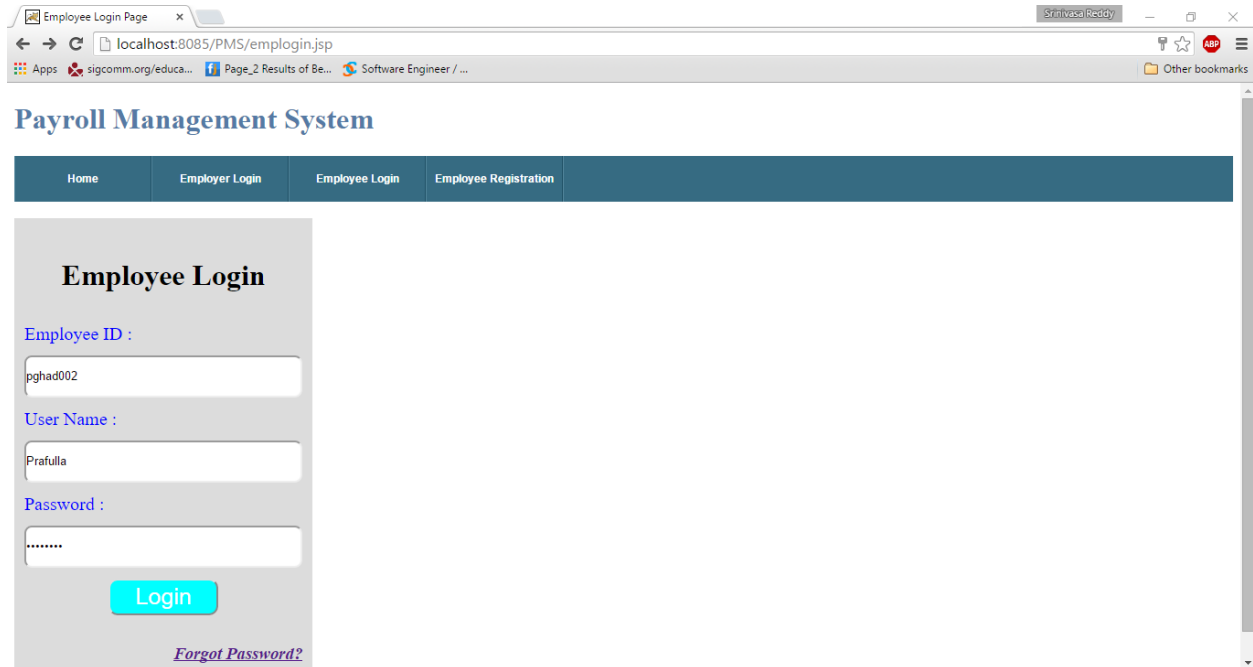

Figure: Home page of Payroll Management System

4. Payroll Management System Functions with User Interface Screens

a) Login:

This figure shows the login page of employees, employee can login the payroll management system through enter his or her "Employee ID", "User Name", and "Password". If the employee forget the password, the employee can click "Forget Password" to reset the password.

b) Add Employee

This is the page of employer add a new employee to the payroll management system. The employer need to enter "Employee ID", "First Name", "Last name", "Gender", "Date of Birth", "Job Role", "Contact", "Email", "Address", "Account Number" and "Bank Name", then the employer clicks the button "Add" add this employee into the system.

c) Approve Timesheet

This is the page of employer approve employee's timesheet. Employer will look at the day and the time that employee had submitted, the employer will approve the timesheet that the employee had done, by checking all the timesheet approvals and click the button "Approve", the payroll management system will calculate the hours and the paycheck.

Payroll Management System : Employer Module

| Employer Home | Employee | Time Sheets | Salary | Payments | Logout | |

Approve Time Sheet

TS_ID	EMPID	DAY	DATE	IN TIME	LUNCH OUT	LUNCH IN	OUT TIME	TOTAL HOURS	POSTED ON	APPROVAL
pghad002311	pghad002	Thursday	2015-12-19	09:00:00	12:00:00	13:00:00	18:00:00	8.00	2015-11-29	☑
pghad002606	pghad002	Tuesday	2015-12-17	09:00:00	12:00:00	13:00:00	18:00:00	8.00	2015-11-29	☑
pghad002755	pghad002	Monday	2015-12-16	09:00:00	12:00:00	13:00:00	18:00:00	8.00	2015-11-29	☑
pghad002764	pghad002	Friday	2015-12-20	09:00:00	12:00:00	13:00:00	18:00:00	8.00	2015-11-29	☑
pghad002887	pghad002	Wednesday	2015-12-18	09:00:00	12:00:00	13:00:00	18:00:00	8.00	2015-11-29	☑

Approve

d) Change password

This is the page of employee change the password. Employee will answer the security questions that the employee had saved before, and enter the old password and the new password. By clicking the button "Change Password" the system will save the new password into the database.

e) Paycheck

This is the page of employer checks the employee's pay details. From this page, employer will see the "total hours worked", "gross pay", "tax", "net pay", and "date" these information about employee's paycheck.

Payroll Management System : Employer Module

| Employer Home | Employee | Time Sheets | Salary | Payments | Logout | |

Employees Pay Details

EMPID	FIRST NAME	LAST NAME	TOTAL HOURS WORKED	GROSS PAY	TAX	NET PAY	DATE
pghad002	Prafulla	Ghadage	90.00	10000.00 $	3000.00 $	7000.00 $	2015-11-29

f) Submit timesheet

This page shows that the employee submit timesheet. On the top of the page, it shows the basic information of employee; in next is the form of timesheet, employee can modify the timesheet before submit it, the payroll management system will automatically calculate the total hours that the employee had worked. Employee can save the timesheet before submit, also the employee can clear the timesheet, but once the employee submit the timesheet the employee cannot make a change any more.

g) View Timesheets

This page shows employer can search the employee's timesheet. The employer can select employee's ID and get the timesheet details by clicks the button "Get Details", then the system will show the timesheet about that employee. The details contain "Day", "Date", "In Time", "Lunch out", "Lunch in", "Out time", "Total hours", and "Posted date". The employer can do some modification about the timesheet and update it.

Payroll Management System : Employer Module

Employer Home	Employee	Time Sheets	Salary	Payments	Logout

Employee IDS

Employee ID : -select id- ▼   Get Details

TS_ID	EMPID	DAY	DATE	IN TIME	LUNCH OUT	LUNCH IN	OUT TIME	TOTAL HOURS	POSTED O
pghad002311	pghad002	Thursday	2015-12-19	08:00:00	12:00:00	13:00:00	18:00:00	9.00	2015-11-29
pghad002606	pghad002	Tuesday	2015-12-17	08:00:00	12:00:00	13:00:00	18:00:00	9.00	2015-11-29
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pghad002887	pghad002	Wednesday	2015-12-18	08:00:00	12:00:00	13:00:00	18:00:00	9.00	2015-11-29

Update Time Sheet

h) View Paycheck

This page shows the details of employee's paycheck details. This is from the employee module, the employee clicks the menu button "View Pay Slips" to view the paycheck details. The details about the employee's basic information and "Total hours worked", "Gross pay", "Tax", "Net pay", and "Date".
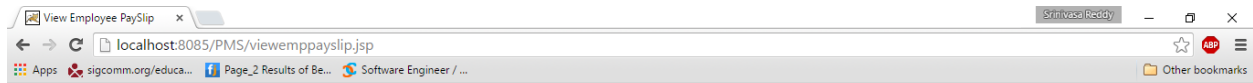
Payroll Management System : Employee Module

| Employee Home | Time Sheets | View Pay Slips | Change Password | Logout |

Employee Pay Details

| Employee Name : Prafulla   Ghadage | Employee ID : pghad002 |
| Job Title : Modeler | Phone : 786631019 |

TOTAL HOURS WORKED	GROSS PAY	TAX	NET PAY	DATE
90.00	10000.00 $	3000.00 $	7000.00 $	2015-11-29