

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.

2.1 System Configuration

Desktop Requirements	
Hardware	<input type="checkbox"/> Processor Intel Celeron CPU 1000M 1.8 GHz or higher <input type="checkbox"/> Memory 4GB or higher <input type="checkbox"/> Internal Memory need: None
Software	<input type="checkbox"/> Windows XP, Windows 7, Windows 8, Windows 8.1, Windows 10 <input type="checkbox"/> Browser: Google Chrome, Mozilla Firefox, Internet Explorer

2.2 User 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.

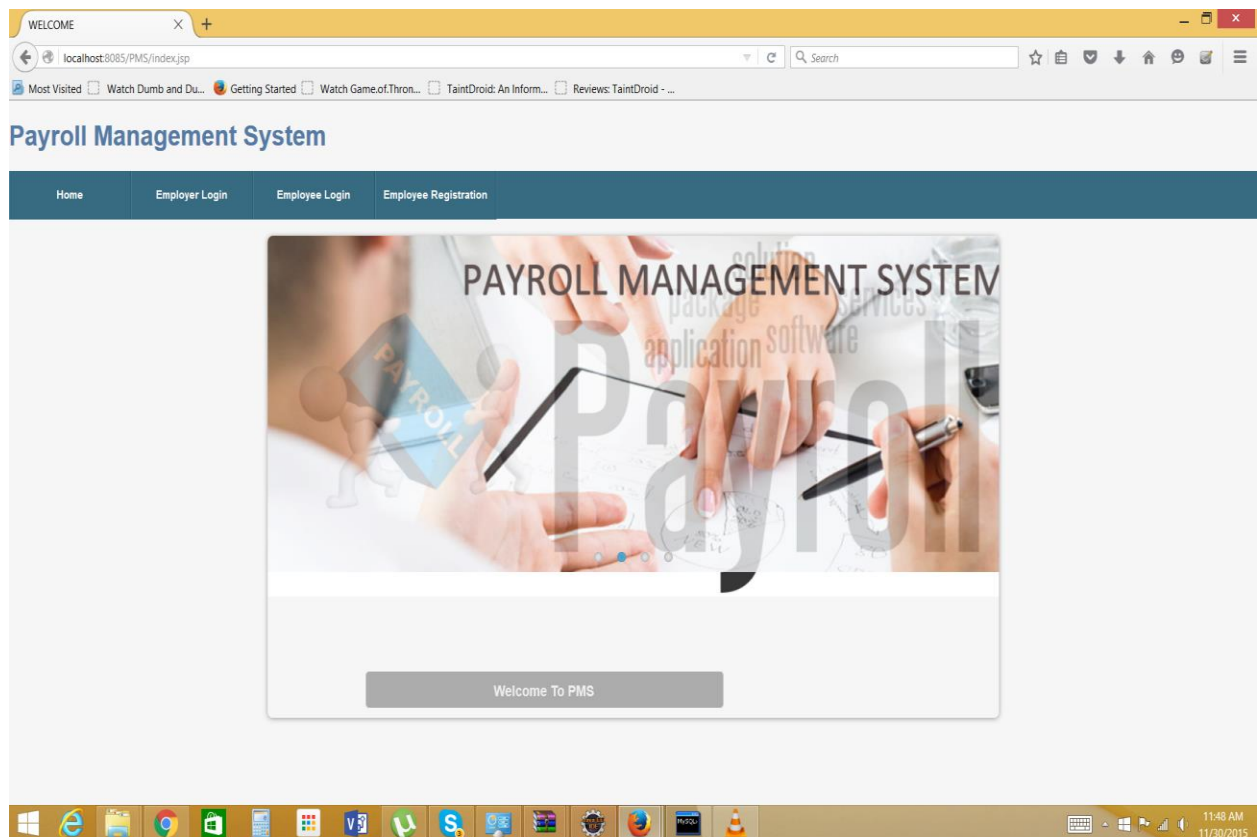
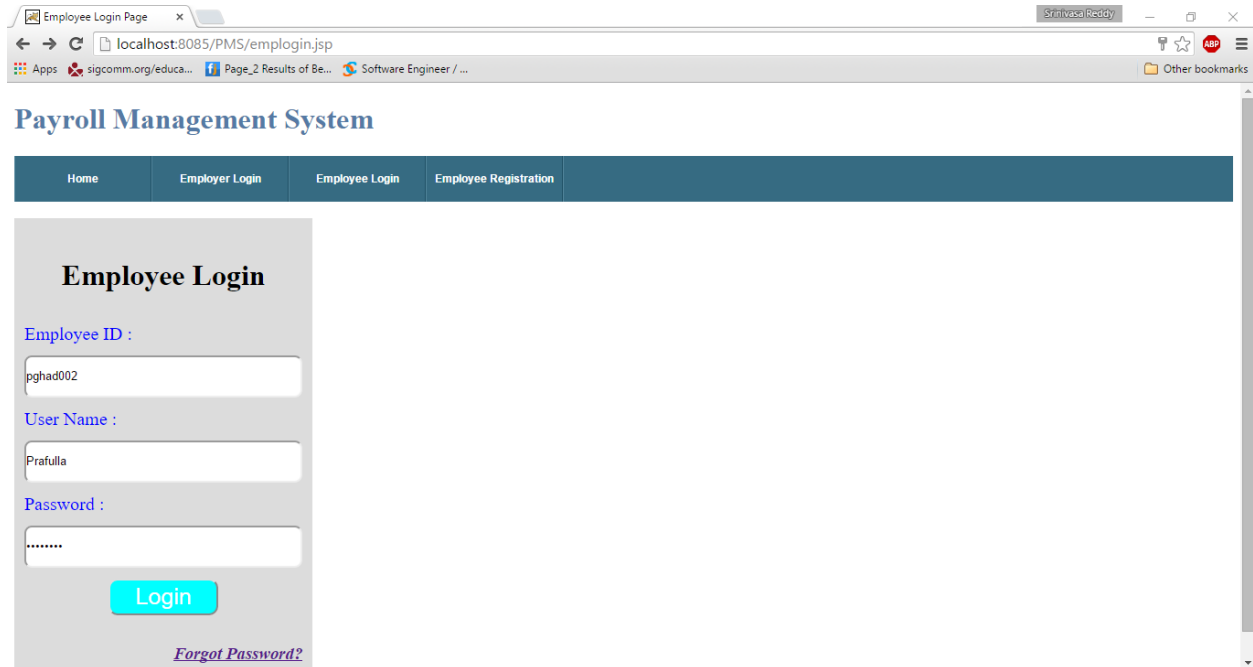


Figure: Home page of Payroll Management System

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.



The screenshot displays a web browser window with the title "Employee Login Page". The address bar shows the URL "localhost:8085/PMS/emplogin.jsp". The browser's bookmark bar includes "Apps", "sigcomm.org/educa...", "Page_2 Results of Be...", and "Software Engineer / ...". The page content features a header titled "Payroll Management System" with a navigation menu containing "Home", "Employer Login", "Employee Login", and "Employee Registration". The main content area is titled "Employee Login" and contains three input fields: "Employee ID :" with the value "pghad002", "User Name :" with the value "Prafulla", and "Password :" with masked characters "*****". A blue "Login" button is positioned below the password field. At the bottom of the login form, there is a link labeled "Forgot 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.

The screenshot shows a web browser window with the URL `localhost:8085/PMS/Registration?eid=5155362&fname=Srinivasa+Reddy&lname=Manda&gen=on&dob=1991-02-06&job=Engineer&contact=972524222&email=smand017@fiu.edu`. The browser's address bar and tabs are visible at the top. The main content area displays a form for adding a new employee. The form fields are as follows:

- Employee ID: 5155362
- First Name: Srinivasa Reddy
- Last Name: Manda
- Gender: ☒ Male ☐ Female
- Date of Birth: 02/06/1991
- Job Role: Engineer
- Contact: 972524222
- Email: smand017@fiu.edu
- Address: 123 sw 104 path
- Account Number: 12345
- Bank Name: BOA

At the bottom of the form is a blue button labeled "Add". A modal dialog box is open in the center of the screen, displaying the message "The page at localhost:8085 says: Employee Details Added." with a checkbox for "Prevent this page from creating additional dialogs." and an "OK" button.

The Windows taskbar is visible at the bottom of the screen, showing the search bar, task view button, and several application icons. The system clock in the bottom right corner indicates the time is 5:33 PM on 11/29/2015.

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
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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	<input checked="" type="checkbox"/>
pghad002606	pghad002	Tuesday	2015-12-17	09:00:00	12:00:00	13:00:00	18:00:00	8.00	2015-11-29	<input checked="" type="checkbox"/>
pghad002755	pghad002	Monday	2015-12-16	09:00:00	12:00:00	13:00:00	18:00:00	8.00	2015-11-29	<input checked="" type="checkbox"/>
pghad002764	pghad002	Friday	2015-12-20	09:00:00	12:00:00	13:00:00	18:00:00	8.00	2015-11-29	<input checked="" type="checkbox"/>
pghad002887	pghad002	Wednesday	2015-12-18	09:00:00	12:00:00	13:00:00	18:00:00	8.00	2015-11-29	<input checked="" type="checkbox"/>
<div>Approve</div>										

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.

The screenshot shows a web browser window with the title 'Change Password'. The address bar displays 'localhost:8085/PMS/changepassword.jsp'. The page content includes the following fields and elements:

- Employee ID :** A text input field containing 'pghad002'.
- User Name :** A text input field containing 'Prafulla'.
- Security Question 1 :** A dropdown menu with 'Favorate Color?' selected.
- Answer 1 :** A text input field containing 'Red'.
- Security Question 2 :** A dropdown menu with 'First Pet Name?' selected.
- Answer 2 :** A text input field containing 'Juli'.
- Security Question 3 :** A dropdown menu with 'First Car?' selected.
- Answer 3 :** A text input field containing 'BMW'.
- Old Password :** A password input field with masked characters '*****'.
- New Password :** A password input field with masked characters '*****'.
- Confirm-Password :** A password input field with masked characters '*****'.
- Change Password** : A blue button with white text.

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
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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.

localhost:8085/PMS/submittimesheetcontroller?empid=pghad002

Employee Name : [redacted] Employee ID : pghad002
Job Title : Modeler Phone : 786631019

Add Time Sheet

Day	Date	In Time	Lunch Out	Lunch In	Check Out	Total Hours Worked
Monday	12/16/2015	09:00	12:00	13:00	18:00	Hours Worked
Tuesday	12/17/2015	09:00	12:00	13:00	18:00	Hours Worked
Wednesday	12/18/2015	09:00	12:00	13:00	18:00	Hours Worked
Thursday	12/19/2015	09:00	12:00	13:00	18:00	Hours Worked
Friday	12/20/2015	09:00	12:00	13:00	18:00	Hours Worked

[Save](#) [Clear](#)

[Want to Submit the Saved Time Sheet](#)

[submit](#)

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.

Employees Details

Srinivas Reddy

localhost:8085/PMS/view_timesheet.jsp?eid=pghad002&submit=Get+Details

Other bookmarks

Employer Home

Employee

Time Sheets

Salary

Payments

Logout

Employee IDS

Employee ID :

-select id-

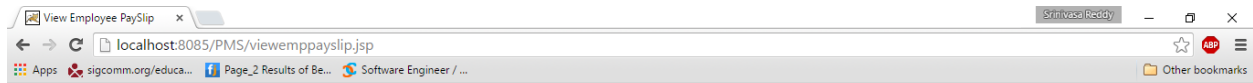
Get Details

TS_ID	EMPID	DAY	DATE	IN TIME	LUNCH OUT	LUNCH IN	OUT TIME	TOTAL HOURS	POSTED ON
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
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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