Payroll Calculator Web Application's User Manual
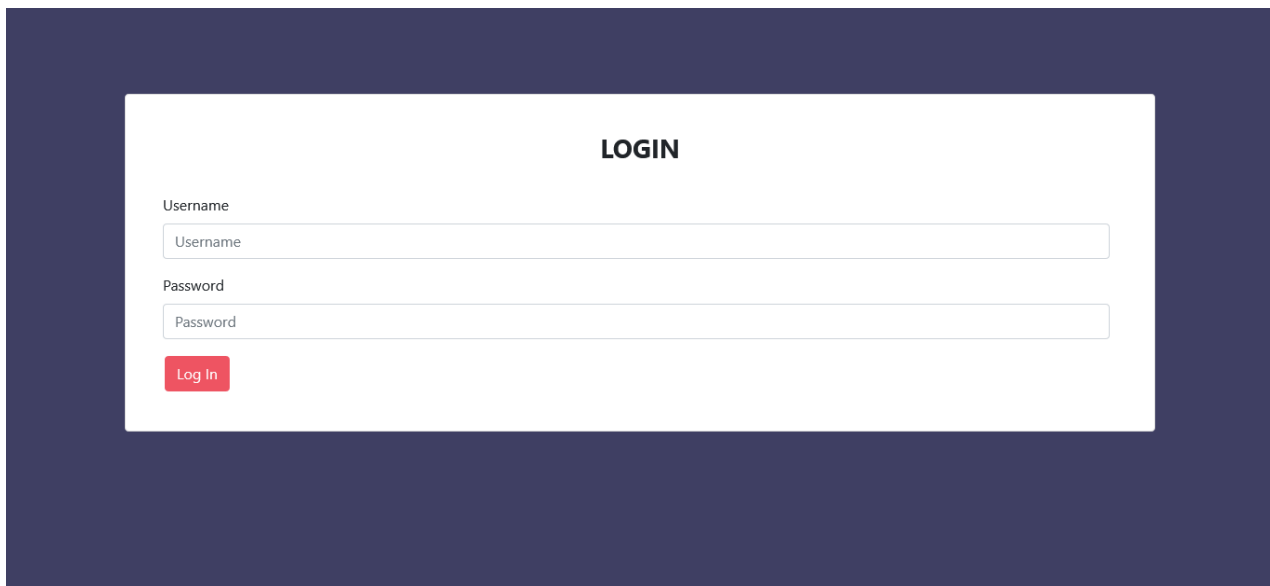
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1. Login page

In order to access the web application, the user must first log in; the login page is shown in Figure **1**. Suppose the user tries to access, for example, the allowance page before logging in into the system. The system will redirect the page to the login page. After the user logs in, the system will redirect the user to the page the user tried to access before logging in.
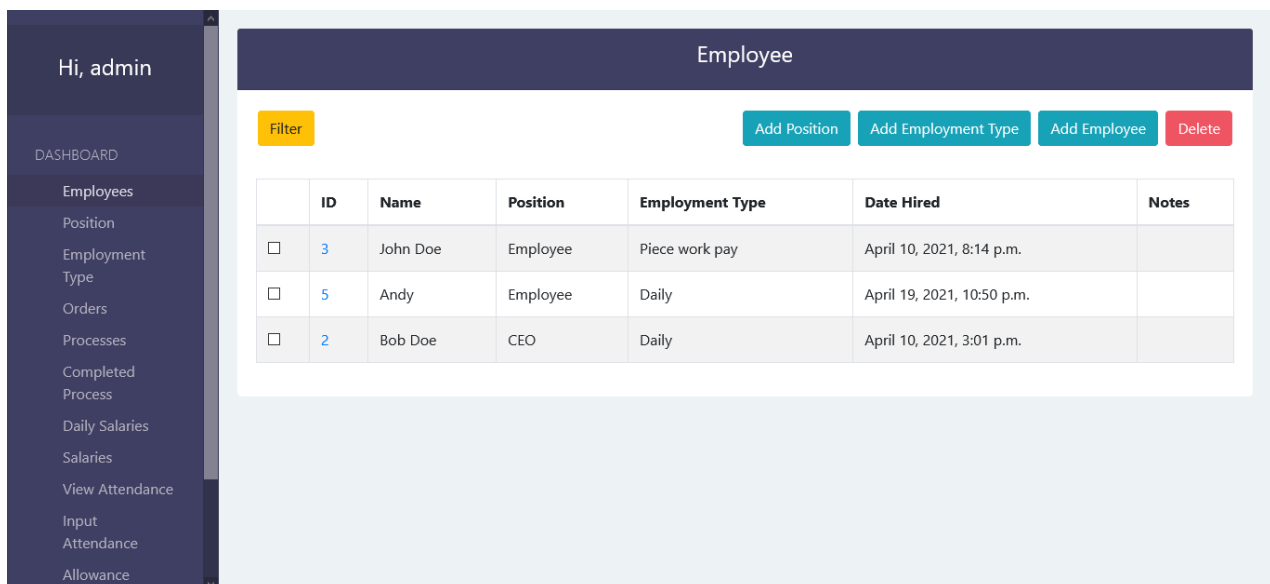

Figure 1 Login page

Figure 2 View employee page

2. Employee pages

2.1. View employee page

If the user directly goes to the login page, the first page that is displayed by the system after the user logs in is the employee page; the employee page is shown in Figure **2**. It shows all employees' personal information (first and last name, position, employment type, date hired, and notes if there is any). Other information about the employee can be seen on the edit page, to go to the edit page refer to edit employee section 2.3.

2.2. Add employee page

The user can add an employee by clicking on the "Add Employee" button, which is located on the upper right of the view employee page (Figure **2**). After the user input all the required fields correctly in the add employee page, the user can click on the "Create" button to add it. The add employee page is shown in Figure **3**.

Figure 3 Add employee page

2.3. Edit employee page

The user can edit an employee's data by clicking on the employee's ID the user wants to edit. The ID is located on the left side of the rows in the view employee page (Figure **2**). The system will then redirect the page to the edit employee page with that ID. The edit employee page is shown in Figure **4**.

Figure 4 Edit employee page

2.4. Delete employee

The user can delete one or more employees by ticking the checkbox of the employee the user wants to delete (red box in Figure **6**), located on the left side of the rows in the view employee page (blue box in Figure **6**). Then click the "Delete" button, located on the upper right of the employee page. The delete confirmation pop-up will then show up (Figure **5**) in the upper of the page. Click the "Delete" button in the confirmation pop-up to delete them from the database, or click the "Close" button to cancel.

Figure 5 Delete confirmation pop up

After deleting one or more employees, a success message will be shown in the upper part of the page; the screenshot of the message is shown in Figure **7**. If nothing is selected, the system will show a different message, shown in Figure **8**.
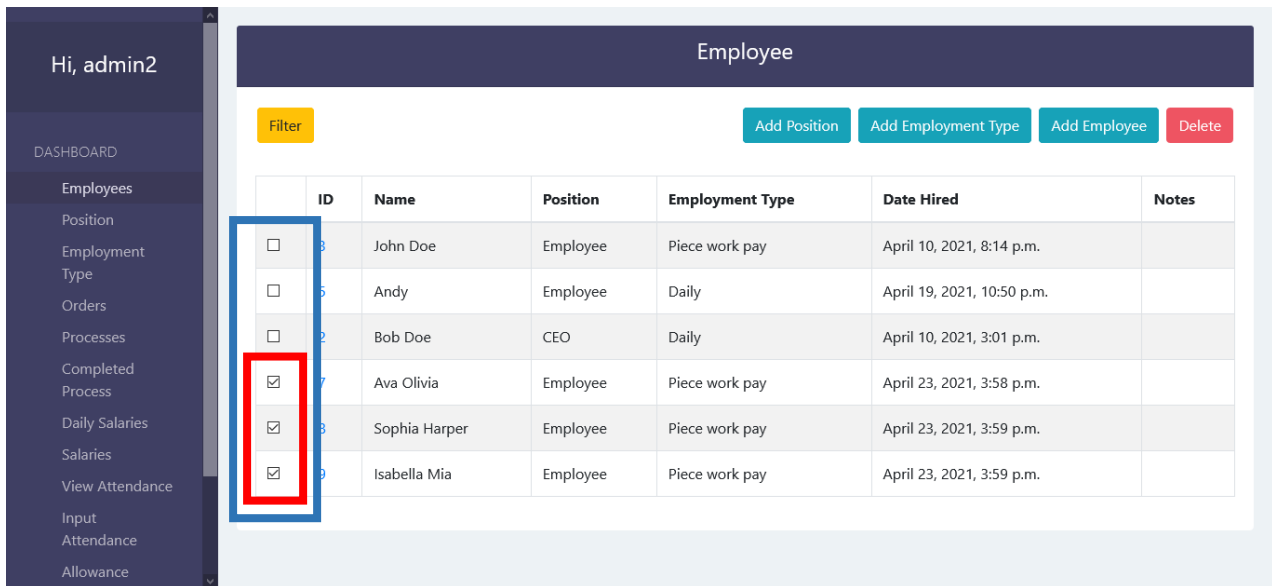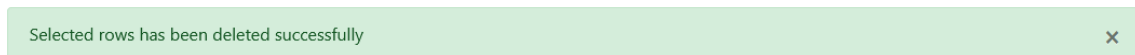
Figure 6 Checkbox

Figure 7 Delete successful message

Figure 8 Nothing is selected message

2.5. Filter employee

The user can filter the employee based on the employee's first name, last name, phone number, email, address, position ID, employment type ID, notes containing some word or character, date hired greater than or equal to the entered date, and/or date hired less than or equal to the entered date. To filter them, the user has to click on the "Filter" button, located in the upper left of the employee page (Figure **2**). The filter part will then show up, and the user can enter the fields the user wants to filter then click the "Search" button. The employee page with the filter part is shown in Figure **9**.
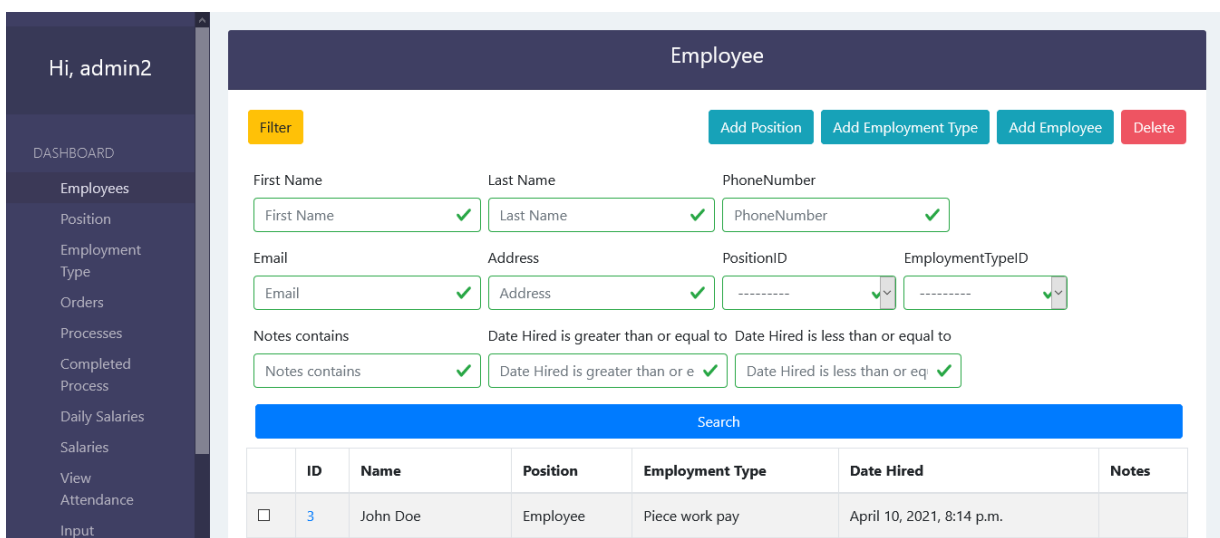
Figure 9 Employee page with the filter part

3. Position pages

To edit a position name, the user will need to click on the ID of the position, which is located on the left side of the position page (Figure **10**). The system will redirect the page to the edit page. After the user is done editing it, click on the "Update" button to save the changes. The system will redirect the page back to the view position page. The process to add and delete position is similar to the process to add and delete employee.

The position page (Figure **10**), add (Figure **11**), and edit (Figure **12**) position pages are shown below:

Figure 10 View position page

Figure 11 Add position page

4. Employment type pages

The steps to add, edit, and delete employment type are similar to the steps to add, edit, and delete employee. The employment type page, add, and edit employment type pages are shown in Figure **13**, Figure **14**, and Figure **15**, respectively.

Figure 12 Edit position page

5. Order pages

The steps to add, edit, and delete order are similar to the steps to add, edit, and delete employee. The "View Process" button will redirect the page to all the processes of that particular order, shown in Figure **18**. The order page, add, and edit order pages are shown in Figure **16**, Figure **20**, and Figure **21**, respectively. The filter part for

orders is shown in Figure **17**, and the filter part for processes of order is shown in Figure **19**.
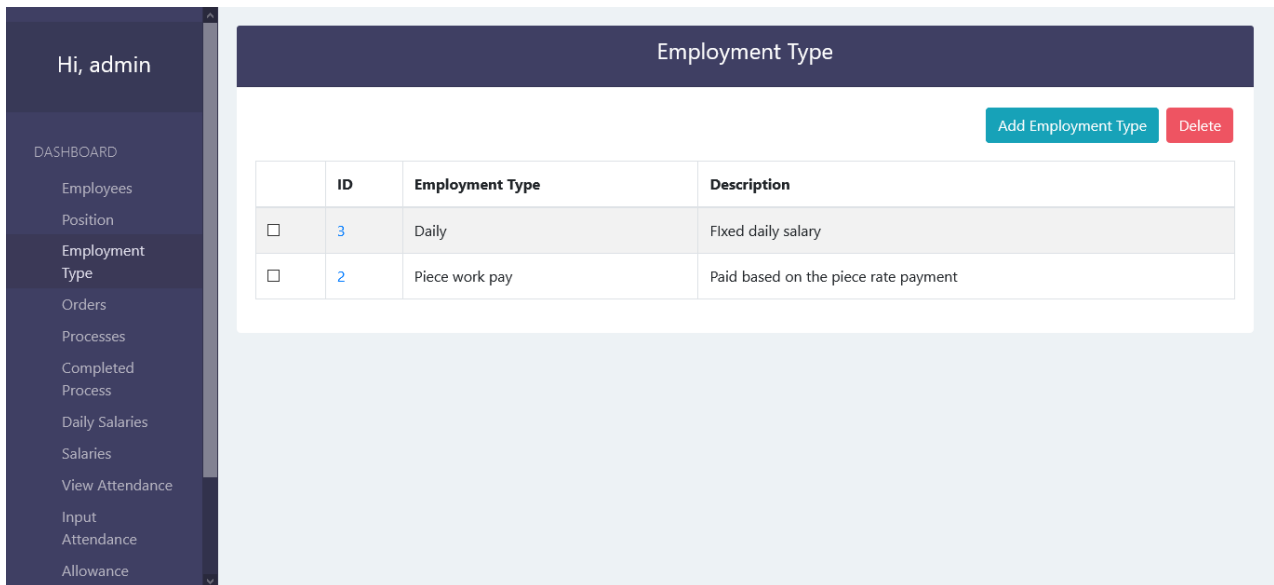
Figure 13 View employment type page
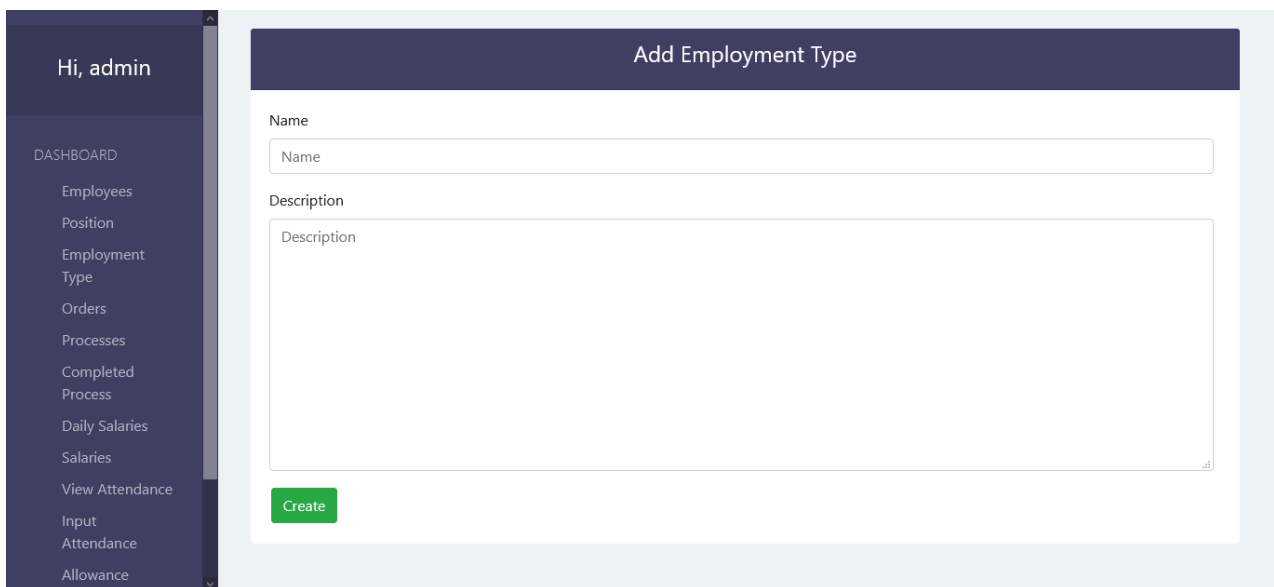
Figure 14 Add employment type page

6. Process pages

The steps to add, edit, and delete process are similar to the steps to add, edit, and delete employee. The user can click on the order code (shown in Figure **22** red box) to see the processes of that particular order. The process page, add, and edit process pages are shown in Figure **22**, Figure **24**, and Figure **25**, respectively. The filter part for processes is shown in Figure **23**. The processes of a particular order page are shown in Figure **18**, and the filter for it is shown in Figure **19**.

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Figure 15 Edit employment type page

Figure 16 View order page

Figure 17 Order filter part

Figure 18 View process of order page

Figure 19 Process of order filter part

Figure 20 Add order page

Figure 21 Edit order page

Figure 22 View process page

Figure 23 Process filter part

Figure 24 Add process page

Figure 25 Edit process page

7. Completed process pages

The steps to add, edit, and delete completed process are similar to the steps to add, edit, and delete employee. The completed process page, add, and edit completed process pages are shown in Figure **26**, Figure **32**, and Figure **33**, respectively. The filter part for completed processes is shown in Figure **27**. The user can click on the process name (shown in Figure **26** red box) to see the completed processes of that particular process. The completed processes of a particular process page is shown in Figure **28**, and the filter part for it is shown in Figure **29**.

Note:

- The quantity must be an integer greater or equal to 1 and less or equal to the

process quantity minus the total completed process quantity all employees have done.

Figure 26 View completed process page

Figure 27 Completed process filter part

Figure 28 View completed process of a particular process page

Figure 29 Completed process of a particular process filter part

The user can also click on the employee name (shown in Figure **26** blue box) to see the completed processes of that particular employee. The completed processes of a particular employee page is shown in Figure **30**, and the filter part of it is shown in Figure **31**.

Figure 30 View completed process of an employee page

Figure 31 Completed process of an employee filter part

Figure 32 Add completed process page

Figure 33 Edit completed process page

8. Daily salary pages

The steps to add, edit and delete daily salary are similar to the steps to add, edit and delete employee. Each employee can only have one record of daily salary, and not all employees have to have daily salary (for example, employees who are only paid based on the work they did). The daily salary page, add, and edit daily salary pages are shown in Figure **34**, Figure **35**, and Figure **36**, respectively.

Figure 34 View daily salary page

Figure 35 Add daily salary page

Figure 36 Edit daily salary page

9. Allowance pages

The steps to add, edit, and delete allowance are similar to the steps to add, edit, and delete employee. The allowance page, add, and edit allowance pages are shown in Figure **37**, Figure **39**, and Figure **40**, respectively. The allowance filter part is shown in Figure **38**.

Figure 37 View allowance page

Figure 38 Allowance filter part

Figure 39 Add allowance page

10. Deduction pages

The steps to add, edit, and delete deduction are similar to the steps to add, edit, and delete employee. The deduction page, add, and edit deduction pages are shown in Figure **41**, Figure **43**, and Figure **44**, respectively. The deduction filter part is shown in Figure **42**.

Figure 40 Edit allowance page
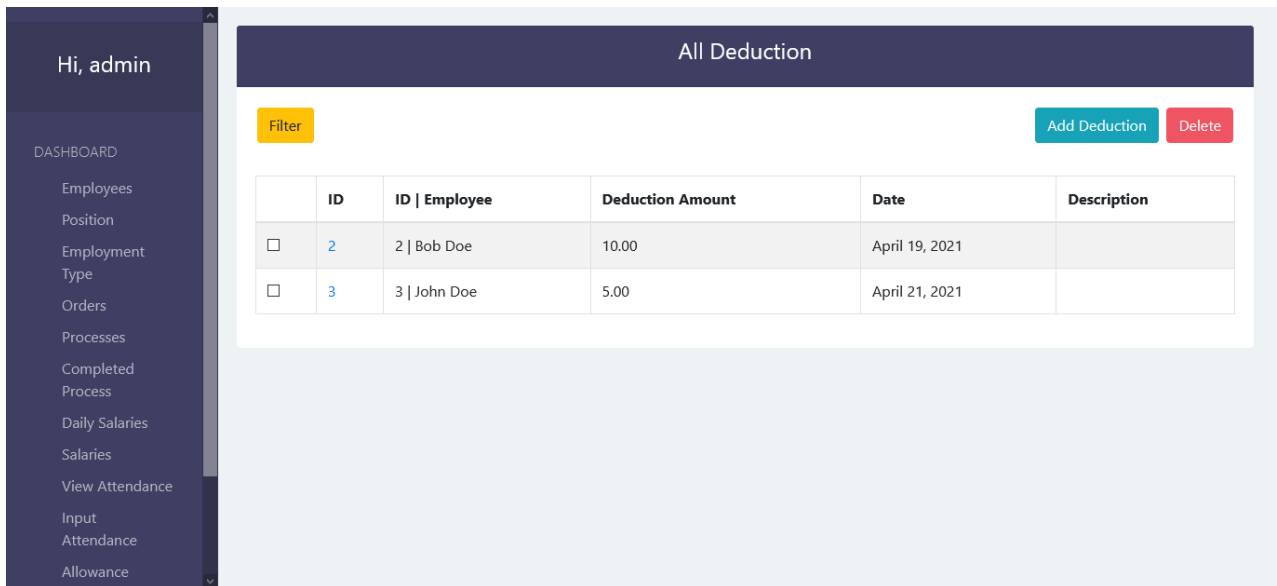
Figure 41 View deduction page

Figure 42 Deduction filter part

Figure 43 Add deduction page

Figure 44 Edit deduction page

11. Attendance record pages

The steps to edit and delete attendance records are similar to the steps to edit and delete employee. The attendance page and edit attendance pages are shown in Figure **45** and Figure **47**, respectively. The attendance filter part is shown in Figure **46**. The user can click on the employee (shown in Figure **45** red box) to view all attendance records of that particular employee. The attendance records of a particular employee page is shown in Figure **48**, and its filter is shown in Figure **49**. To add attendance records, the user must first input the employee and the date range; the page is shown in Figure **50**. After inputting those data, the user has to click on the "Input" button, and the system will redirect the user to the add attendance page, which is shown in Figure **51**. Considering the payroll system is used by a business that employs piece-rate payment, and most of these businesses pay their employees by the week. The system's default date range in Figure **50** page is the previous six days calculated from today. For example, if the user tries to input the attendance records on Saturday, 24th April 2021, the system's default date range is Monday, 19th April 2021 to Saturday, 24th April 2021. In addition, the default attendance percentage is set to 100.

Note:
- Each employee can only have one record of attendance on the same day.
- The attendance percentage must be greater or equal to 0 and less or equal to 100 (0≤ attendance percentage ≥100). Attendance percentage zero means the person is absent,

attendance percentage less than 100 means the person is late, and attendance percentage of 100 means the person is on time.

- The attendance percentage will be multiplied with the salary of the employee, so it will affect the salary of the employees.

Figure 45 View attendance page

Figure 46 Attendance filter part

Figure 47 Edit attendance page

Figure 48 View attendance of a particular employee page

Figure 49 Attendance of a particular employee filter part

Figure 50 Input employee and attendance date page

Figure 51 Add attendance page

12. Salary pages

After inputting the completed processes, daily salary if there is any, and the attendance records of all the employees, the system can calculate the salary of each employee automatically. To view the salary of all the employees, the user must first enter the date range of the wage the user wants to calculate. After choosing the date, the user can click on the "Fetch" button, and the system will automatically calculate the employees' salary. The input salary date page is shown in Figure **52**, and the salary page is shown in Figure **53**. The user can also view the PDF file of the calculated salary by clicking on the "View PDF" button or download it by clicking on the "Download PDF" button. The example of the salary PDF file is shown in Figure **54**.

The user can also view the salary details of an employee by clicking on the employee (shown in Figure **53** red box). The salary details page is shown in Figure **55**. It can also be viewed as a PDF file by clicking on the "View PDF" button or download the PDF file by clicking on the "Download PDF" button. The example of the salary details PDF is shown in Figure **56**.

Figure 52 Input salary date range page

Figure 53 View salary page

Salary from 2021-04-17 to 2021-04-22

ID	Employee	Salary	Piece rate payment	Allowance	Deduction	Total
3	John Doe	0	240.00	0	-5.00	235.0
5	Andy	0	1,100.00	0	0	1,100.0
2	Bob Doe	1,800.0	0	0	-10.00	1,790.0

Total = 3,125.0

Figure 54 Salary PDF example

Figure 55 View salary details of an employee page

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Figure 56 Salary details PDF file example

13. Choose date user interface

The user interface of choosing the date is shown below (Figure **57**). The user can directly click on the date.
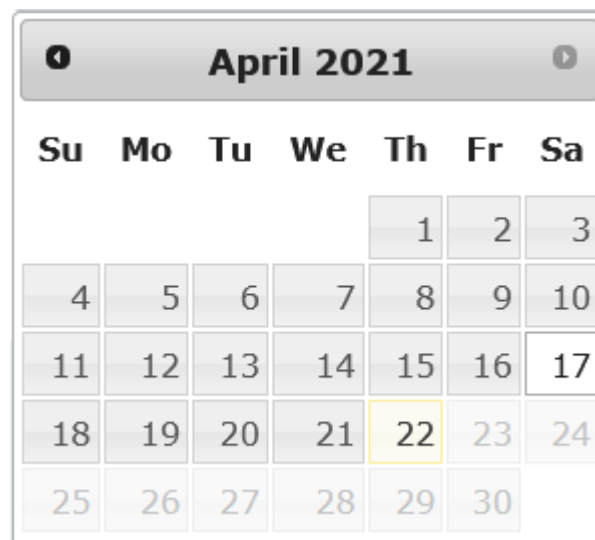

Figure 57 Choose date user interface

14. Django admin dashboard

Authorized users with staff and superuser status can manage users and change the password of a user. To go to the admin dashboard, remove payrollApp/ and everything after it in the URL, then change it to admin/. For example for this URL, https://payroll-calculator-system.herokuapp.com/payrollApp/employee/ change it to https://payroll-

calculator-system.herokuapp.com/admin/. Then login using the account with staff and superuser status.

14.1. Change password page

To can change the password of the user, first, log into the Django admin dashboard using the account which password you want to change. Then click on "CHANGE PASSWORD", which is located on the upper right of the page (Figure **58**). The change password page is shown in Figure **59**.
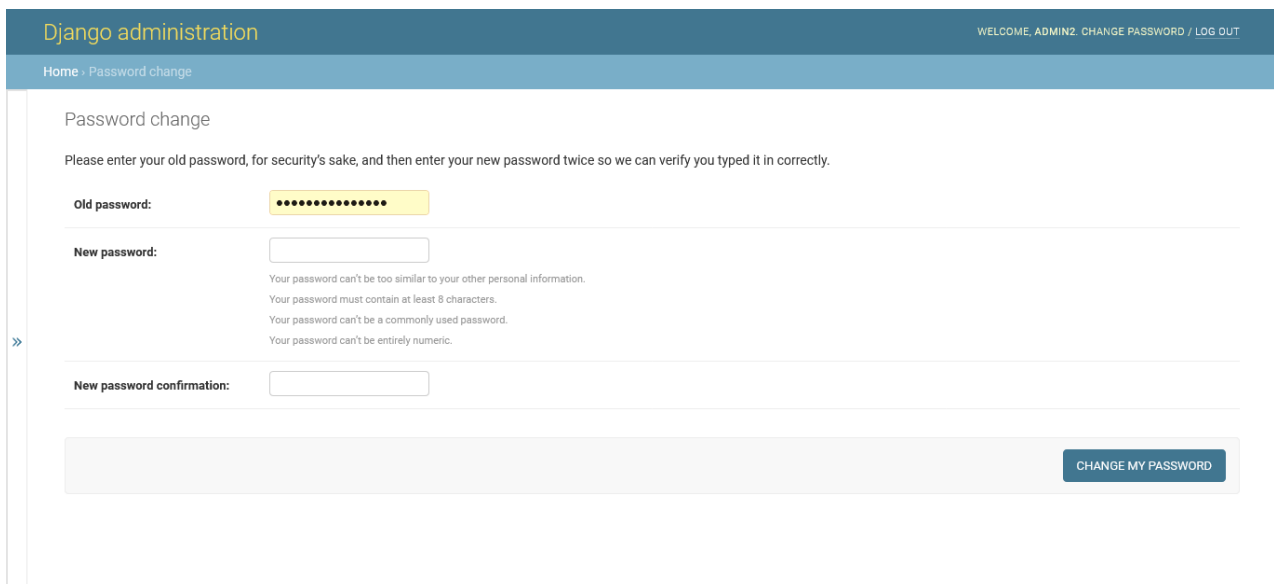

Figure 58 Django admin dashboard

Figure 59 Change password page

14.2. Edit user page

To change the users' information, first, log into the Django admin dashboard. Click on "Users" > choose the user whose information wants to be changed. The change user page is shown in Figure **60**.

Figure 60 Change user page

14.3. Add user page

To add a user, first, log into the Django admin dashboard. Then, click on "Users" and click on "ADD USER", which is located in the upper right of the page. The add user page is shown in Figure **61**.

Figure 61 Add user page