
PRODUCT DETAILS DOCUMENTATION

for

Payroll Management System
SRS_DOC_3

Version 1.0

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for CS253A Assignment 6

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1 Purpose of the Document

The document provides a detailed description about usage of a Payroll Management System. It describes the procedure to be employed for interacting with the app in a step by step fashion. The document has been evolved to illustrate the facilities provided by this system to customers at managerial positions in their firms, and hence its main audience are customers at managerial roles in their companies.

2 Product Introduction

Payroll systems, an effective mode of management for the financial records, payments, salaries, and other information of a company's employees, form every HR department's core. They also implement means to calculate the deductions that go toward loans, extra bonuses to be paid, any other commitments to the company, etc.

The main advantage of Payroll Management Systems (from here on now referred to as PMS or product) is that it allows for streamlining of every employee's entire financial processes, cutting down on many tedious tasks that would previously be required to be done individually and manually.

2.1 Purpose

A generalized payroll system allows for a modernized and simplified method of calculation and management of employee finances that not only automates the entire process; but can, on command, provide supervisors and managers with full-scale detailed reports and records of the financial status of every employee in the company.

The payroll system itself will not be released as a product to be sold but rather a means by which internal procedures are made easier

2.2 Intended Audience

The product is mainly intended to be used by people in management or administration roles in corporate environments

2.3 Benefits

You might ask, what are the benefits of using such a system? Well, there are quite a few benefits:

- Quick access of employee details
- Early warning systems for payments due
- Automated deduction of company commitment from pay
- Comprehensive and exhaustive reports available
- Direct access for all employees

2.4 Scope

Keeping in mind that this application will be created to provide seamless access of personal records and/or for managers and executives to access records of those who work under them, this application will be released and available on all devices registered (or provided by the company), allowing for access of records from anywhere simultaneously.

2.5 Operating Requirements

In order to run the PMS, the following requirements need to be satisfied:

- Operating System: Windows 10 / macOS / Ubuntu 18.04+
- Front End System: Microsoft VB.Net 2008
- Backend System: MS SQL Server 2008
- Testing: HP LoadRunner

3 User Guide

In order to use the Payroll Management System, visit our website www.pms.com.

Here, we have the module details in our PMS.

Note: The **Search** functionality (3.5) can be accessed from any of the modules at any time. It is present at the top right corner of every page.

Similarly, the **Home** button can be used from any page to return to the **Administration** page (3.1)

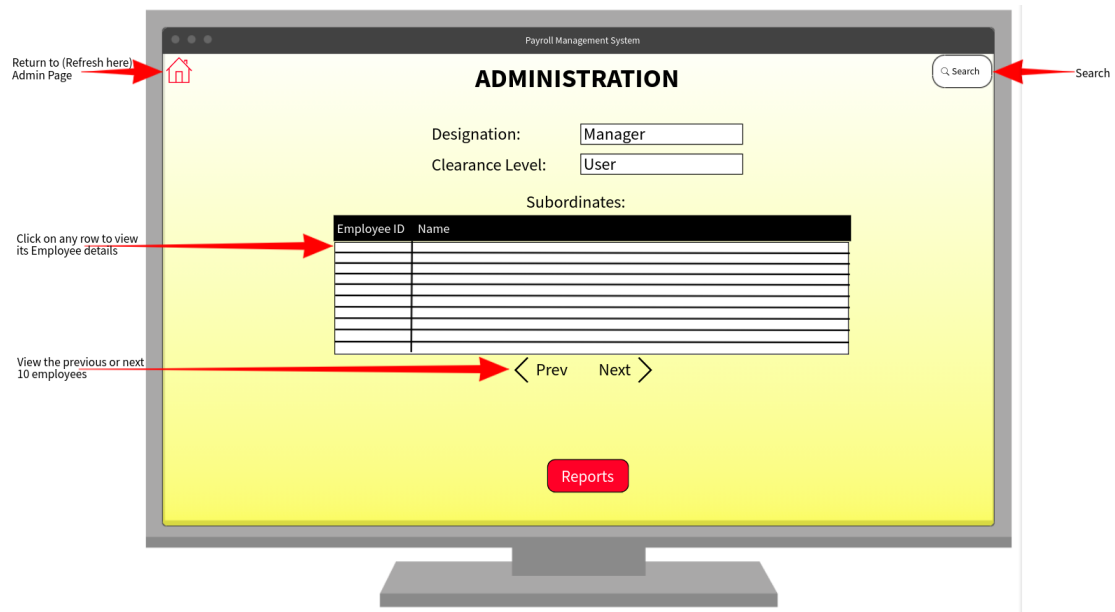


Figure 3.1: Administration page

3.1 Administration

The **Administration** page is the main landing page when you enter into our system. It can be used to view the management related information pertaining to you.

1. At the top you can find your **Designation** (such as Manager, Accountant, Operative, CEO etc)
2. Next, you can find about your **Clearance Level** (such as User, or Administrator)
3. Subsequently, you can see a list of your **Subordinates** on the main screen itself (10 at a time). You can click on the name of a particular subordinate to view its **Employee Details** (3.2).
 - Click on the **Next** button to look at the next 10 employees.
 - Click on the **Prev** button to look at the previous 10 employees.
4. At the bottom, you can click on the **Reports** button to generate reports and statistics about the firm. (3.6).



Figure 3.2: Employee Details page

3.2 Employee Details

The general **Employee Details** page of the PMS contains the basic information about you, or any other employee that you select or search.

1. **Personal Details** such as the Employee Name, Address and Mobile Number are present in the top most part of the page.
2. Next, in the **Work Details** section, information such as Employee ID, Department, Number of Sales made and number of Years Employed as displayed.
3. Finally, the **Miscellaneous** section contains other employee related information such as Mode of transportation, Emergency contact.

Usage instructions:

- You can click on the **Leave and Attendance** button to access leave and attendance details about a particular employee (3.3).
- You can click on the **Salary and Finances** button to view the Finance statements corresponding to a particular employee (3.4)

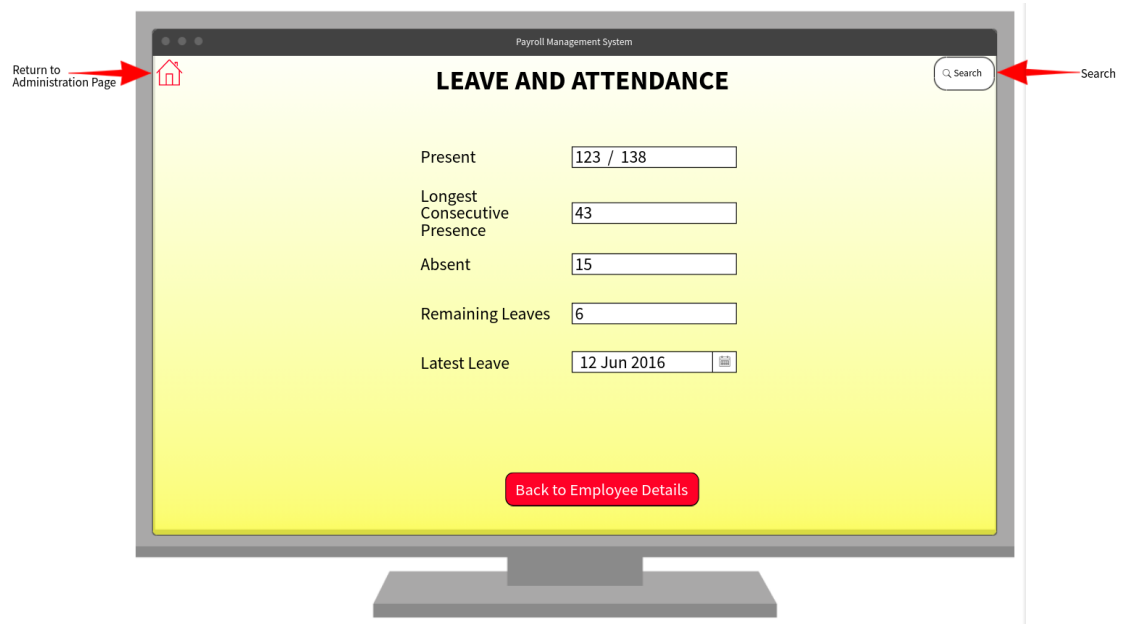


Figure 3.3: Leave and Attendance page

3.3 Leave and Attendance

This module details information about the leaves taken by the employee and his/her regularity in turning up for the job.

1. The information in this module is present in the following fields:
 - a) **Present:** Number of days the employee was present in the current Financial Year
 - b) **Longest Consecutive Presence:** The longest streak (in days) without leave
 - c) **Absent:** Total leave days in the current Financial Year
 - d) **Remaining Leaves:** Number of leave days remaining in the current Financial Year
 - e) **Latest leave:** The most recent date of absence.
2. You can click on the **Back to Employee Details** button to return to the Employee details section (3.2).

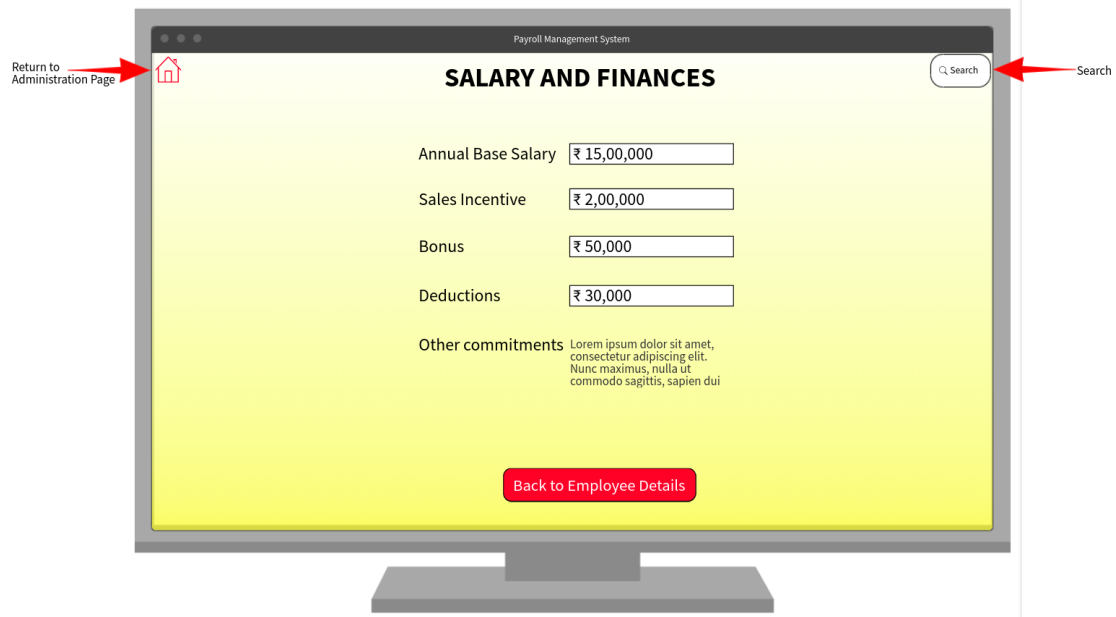


Figure 3.4: Sales and Finances page

3.4 Salary and Finances

This module details information about the Finances and Salary of an employee.

1. The information in this module is present in the following fields:
 - a) **Annual Base Salary:** The base salary amount of the employee (that is without any bonus or stock options)
 - b) **Sales Incentive:** The incentive given to employee for sales
 - c) **Bonus:** The Bonuses given to the employee for various reasons such as good performance or festivals, etc.
 - d) **Deductions:** The amount of money pledged to loans or taxes etc.
 - e) **Other commitments:** If the employee is working at another company and its details
2. You can click on the **Back to Employee Details** button to return to the Employee details section (3.2).

3.5 Search

The search section can be used to **find out the details** of a particular employee. The features available in the search section are different for the different clearance levels.



Figure 3.5: User search page

- For User:
 1. Enter the name or the Employee ID in the search box to search for the user, and then display it in the Employee section (3.2).
 2. You can click on the **Back** button to return to the previous module you were on.

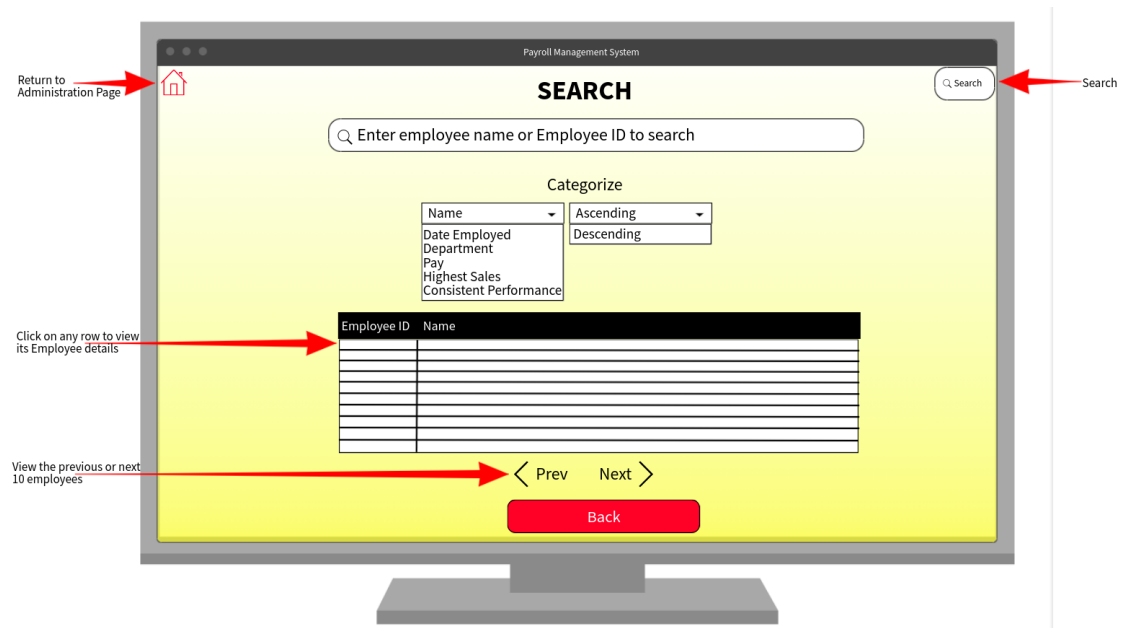


Figure 3.6: Administrator search page

- For Administrator:
 - All the functionality present for User will be provided.
 - Along with that, for Administrator, it is possible to categorize and organize employees based on the following settings:
 - * **Name**
 - * **Date Employed**
 - * **Department**
 - * **Pay**
 - * **Highest Sales**
 - * **Consistent Performance**
 - The order in which the results are displayed can be controlled by another dropdown menu having the following options:
 - * **Ascending**
 - * **Descending**
 - You can click on the name of a particular subordinate to view its **Employee Details (3.2)**.
 - * Click on the **Next** button to look at the next 10 employees.
 - * Click on the **Prev** button to look at the previous 10 employees.

- You can click on the **Back** button to return to the previous module you were on.

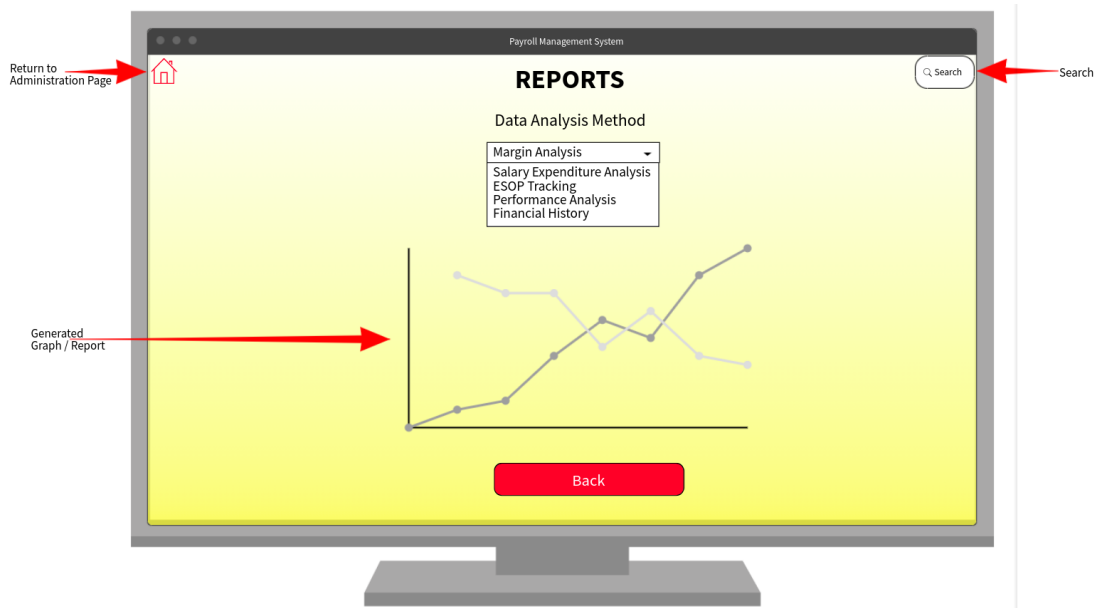


Figure 3.7: Reports page

3.6 Reports

This module can be employed to **create great representations and visualizations** of the employees and their finances.

1. In the middle, a drop down list is present. It provides you methods to analyze your data, like so:
 - **Margin Analysis:** Generates graphs and statistics comparing Departmental Costs and their profit Margins.
 - **Salary Expenditure analysis:** Complete analysis on total expenditures in salaries
 - **ESOP tracking:** Allows you to easily track Employee share ownership plans.
 - **Performance Analysis:** Creates regression models/Clustering analyses of workplace performances vs. other factors.
 - **Financial History:** Comprehensive reports of the financial history of individual employees.
2. You can click on the **Back** button to return to the previous module you were on.

4 Troubleshooting

4.1 Application takes a lot of time to load

The possible issues may be:

- Number of Employees stores is exceeding 5000. In such a case, contact us at cc@pms.com to make the required changes for larger organizations.
- Your web browser may be out of date and might have gone out of support for our newest systems. Upgrade your web browser in this case.

4.2 Displayed Results are Incorrect

The possible issues may be:

- There might be some problem with the data stored. Contact the administrator ASAP in such cases.
- If the data is correct, contact us at cc@pms.com.

4.3 Make changes to the data

The possible remedies are:

- Contact the head admin of the organization, the ability to access and modify data is only with one system in the organization
- If this does not work, contact us at cc@pms.com.

4.4 Any other troubles?

Well, the best thing to do if you are facing any issues is to contact our customer service at cc@pms.com.

5 References

- Mockup has been made with the help of [Mockflow](#)
- L^AT_EX taken template from [here](#)