

Payroll Application User Manual

Summary:

This application is for computing payroll expenses; it computes payroll amounts for Employee Federal Withholding, Employee State Withholding, Employee Social Security Tax, Employee Medicare Tax, Employee California State Disability (SDI/VDI), Employee 401(K), Company Social Security, Company Medicare, Company State FUTA.

Future enhancement/Limitation:

Right now, it does not support imputed income due to company employee insurance coverage above 50K, and Medical and Dental insurance premium paid by employee. These features will be added in due course along with the support for other states. Employees working more than 40 hours per week are assumed to get paid at their standard rate; no overtime rate is charged. User entered data is stored in SQLiteDB file, one file per company, since the database is not secure the software does not store security number, etc. In future secure database version will be used.

The software is free to use for business, commercial and personal use, distributed under MIT license.

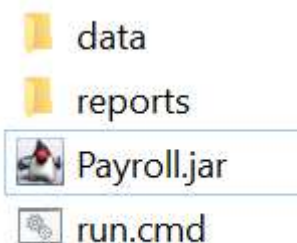
User of the software assumes all liabilities.

Contact: Please send your comments to the author email: companypayrollapp@gmail.com

Installation:

Download the Payroll.Zip file and unzip to a directory, for example C:\Payroll.

Contents of Payroll directory after unzipping



data – directory contains files for computing payroll taxes, plan is to update the files every year.

reports - directory contains CSV report generated by the application.

run.cmd --- Batch file for running Payroll application

Payroll.jar – Java main application jar file.

Pre-requisite to running the application: Java run time environment is installed on the computer

How to Use the Application

1) Run the application

Double click on run.cmd to run the application; if you have problem starting up please edit the file run.cmd in notepad and modify the line from “start javaw -jar Payroll.jar” to

“start C:\YourDirectoryWhereJavawIsLocated\javaw -jar Payroll.jar”

2) Application startup screen as shown below will be shown




The screenshot shows a Java Swing window titled "Open / Create Company -- Payroll". The window has a light gray background. At the top left is a small icon of a folder with a red cross, and at the top right is a close button (X). The main content area contains the following elements:

- A label "Select Company File:" followed by a text input field and a "Browse" button.
- A label "User Name" followed by a text input field.
- A label "Password:" followed by a text input field.
- A "Login" button.
- A "Create New company" button.

3) Create company file for saving payroll information (one time action).

If you are using the software for first time, we need to create a database file for storing company information. We need to create one file per company. Please press the “Create New Company” button.



Open / Create Company -- Payroll

Select Company File: Browse

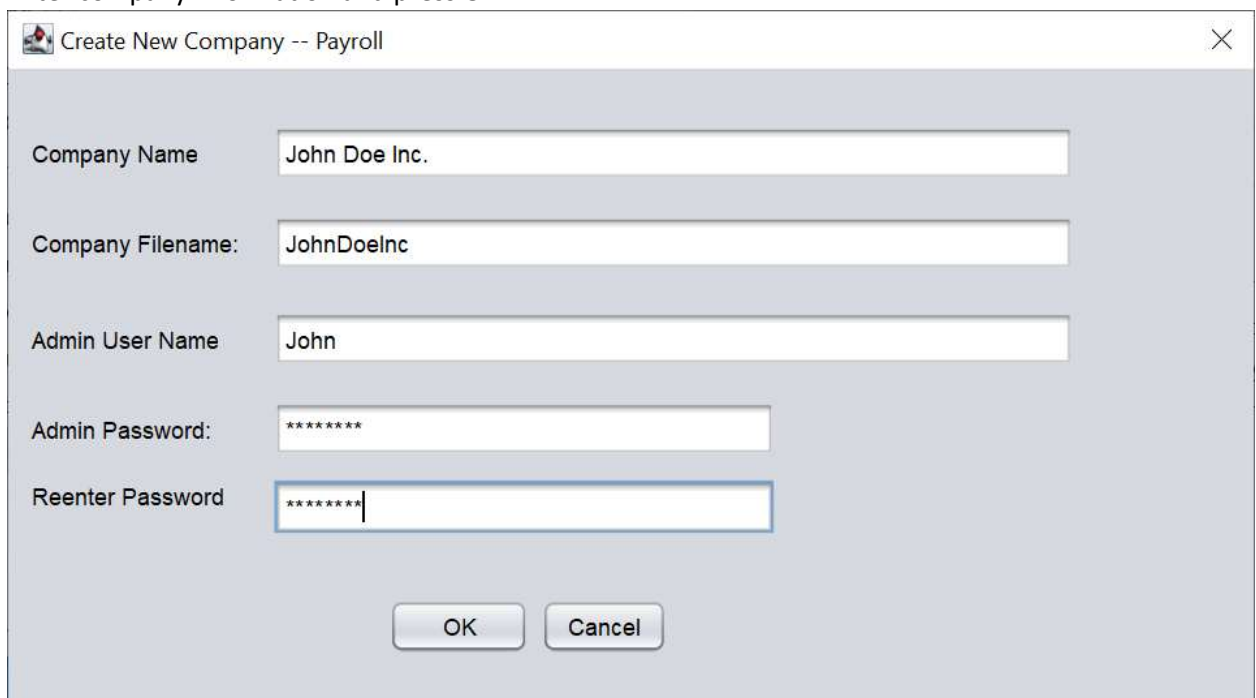
User Name

Password:

Login

Create New company

- 4) Enter company information and press OK.



Create New Company -- Payroll

Company Name John Doe Inc.

Company Filename: JohnDoelnc

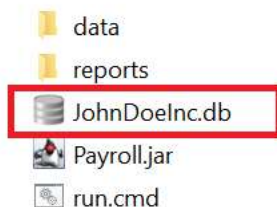
Admin User Name John

Admin Password: *****

Reenter Password *****

OK Cancel

- 5)
6) Company file is created



- 7)
8) Select the company file and login to the application.

Open / Create Company -- Payroll

Select Company File:

User Name:

Password:

9) Main application screen as shown below is displayed.

Small business Payroll Application

Reports Run Payroll Timesheet Employees Company About

2022

10) Click on the "Company" tab to enter information that is applicable to company or all employees of the company.

Small business Payroll Application

Reports Run Payroll Timesheet Employees Company About

Company Name:

Payroll Frequency:

Year	Company FUTA (Unemployment Rate) %	Employee SDI/VDI Rate %
2022	5.2	3.3

Important: Please hit enter to commit the changes in table grid for the last edited cell, if you do not hit enter the contents of cell will not get “set” and wrong value will be saved in data base.

- 11) Press “Save Company Information” to update the company database with the values entered in UI.
- 12) Click on the “Employee” tab to enter company employees, their hourly salary, 401(K) deferral percentage rate, W-4 and CA DE-4 information.
- 13) Enter employee information.

The screenshot displays the 'Small business Payroll Application' interface. At the top, there are tabs for 'Reports', 'Run Payroll', 'Timesheet', 'Employees', 'Company', and 'About'. The 'Employees' tab is selected. Below the tabs is a table grid with columns 'ID', 'First Name', and 'Last Name'. The first row is highlighted in blue and contains the text 'Row to select to add new employee'. Below the table grid, there are two sub-tabs: 'Employee Info' and 'W4'. The 'Employee Info' sub-tab is active. It contains form fields for 'First Name' (John), 'Last Name' (Doe), 'Salary' (50.00 per hour), and '401 (K)' (10 %). There is also a checkbox for 'Age 50+'. At the bottom of the form is a button labeled 'Add Employee'.

14)

15) Convert employee paid annual salary to hourly rate as follows

Annual Salary/(260 X 8)

For example, employee with 50K per year salary will have hourly rate as $50,000/(260 \times 8) = \24.04 per hour

- 16) After an employee is added select the employee and update Employee information and W4/DE4 information.

Small business Payroll Application

Reports Run Payroll Timesheet **Employees** Company About

ID	First Name	Last Name
1	John	Doe
-1 Row to select to add new employee		

Employee Info **W4**

☒ submitted 2020 or newer W-4 Form

2019 and older W4- Filing Status:

2019 and older W-4 number of allowance

2019 and older Additional Amount

2020 or newer W-4 Form Field	Value
Step 1 (c) FilingStatus (S/M/H)	S
Step 2 (c) Multiple Jobs Checked (true/false)	false
Step 3 Line 3 Dependents	0
Step 4 (a) Other Income	0
Step 4 (b) Deductions	0
Step 4 (c) Extra With Holding	0

☐ EXEMPT

Save W-4

View/Edit California DE4

- 17)
- 18) For new 2020+ W4 form enter the Filling status as **S** for Single, **M** for Married and **H** for head of house hold.
- 19) **Important: Please hit enter to commit the changes in table grid for the last edited cell**
- 20) Save W-4 form changes by presses the “Save W-4” button.
- 21) If employee has submitted DE-4 form press the “View/Edit California DE4” button to view or update DE-4 form entry.

☐ EXEMPT

Line 1A Regular Allowance:

Line 1B Estimated Ded Allowance

Filing Status

22)

23) Add all the employees

Small business Payroll Application

Reports Run Payroll Timesheet **Employees** Company About

ID	First Name	Last Name
1	John	Doe
2	Jane	Doe
3	Harry	Doe
4	Marcus	Doe
-1	Row to select to add new employee	

Employee Info W4

First Name: Salary: per hour


Last Name: 401 (K) %

☐ Age 50+

24)

25) Select last row to add new employee and select an employee row to edit information.

26) To enter timesheet information please select 'Timesheet' tab and click on timesheet start date.



Small business Payroll Application

Reports Run Payroll **Timesheet** Employees Company About

Start Date:

End Date:

ID	Fist Name	Last Name	Hours
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Small business Payroll Application

Reports Run Payroll Timesheet Employees Company About

Timesheet Start Date: Jan 2, 2022 End Date: 2022-01-08

Pay Date: Jan 14, 2022 Run Payroll

ID	First Na...	Last Na...	Hours	Gross ...	Fedral ...	State Wi...	401(K)	SDI	SS	Medicare	Net Pay
1	John	Doe	40.0	2000.0	256.92	114.35	200.0	66.0	124.0	29.0	1209.73
2	Jane	Doe	30.0	750.0	56.16	18.67	0.0	24.75	46.5	10.88	593.04...
3	Harry	Doe	20.0	700.0	37.56	11.44	105.0	23.1	43.4	10.15	469.35...
4	Marcus	Doe	40.0	2200.0	71.76	27.25	1320.0	72.6	136.4	31.9	540.08...

35) To print the data please select "Reports" tab; the payroll information for the calendar year will be written in CSV format file which you can open in any spreadsheet applications like Excel and do advance processing and printing. To help you in filling the payroll forms.

Small business Payroll Application

Reports Run Payroll Timesheet Employees Company About

2022 myPayrollReportForYear.csv Generate Report

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37) The cycle of entering timesheet, running payroll, generating report continues. For example, for next week the timesheet data is entered and payroll run and report produced as follows

Small business Payroll Application

Reports Run Payroll Timesheet Employees Company About

Start Date: Jan 9, 2022 End Date: 2022-01-15

ID	Fist Name	Last Name	Hours
1	John	Doe	40
2	Jane	Doe	40
3	Harry	Doe	40
4	Marcus	Doe	40

38)

39)

Small business Payroll Application

Reports Run Payroll Timesheet Employees Company About

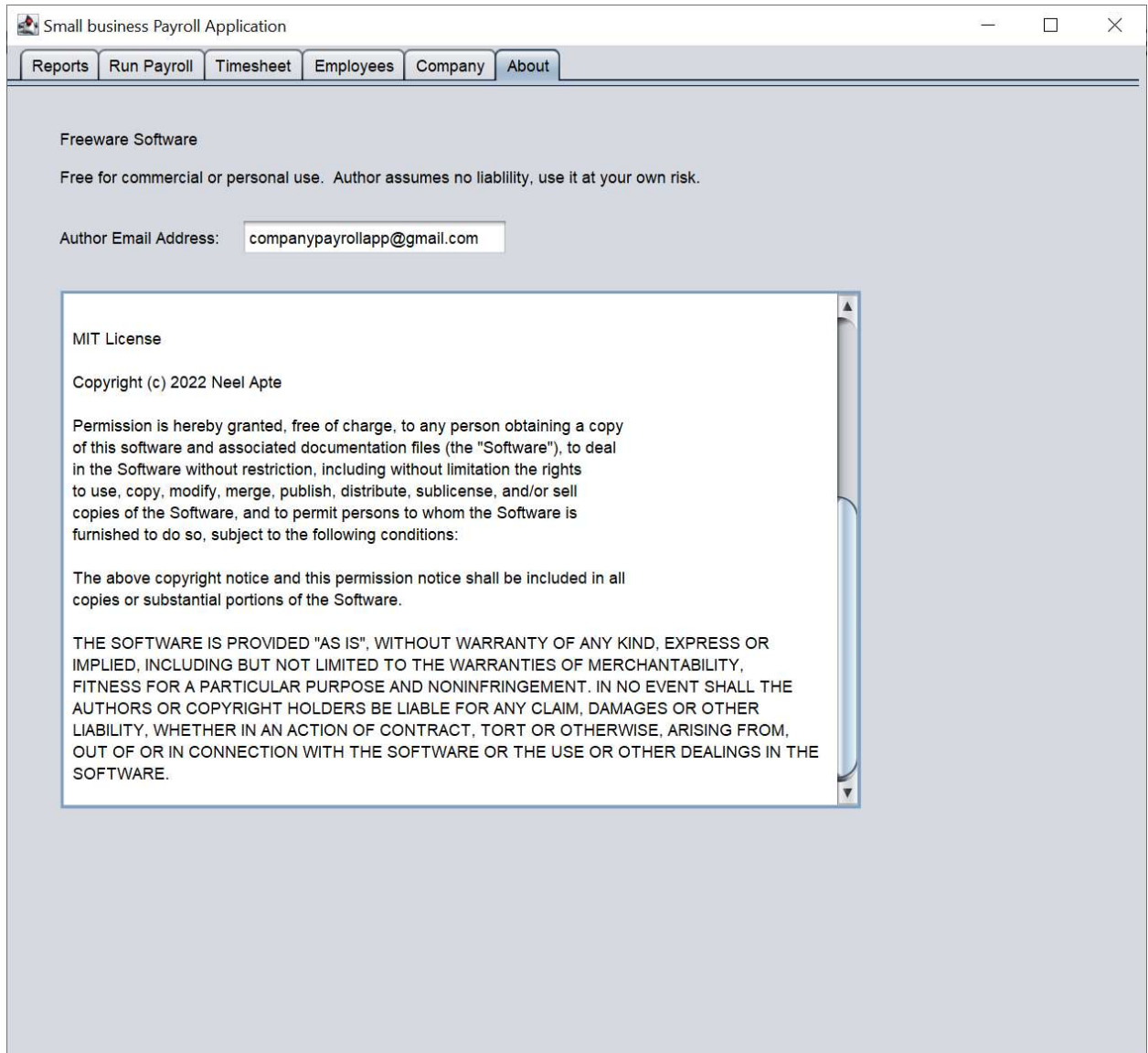
Timesheet Start Date: Jan 9, 2022 End Date: 2022-01-15

Pay Date: Jan 21, 2022 Run Payroll

ID	First Na...	Last Na...	Hours	Gross W...	Fedral W...	State Wit...	401(K)	SDI	SS	Medicare	Net Pay
1	John	Doe	40.0	2000.0	256.92	114.35	200.0	66.0	124.0	29.0	1209.73
2	Jane	Doe	40.0	1000.0	86.16	35.6	0.0	33.0	62.0	14.5	768.74
3	Harry	Doe	40.0	1400.0	122.72	52.32	210.0	46.2	86.8	20.3	861.6601
4	Marcus	Doe	40.0	2200.0	71.76	27.25	1320.0	72.6	136.4	31.9	540.089...

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
employee	first_name	last_name	pay_year	pay_month	pay_month	start_date	end_date	hour	hourly_rate	employee	employee	employee	employee	employee	employee	employee	company	company	company	ss
1	John	Doe	2022	1	15	1/2/2022	1/8/2022	40	50	2000	200	114.35	256.92	29	124	66	104	29	124	
2	Jane	Doe	2022	1	15	1/2/2022	1/8/2022	30	25	750	0	18.67	56.16	10.88	46.5	24.75	39	10.88	46.5	
3	Harry	Doe	2022	1	15	1/2/2022	1/8/2022	20	35	700	105	11.44	37.56	10.15	43.4	23.1	36.4	10.15	43.4	
4	Marcus	Doe	2022	1	15	1/2/2022	1/8/2022	40	55	2200	1320	27.25	71.76	31.9	136.4	72.6	114.4	31.9	136.4	
1	John	Doe	2022	1	22	1/9/2022	1/15/2022	40	50	2000	200	114.35	256.92	29	124	66	104	29	124	
2	Jane	Doe	2022	1	22	1/9/2022	1/15/2022	40	25	1000	0	35.6	86.16	14.5	62	33	52	14.5	62	
3	Harry	Doe	2022	1	22	1/9/2022	1/15/2022	40	35	1400	210	52.32	122.72	20.3	86.8	46.2	72.8	20.3	86.8	
4	Marcus	Doe	2022	1	22	1/9/2022	1/15/2022	40	55	2200	1320	27.25	71.76	31.9	136.4	72.6	114.4	31.9	136.4	

About Payroll application



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