Payroll User Guide

# Introduction:

Graphical user interface

Description automatically generatedOur payroll system is built with assisting companies and employees to manage their hours, pay, and holiday time. This user guide will teach you the basics of the program so that you can utilise it to better suit your own needs.

To navigate the program you will need to make use of the task bar in the top right corner of each screen. The example to the right shows the initial task bar before logging in.

# Login and Privacy Policy:

You will first need to choose to login in as an associate (employee) or an admin. These two login methods both have unique features they can take advantage of in the program. These will both be discussed later on in their relative sections. You will need to make a choice at the following screen to choose your login type.

Graphical user interface

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Before you can make any use of the program you will need to accept our privacy policy. As our program stores private information in order to provide our service we will require you to accept the privacy agreement. The privacy policy is already accepted by logging in as stated by the message below:

Graphical user interface, website

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The privacy policy screen looks like this:

Text

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If you are unsure about our privacy policy you should take the time to read it before making use of the program. If you feel uncomfortable with the privacy policy then you should discuss this with your employer as you will not be able to use the program. Once you have accepted the privacy policy you can proceed to login. Our program has two distinct logins. One for associates (employees) and one for admins.

# Associate Login and Features:

As an employee you will need to use the associates login. This will give you access to many features such as calculating your pay slip or requesting time off. To view your payslip you will first need to calculate it. This can be done using the below window:

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You will need to fill out the correct details that you are calculating. If you are unhappy with your selection you can press the reset button to clear each category. When you are satisfied with the filled out details you many press calculate to view the following screen:

A screenshot of a computer

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The other associate tools include booking time off work (As seen below). To book time off you will need to enter your name, the date you are booking off and the reason you will be booking the day off for. Then you can send the request off to one of the admins working for your company. The application will then need to be approved by an admin before you can take your holiday.

Graphical user interface

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# Admin Login and Features:

As an admin you are able to add and view each of the employees in the system. After logging in you will be able to access each of these features. The first feature allows you to add new employees to the system.

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Adding employees requires you to know their name, address, and national insurance number. With these details added in you can click save to add them into the system. Once you add an employee they will become immediately available to view and will be ready to use the system themselves.

Below you can see the view employee screen. By default it will list all employees in the system. However, with a large organisation it can be impractical to view each employee in the list by scrolling. To combat this issue you are able to search for key details to filter the employee results to just your intended search results. For example you could search “Thomas” and every employee named Thomas will appear. This can also be completed by typing an address or their national insurance number. From this screen you may also delete employees from the system, you can do this by pressing the delete button when highlighting an employee from the table.

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