EMPLOYEE PAYROLL SYSTEM

SOFTWARE USER'S MANUAL

Version 1.0, June 26, 2019

NOTE:

It is a web-based application which will be handled by multi user. Either it can be handled by Super Admin or Admin or number of Employees. As it is can be sophisticated for the users using it for the first time so this user manual is presented for your help. Thank You!

Step 1: Starting with the login page

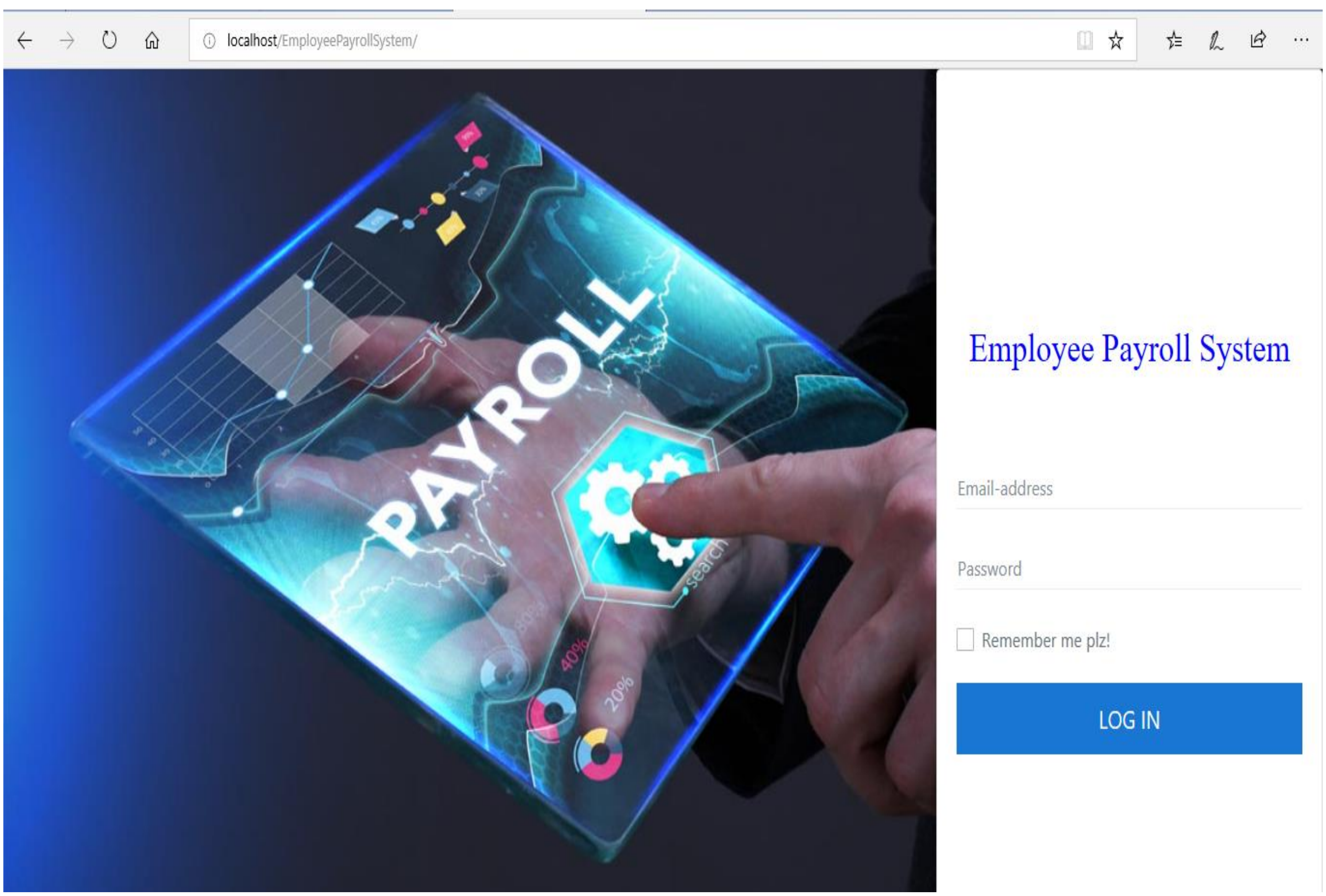


Figure 1: Login Page of EPS

The login page begins with validations for login purpose. The page leads to various pages which are as listed below:

- Enter the valid login credentials.
- If you want to remember the password please click the check box.
- Click the login button for further procedures.

Step 2: Admin Dashboard

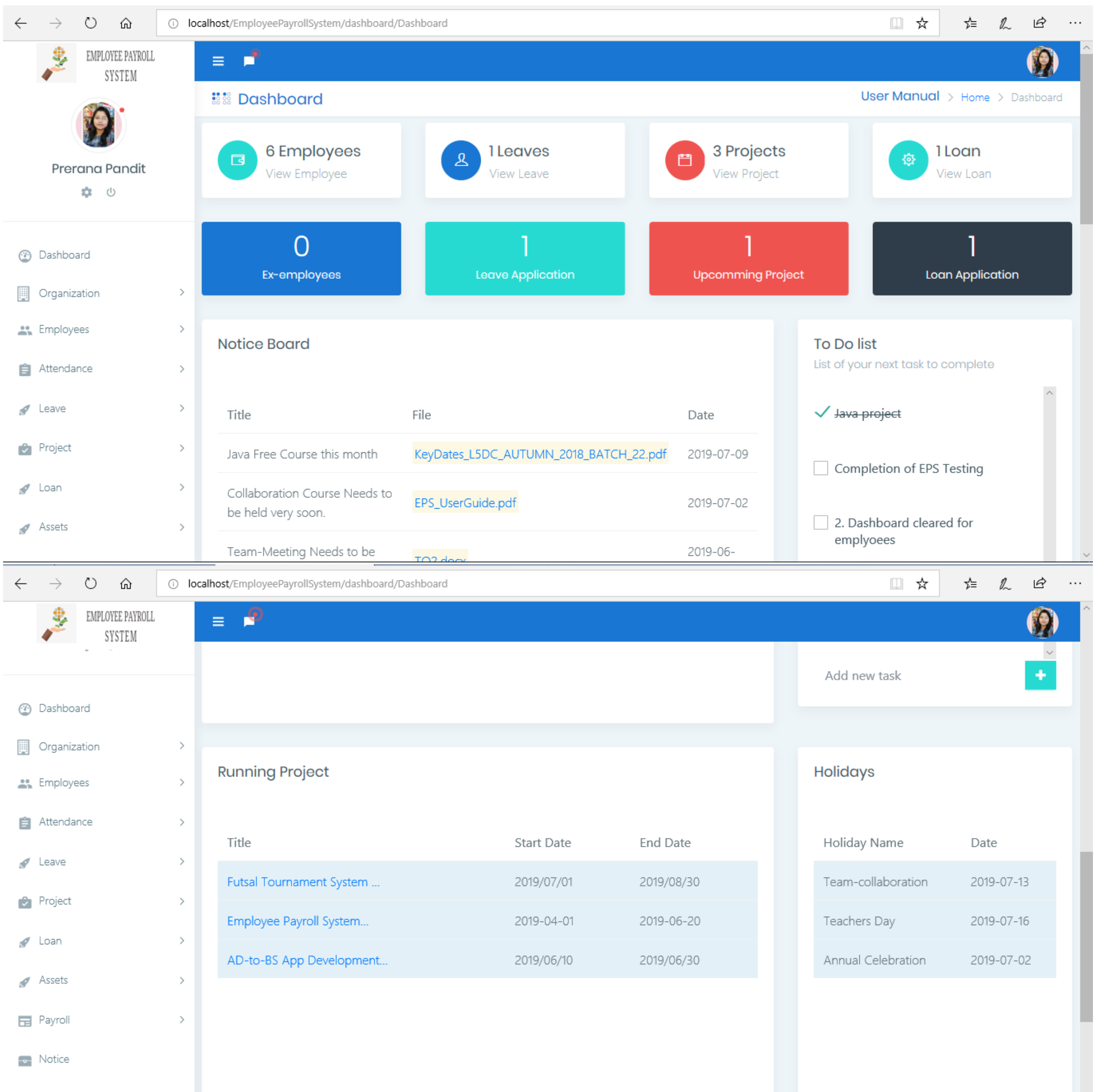


Figure 2: Super Admin/ Admin / Employee Dashboard

The admin dashboard will be opened after admin login credentials.

- Click on dashboard on sidebar, the same page will be refreshed.
- The logged in user name with picture will be seen in the sidebar.
- Click on Organization: Department and Designation page can be loaded.
- Click on Employees: Employees details and disciplinary action can be loaded.
- Click on Attendance: Attendance list, Add Attendance and Attendance Report can be generated.
- Click on Leave: Holiday, leave application, leave type, earned leave and Report can be generated.
- Click on Project: Projects, Task List and Field Visit can be loaded.
- Click on Loan: Grand loan and Loan Installment will be loaded.
- Click on Assets: Assets category, Asset list and Logistic Support will be generated.
- Click on Payroll: Payroll List, Generate Payroll and Pay-slip report will be loaded.
- Click on Notice: Notice will be loaded.
- Click on Settings will load the system settings.

Step 3: Organization: Department

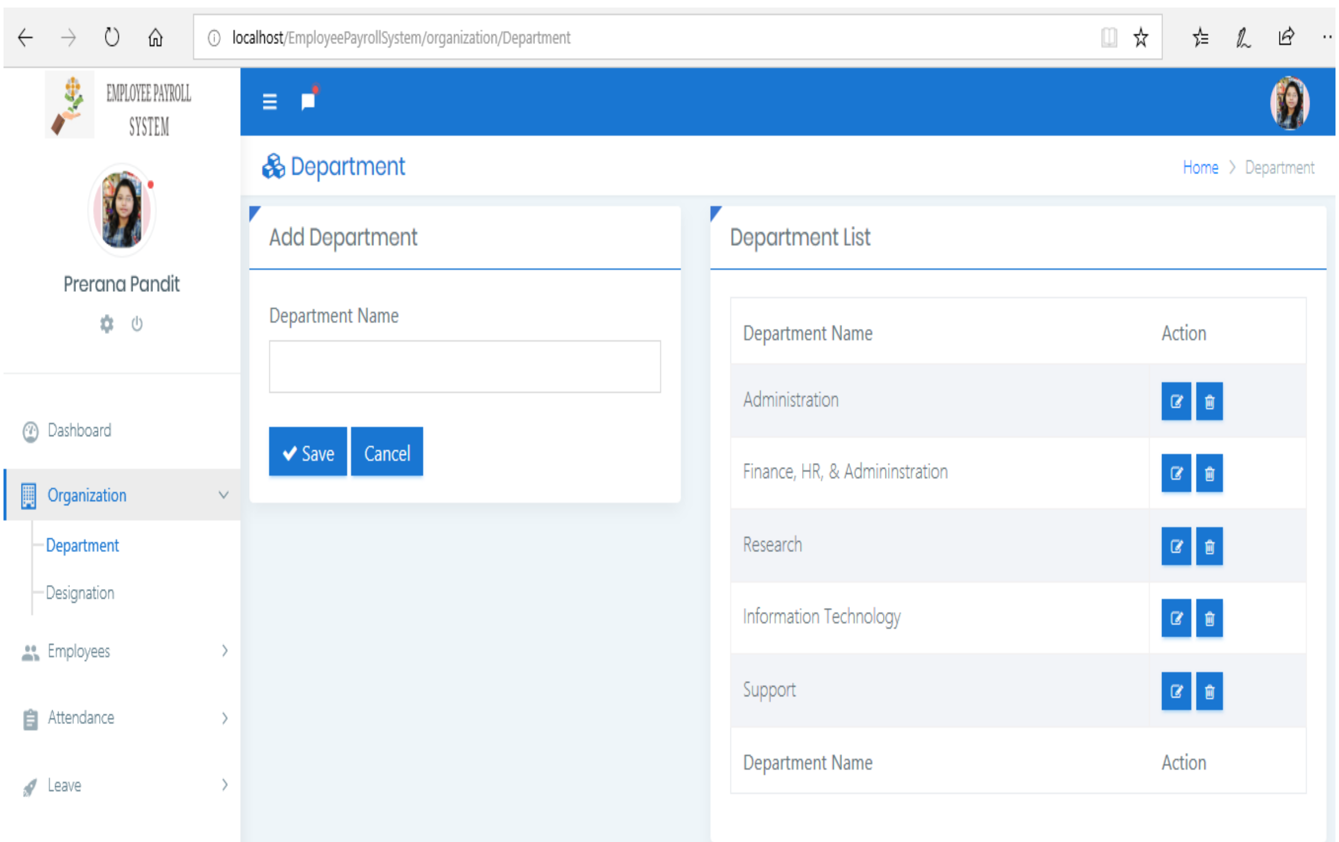


Figure 3: Organization/ Department

Department will reload after clicking on Organization/Department on sidebar.

- Writing the department name in text box of the form named Add Department.
- Click on Save button of the Add Department form.
- The added department can be seen on Department list form.
- Particular tabular department data can be edit and delete by clicking on those icons.

Step 4: Organization: Designation

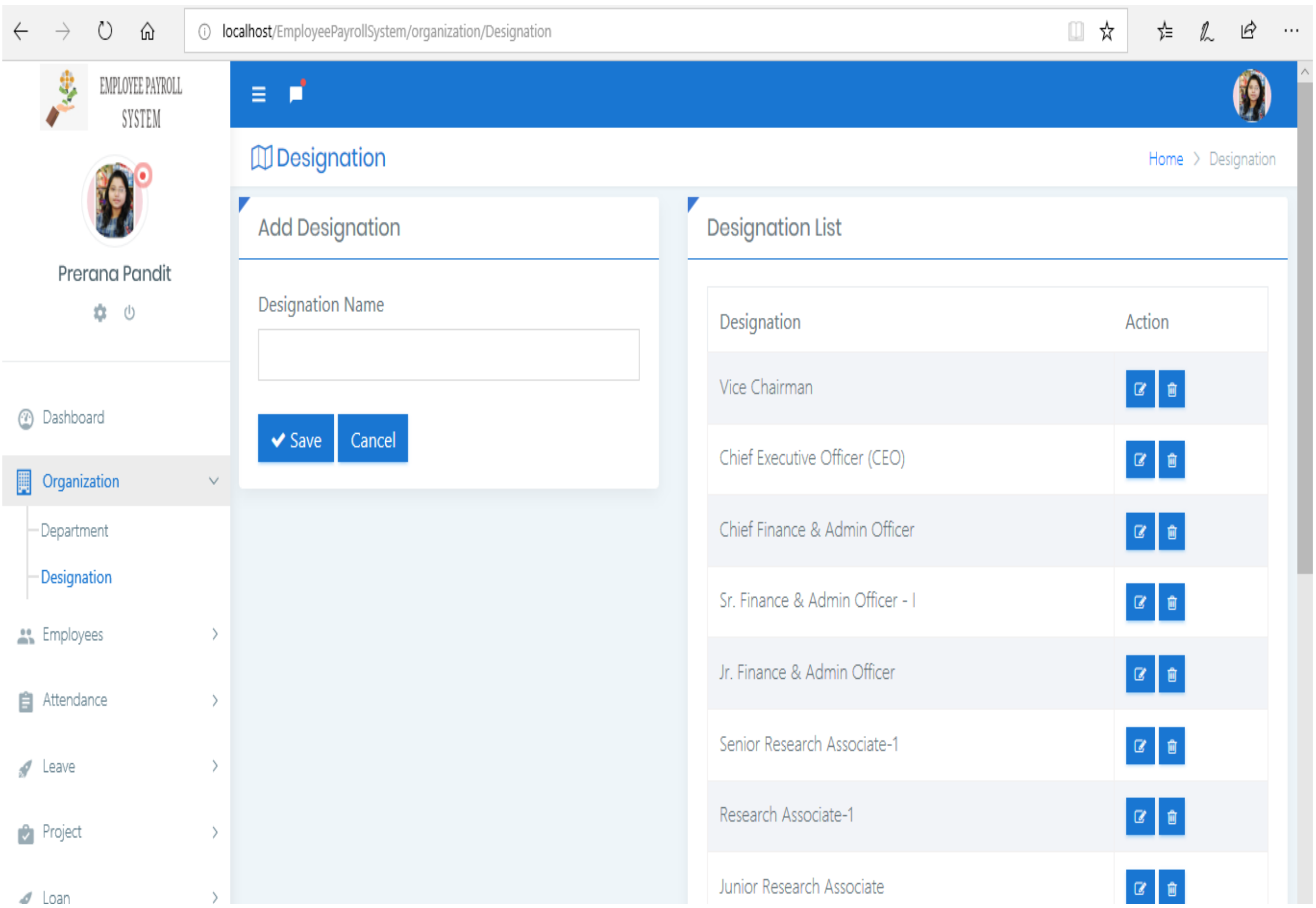


Figure 4: Organization/ Designation

Designation will reload after clicking on Organization/Designation on sidebar.

- Writing the designation name in text box of the form named Add Designation.
- Click on Save button of the Add Designation form.
- The added designation can be seen on Designation list form.
- Particular tabular designation data can be edit and delete by clicking on those icons.

Step 5: Employees: Employees

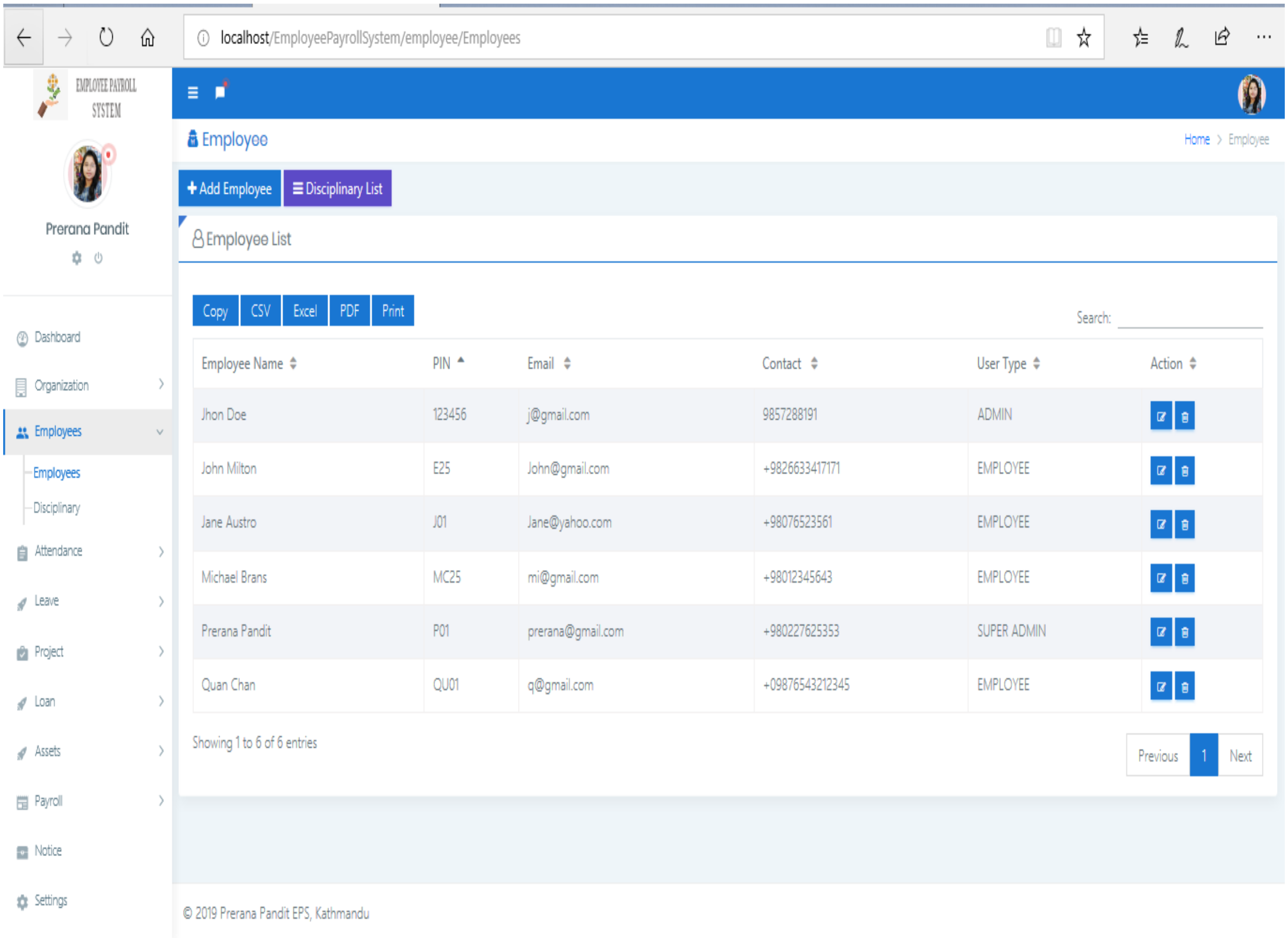


Figure 5: Employees/ Employees

Employees/ Employees will be loaded after clicking on sidebar Employee or View Employee of a dashboard.

- Click on Add Employee button, the adding employee form will open where employees get added by admin or super admin.
- Click on Disciplinary List button, the list of disciplinary will be opened.
- The buttons as Copy, CSV, Excel, Pdf and print lets the same list to be done on downloaded on those formats.
- The particular employee's data can be edited or deleted by clicking on edit and delete button on the right side of employee page.
- The employees can be searched by writing names or id or any other values on the text box.

Step 6: Employees: Disciplinary

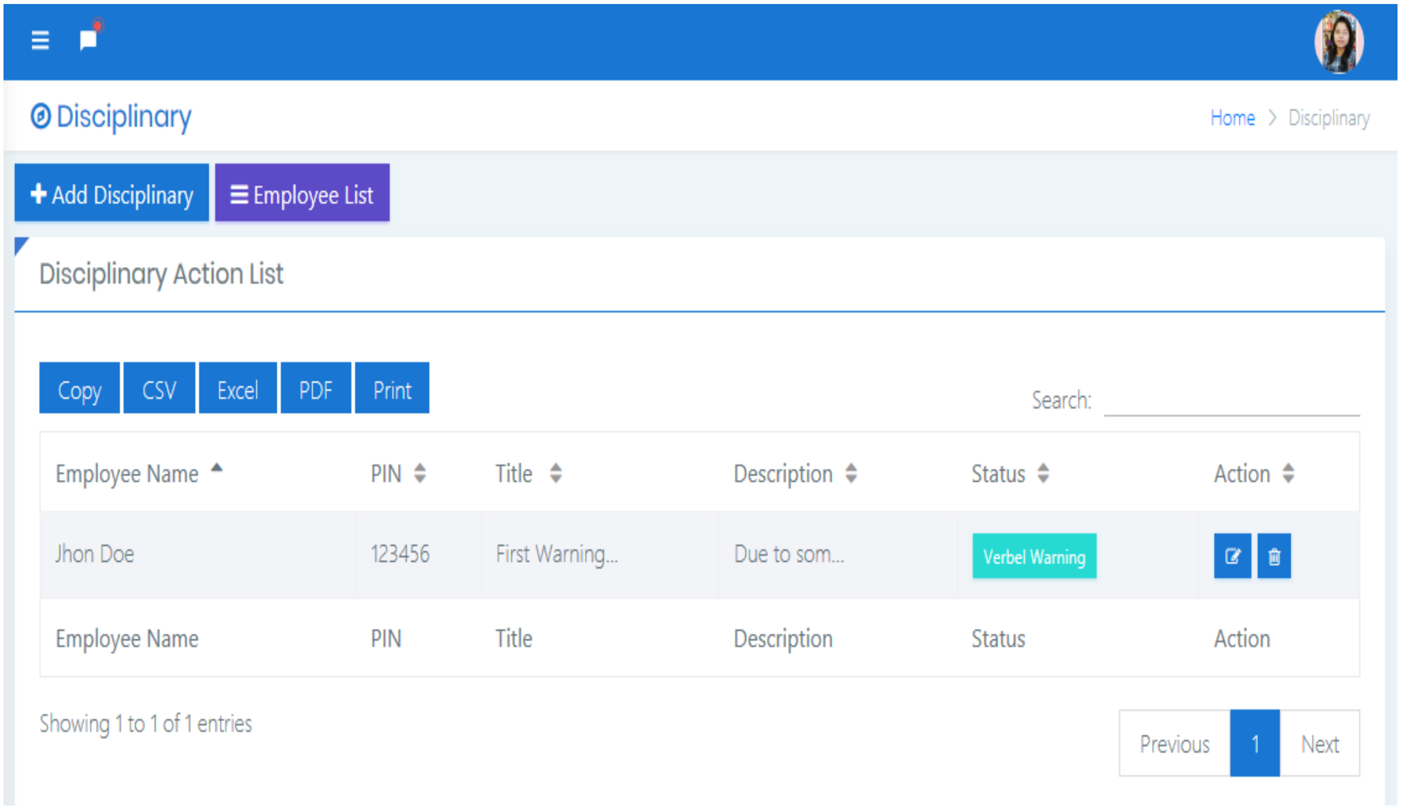


Figure 6: Employees/ Disciplinary

The disciplinary page can be opened from employee menu on sidebar.

- Click on Add Disciplinary adds the disciplinary action by the admin to the database for employees.
- The added disciplinaries can be seen on the form as 'td' below.
- The buttons as Copy, CSV, Excel, Pdf and print lets the same list to be done on downloaded on those formats.
- The action buttons as edit and delete lets the disciplinary either edit or delete in a particular time.

Step 7: Attendance: Attendance List

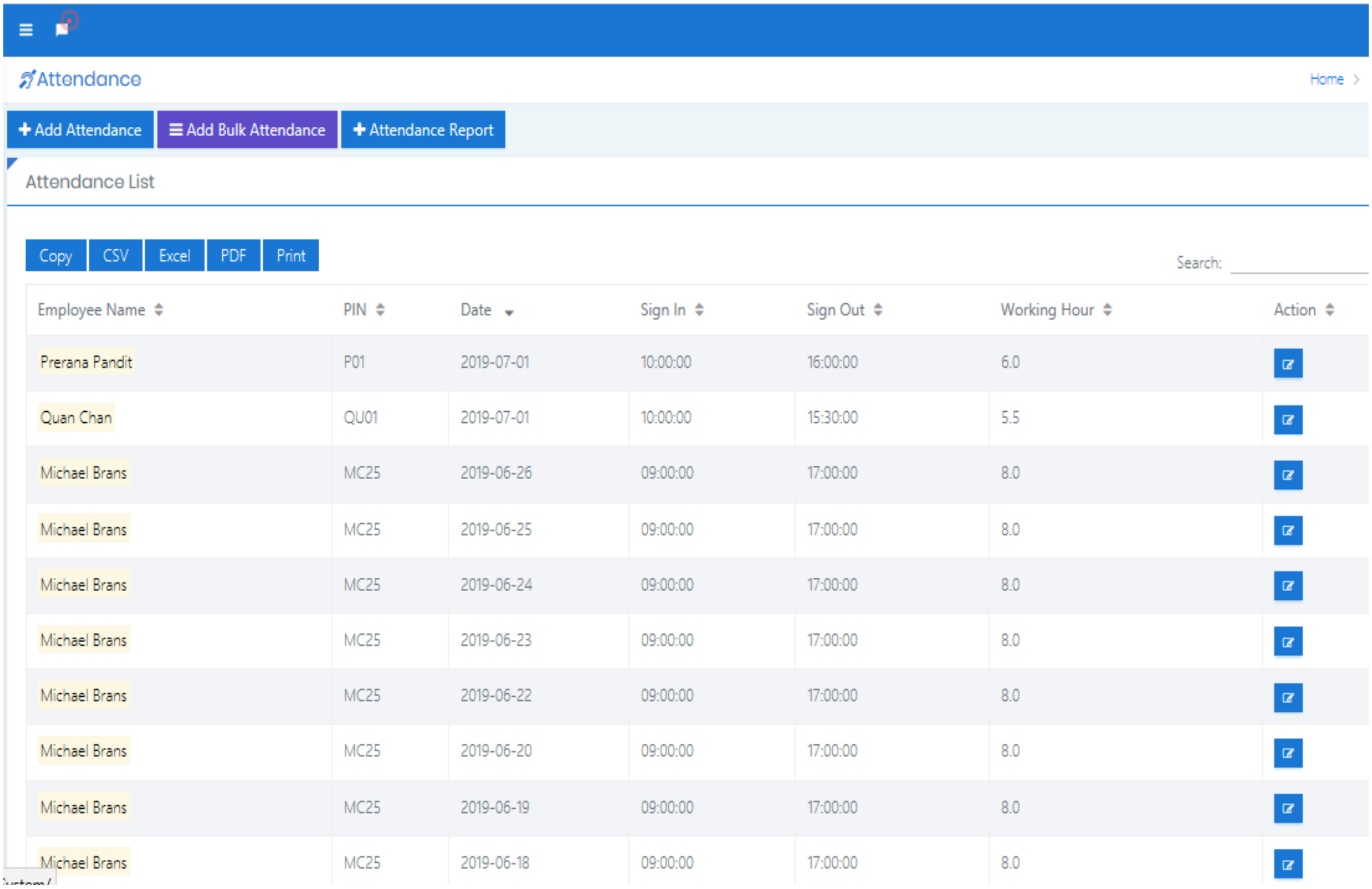


Figure 7: Attendance/ Attendance List

Attendance List page will be opened from clicking on Attendance on side bar.

- Click on Add Attendance lets admin to add the attendance of employee individually.
- Click on Add Bulk Attendance opens the form for adding attendance in a bulk but in a csv format.
- Click on Attendance Report generates the reports of attendance.
- The attendance list form opens the data of attendance with edit icon on its side.

Step 8: Attendance: Add Attendance

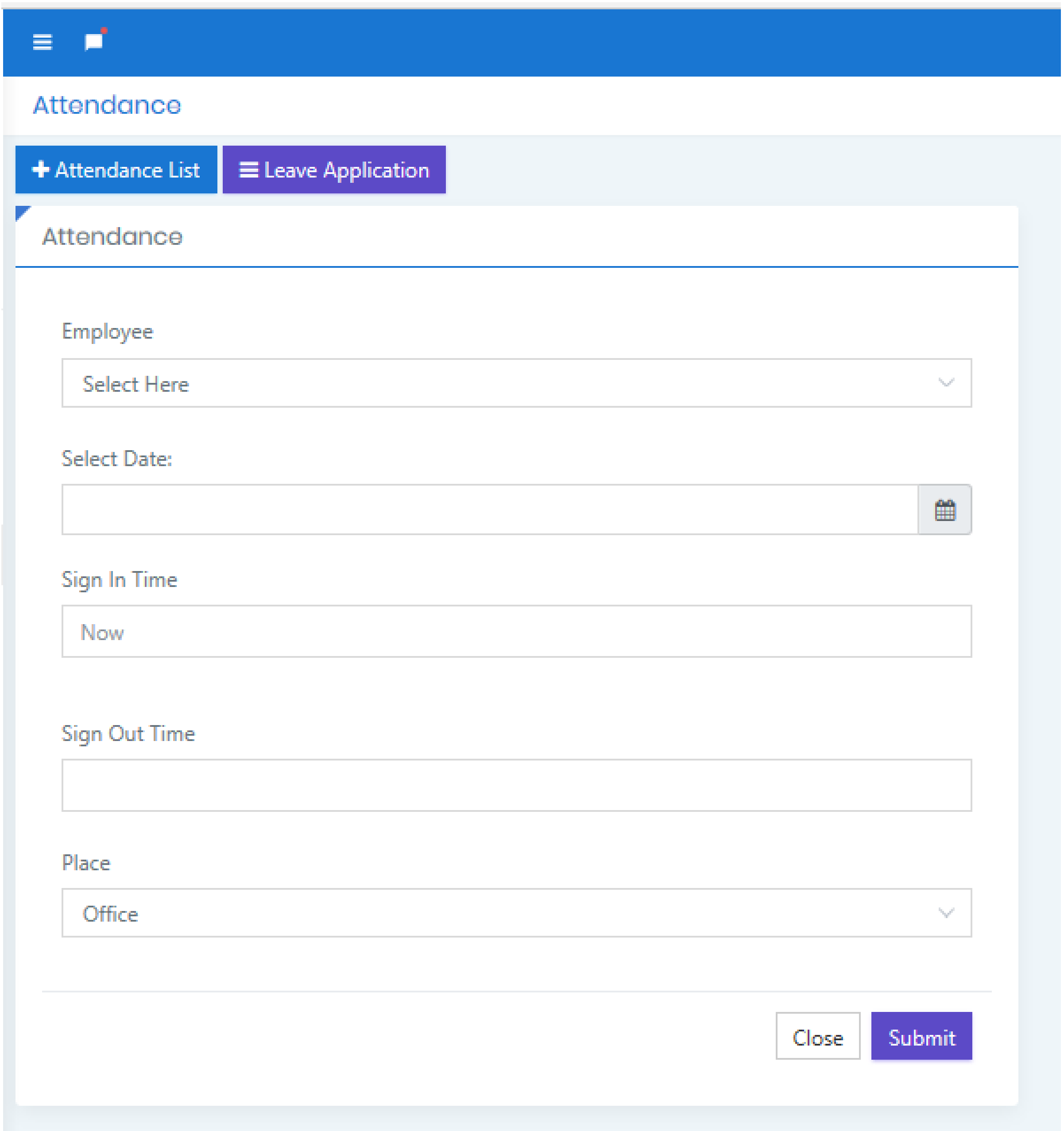


Figure 8: Attendance/ Add Attendance

Add Attendance form can be opened from Attendance/ Add Attendance.

- Click on Attendance list opens the attendance list of employees added on database.
- Click on Leave Application opens the Leave application forms.
- Fill up the details on Add Attendance form.
- Click on Submit button to save the attendance data.

Step 9: Attendance: Attendance Report

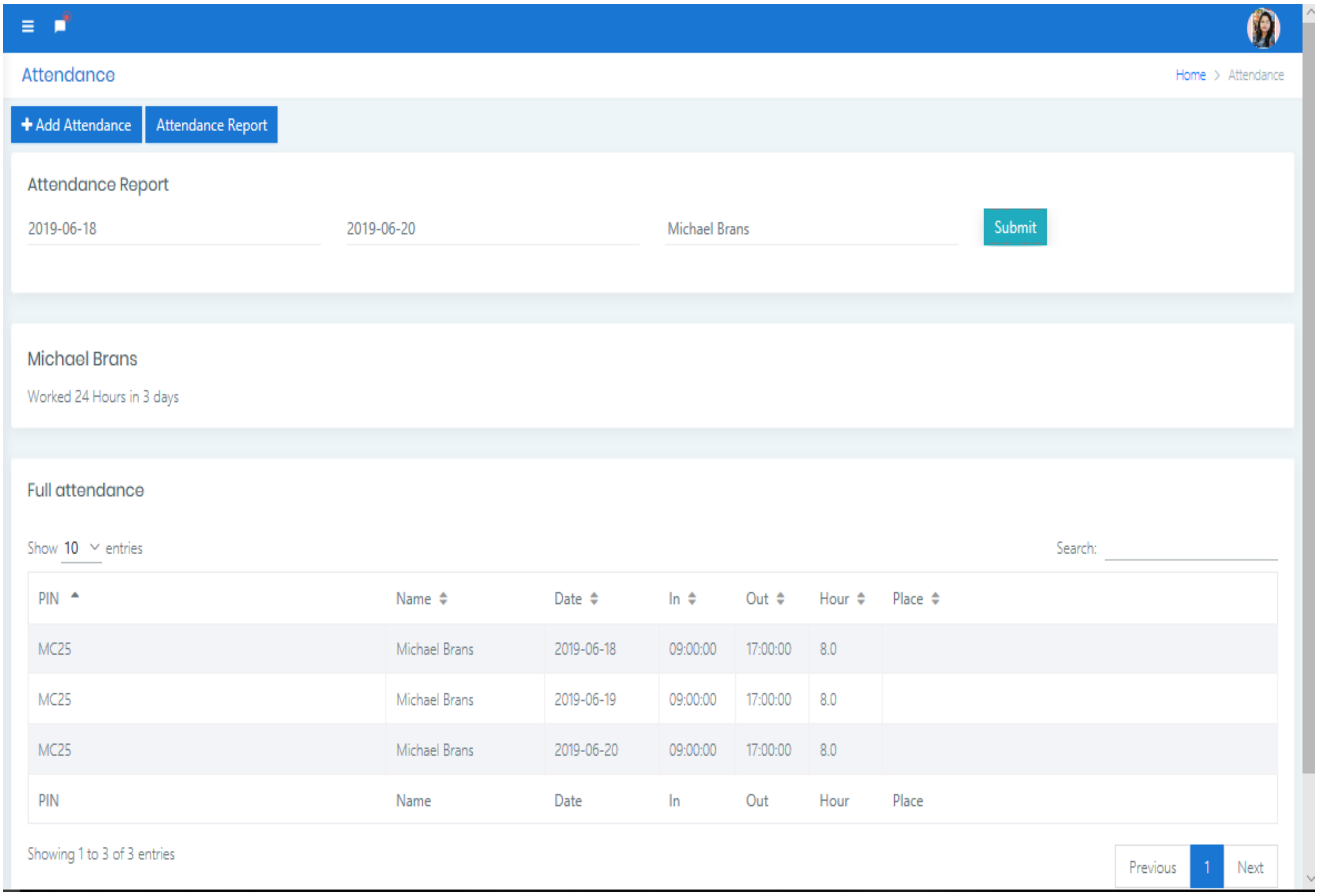


Figure 9: Attendance/ Attendance Report

The attendance report will be opened after clicking on Attendance on sidebar.

- Click on Add Attendance opens the form for adding attendance shown above.
- Click on Attendance Report opens the lists of attendance of particular employee of particular range of dates.
- Clicking on submit button generates the details of attendance searched for particular employee in a table formats.

Step 10: Leave: Holiday

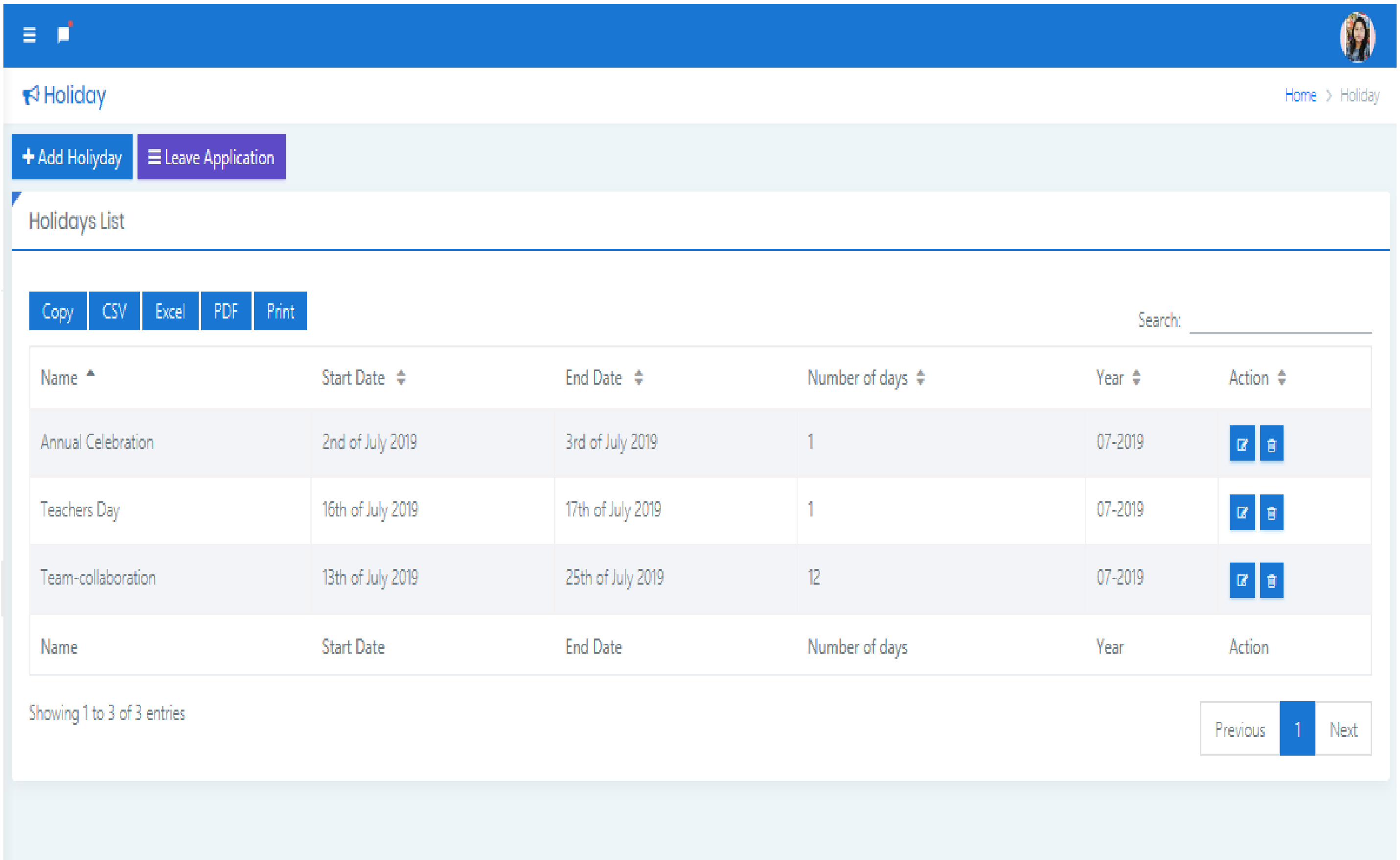


Figure 10: Leave / Holiday

- Click on Add Holiday button adds the holiday only by the admin that can be seen to dashboard by employees also.
- Click on Leave Application opens the leave application to be approved or rejected forwarded by employee.
- Click on the buttons as Copy, CSV, Excel, PDF, Print generates the download file on respective formats.
- The details of holiday will be shown in tabular format with edit and delete icon option.

Step 11: Leave: Leave Type

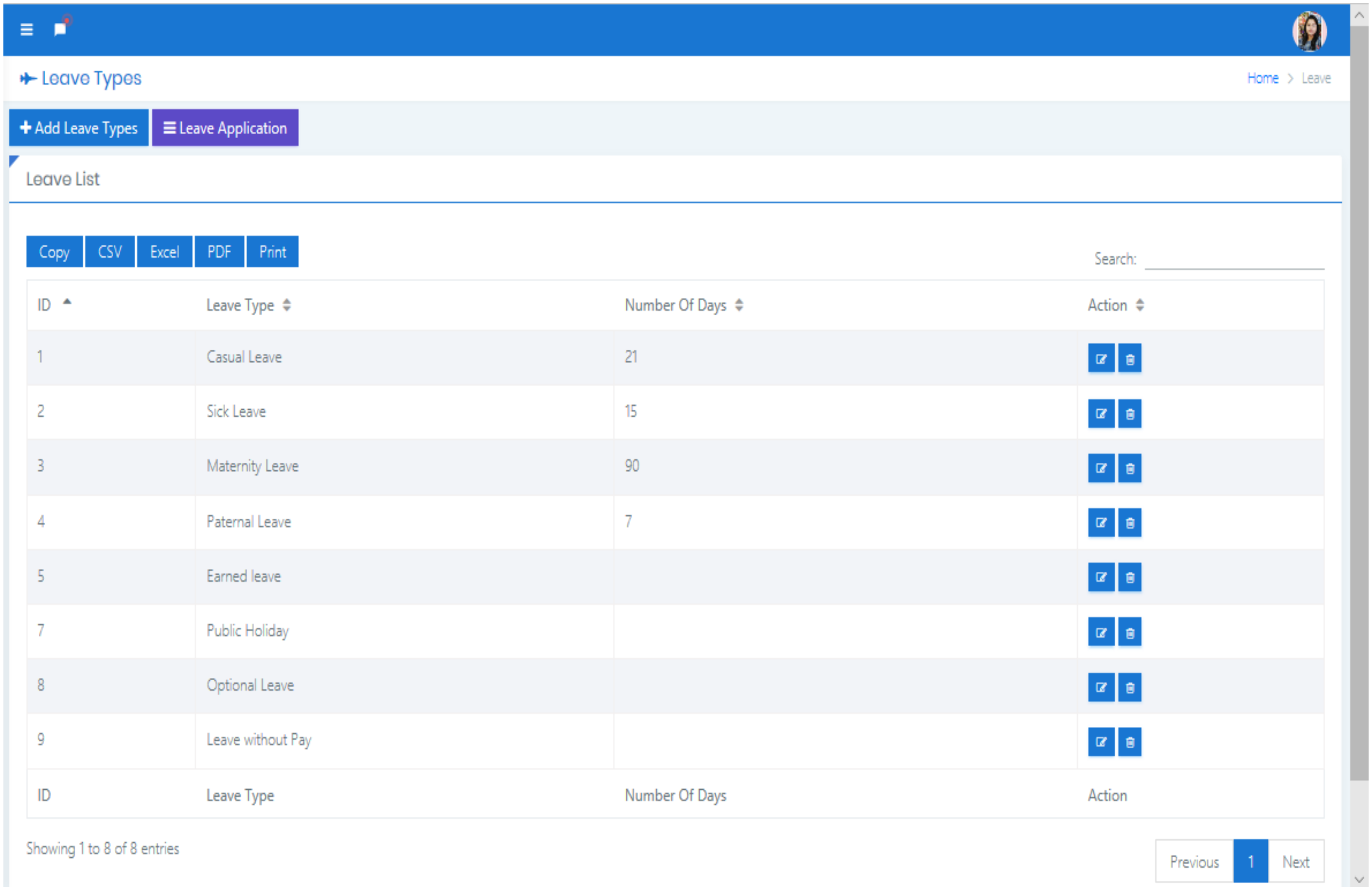


Figure 11: Leave/ Leave Type

- Add Leave Type button opens the form to add the leave type provided for employees.
- Click on Leave Application opens the leave application from employee.
- The textbox on right written search will open the leave types as searched.
- The tabular form displays the leave type with edit and delete icon options.

Step 12: Leave: Leave Application

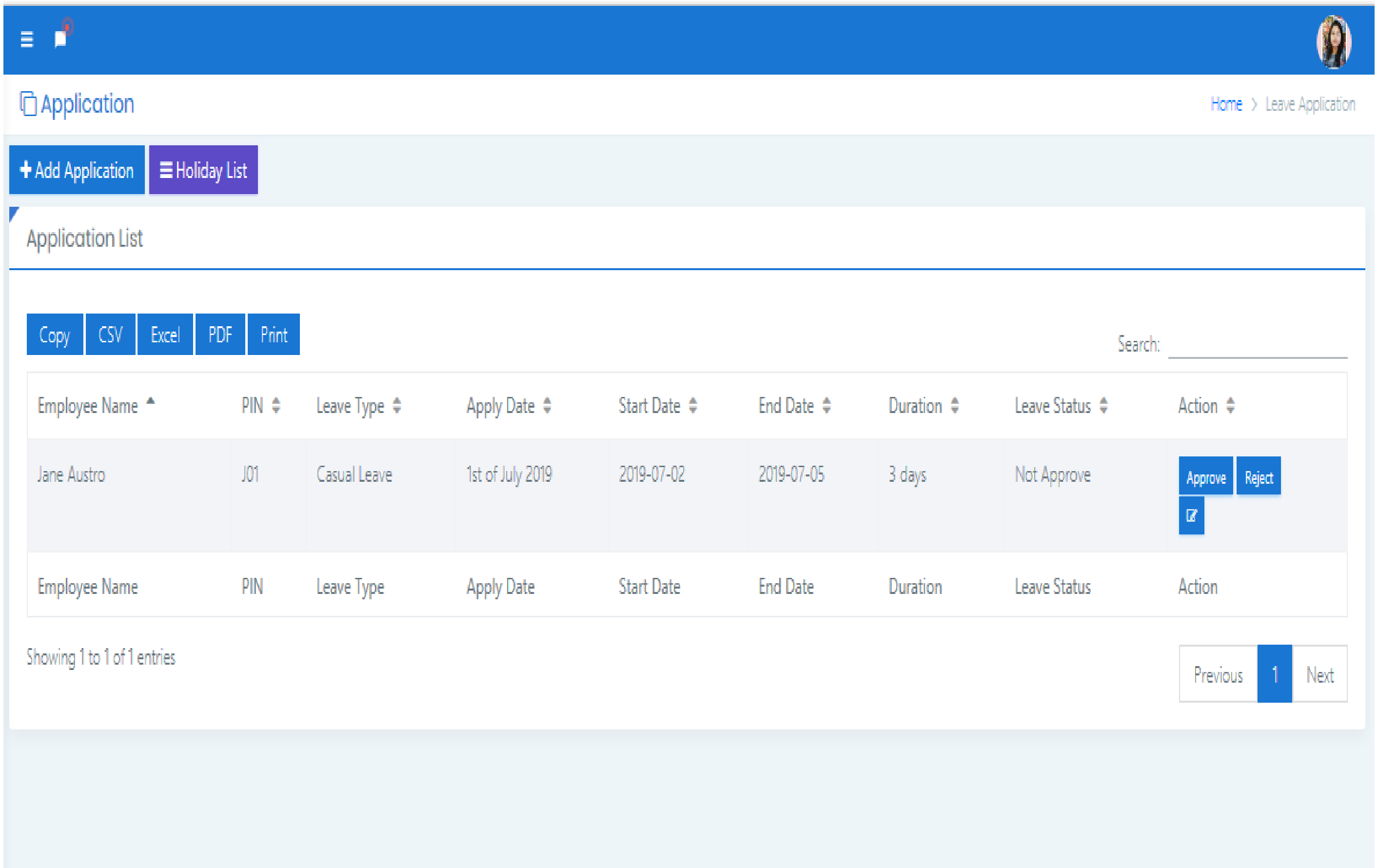


Figure 12: Leave/ Leave Application

- Click on Add application opens the leave application form.
- Click on Holiday list opens the list of holidays as a different php page.
- The buttons Copy, CSV, Excel, PDF and Print downloads the page in the respective alternative formats.
- The details of the leave application will be seen in the tabular format with edit and delete icons.

Step 13: Leave: Earned Leave

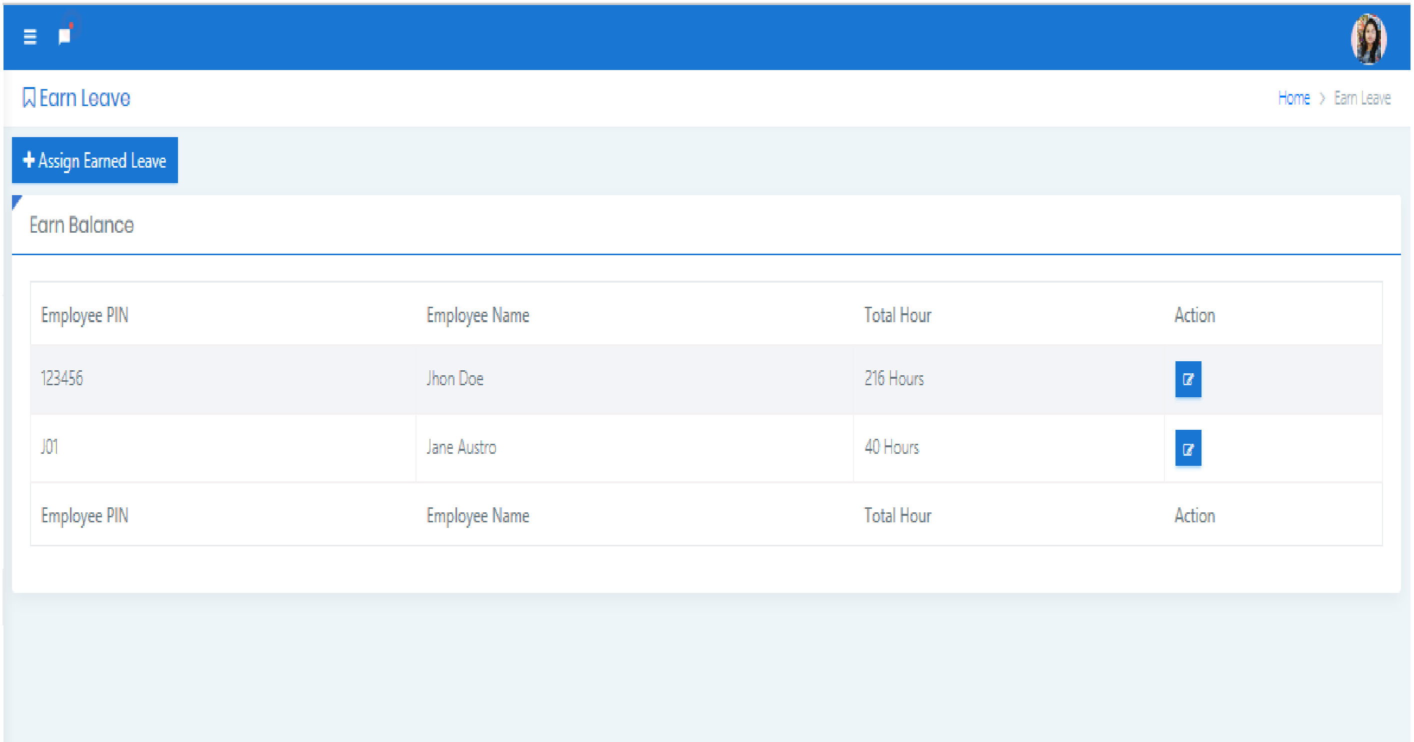


Figure 13: Leave/ Earned Leave

- Click on Assign Earn Leave button opens the earn leave form that adds the leave earned for the particular employee by admin.
- The tabular forms represent the detailed earned leave data with edit action on the right column as icon.

Step 14: Leave: Report

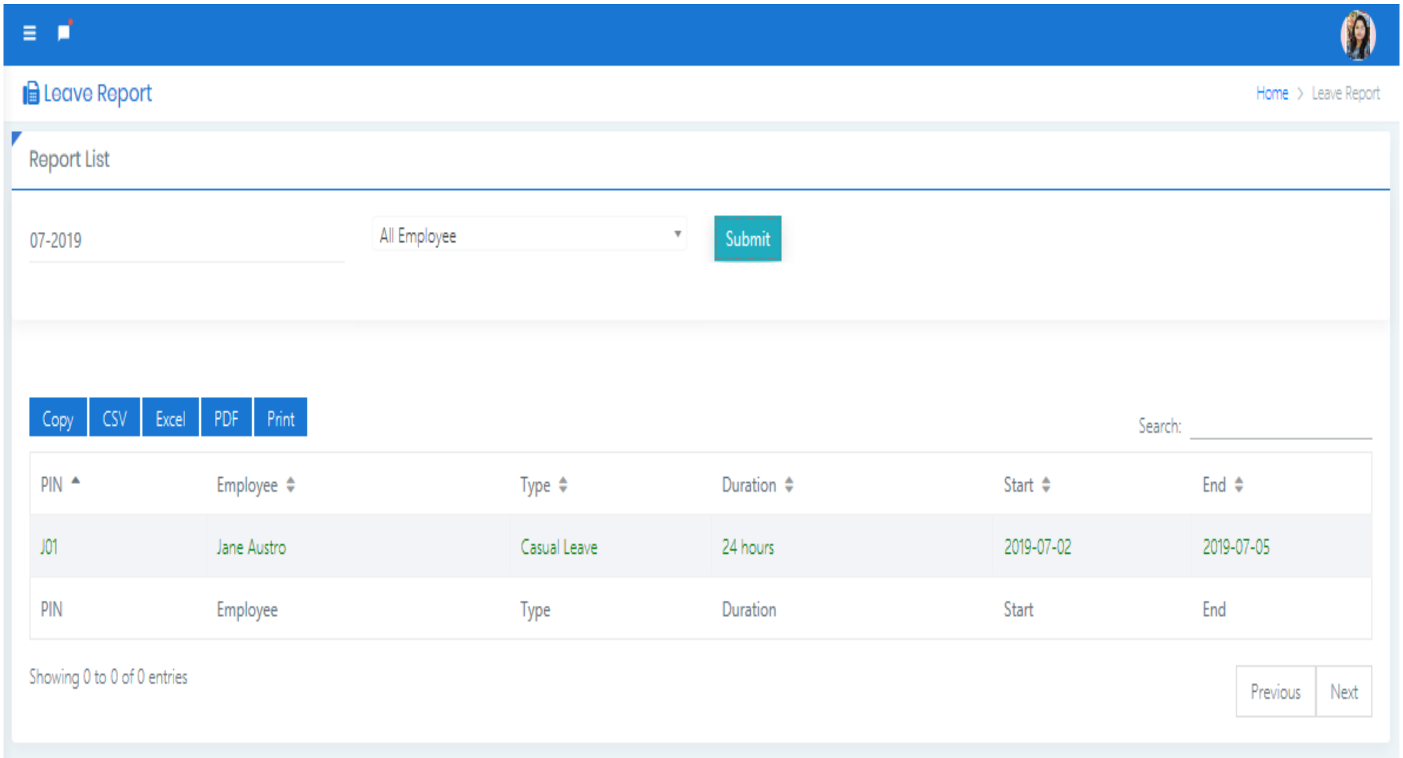


Figure 14: Leave/ Report

- Writing the date and employee or All employee on the provided text box, submit button must be clicked.
- The list of listed leave report will be loaded on the tabular form below.
- The reports can be printed or sent to csv format, excel format or many more.

Step 15: Project: Projects

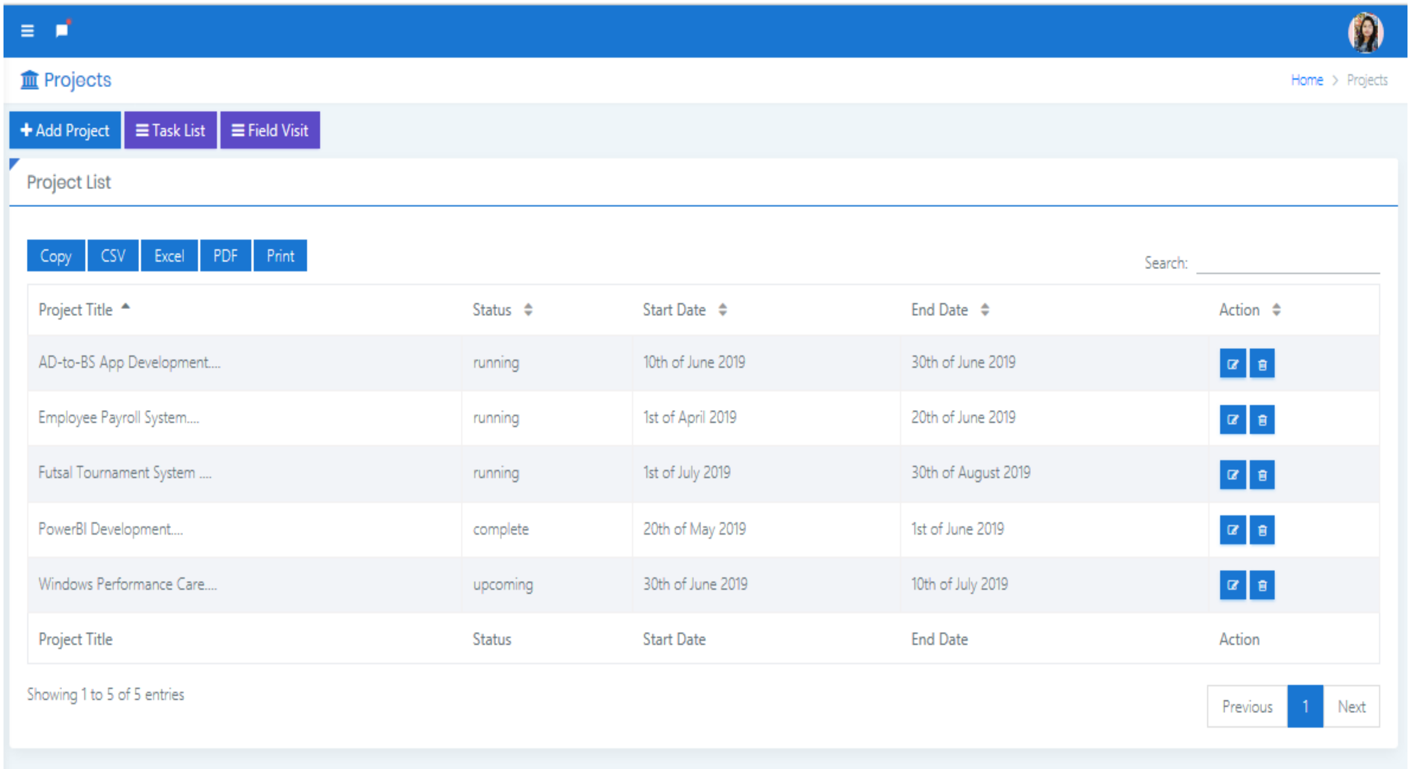


Figure 15: Projects/ Projects

- Click on ‘Add Project’ button loads the form for adding project.
- The buttons as Copy, CSV, Excel, PDF and print performs its own particular actions.
- The projects list will be seen in the tabular format below with edit and delete option.

Step 16: Projects: Task List

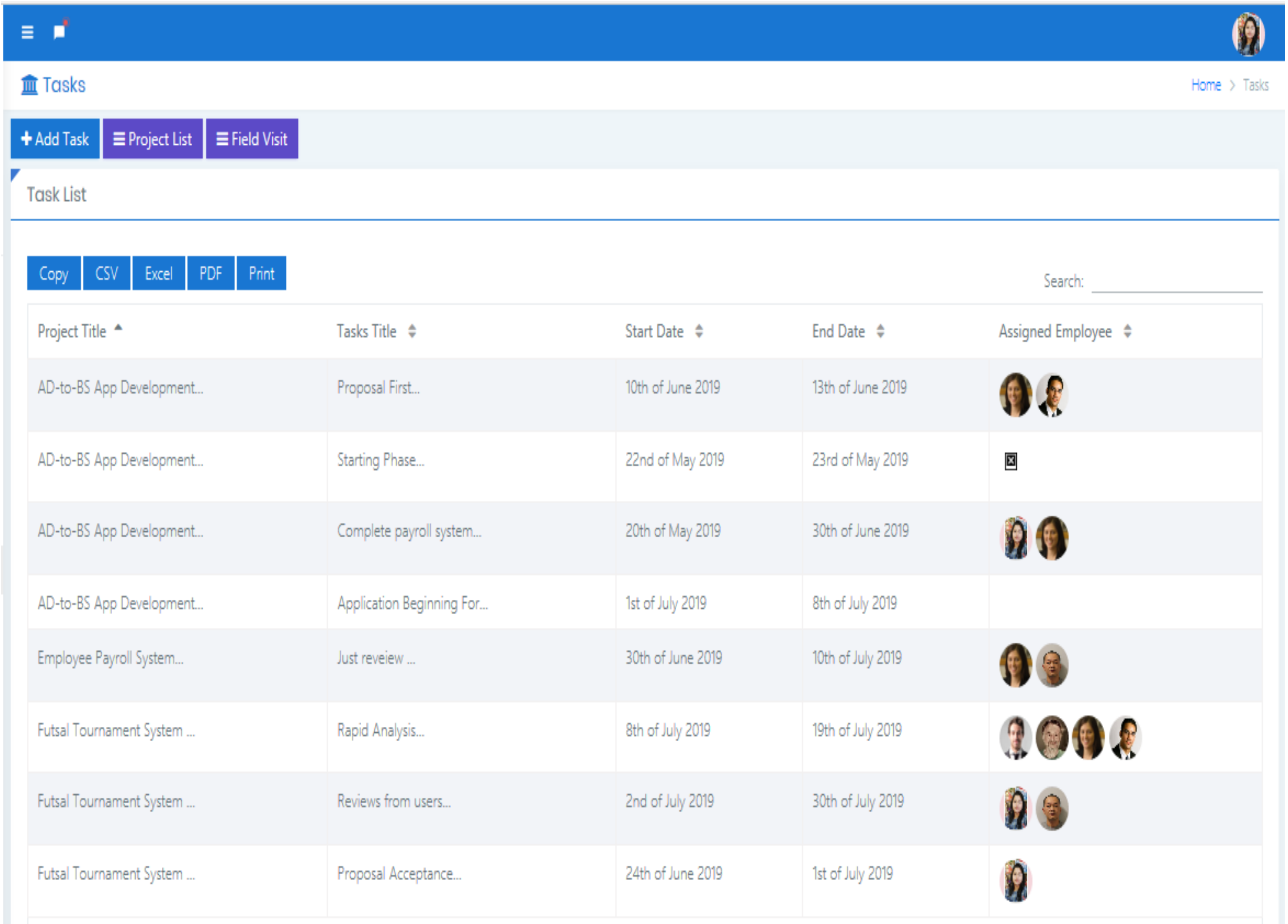


Figure 16: Projects/ Task List

- Click on Add Task button opens the task adding form where admin assigns task for a particular project.
- Project List displays the list of projects added by admin with proper project details.
- Field Visit displays the list of assigned field visit task for a particular project with detailed information.
- Project; task list opens the data stored in database in a tabular format.

Step 17: Projects: Field Visit

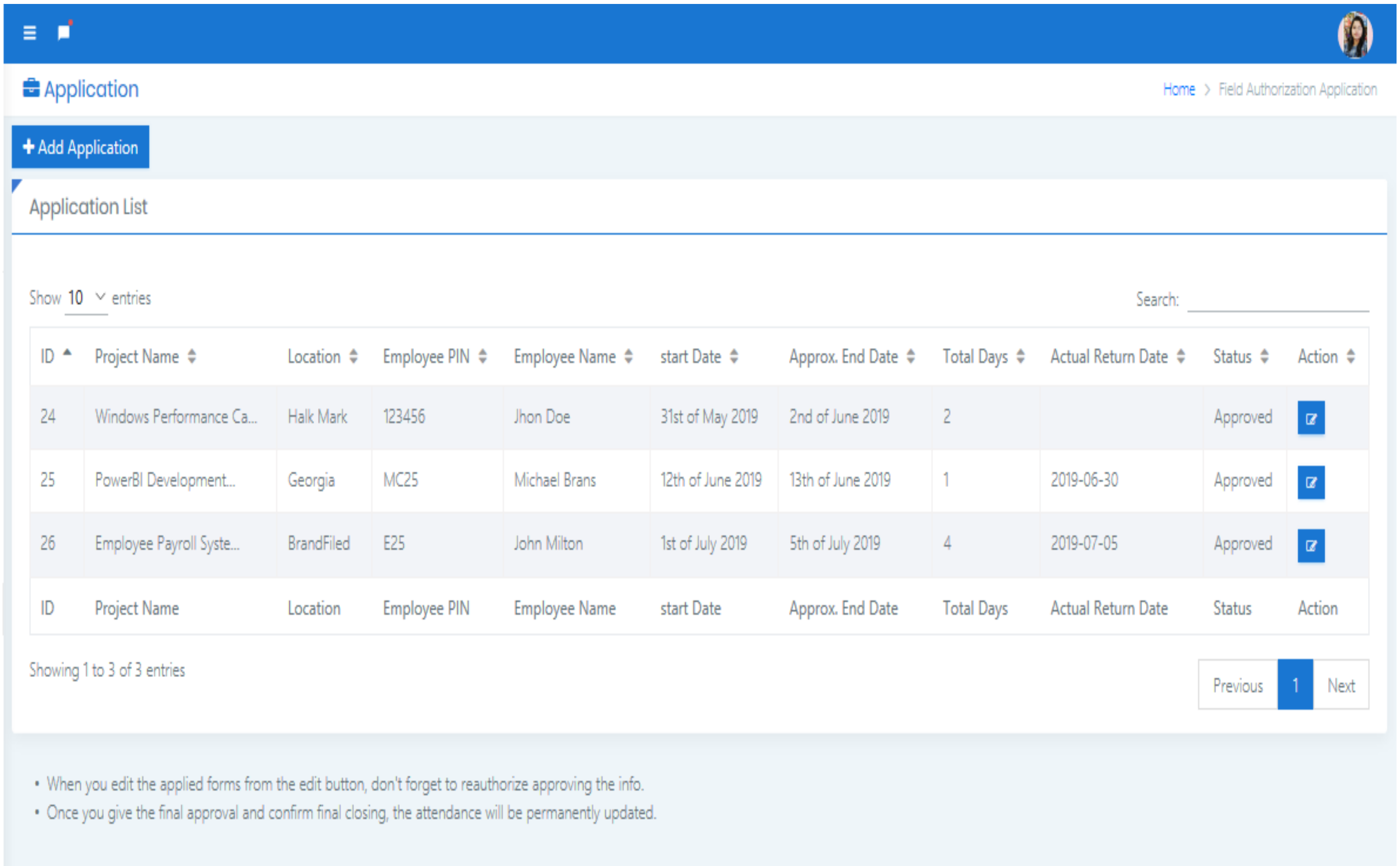


Figure 17: Project/ Field Visit

- Click on Add Application opens the application of field authorization form where admin assigns the field visit for particular employee or a team.
- The filed visit menu from project displays the filed visiting lists in a tabular form which are approved by the admin with edit button.

Step 18: Loan: Grand Loan

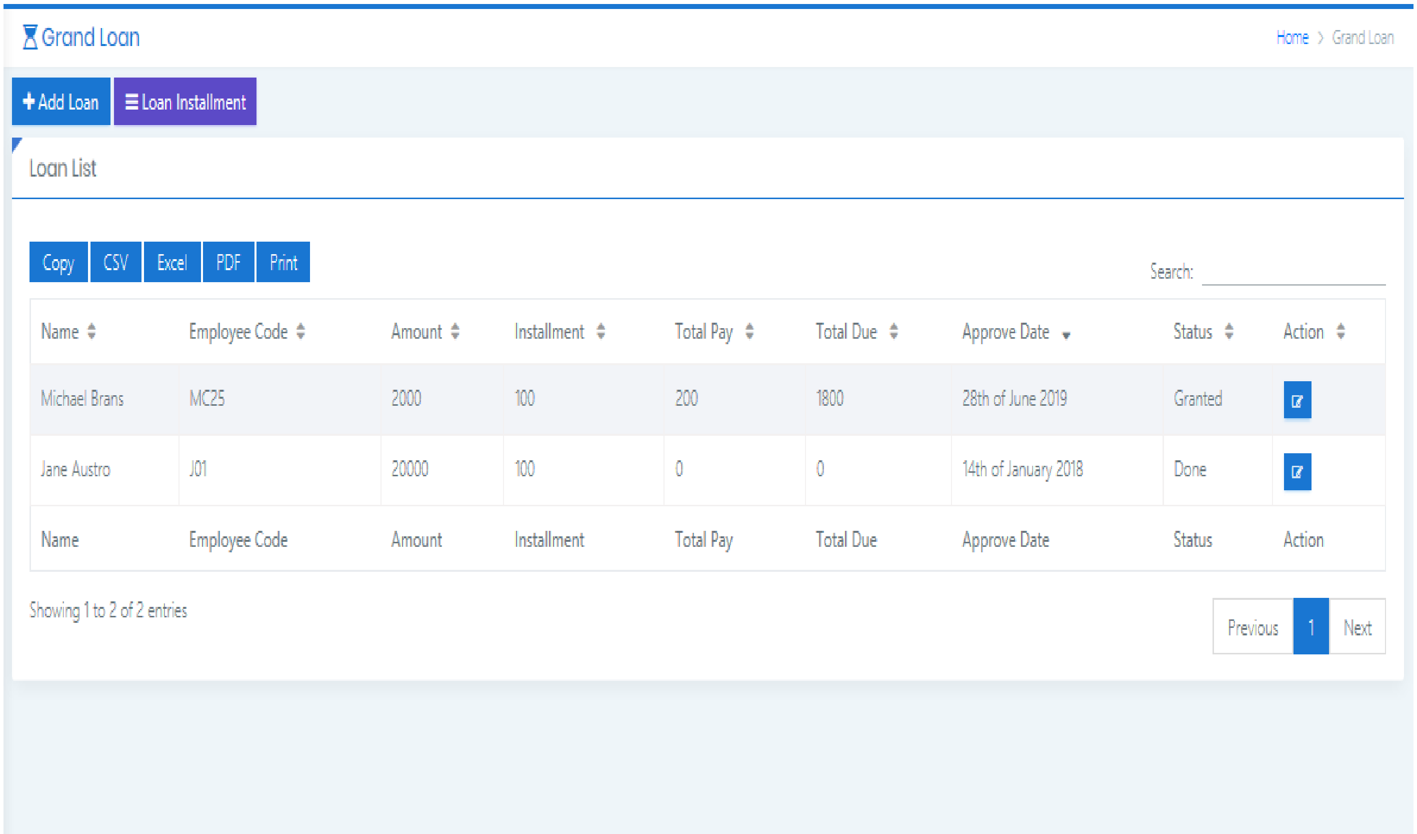


Figure 18: Loan/ Grand Loan

- Click on Add Loan button opens the form for creating loan to employee with proper details of amount, installment process and valid loan-sanctioned date.
- Click on loan installment button opens the list of loan installment paid with full details.
- The buttons as Copy, CSV, Excel, PDF and Print does its own particular task.
- The php page Grand loan reloads the overall loan either granted or cleared at a once.
- Click on edit action will help you to update the grand loan details.

Step 19: Loan: Loan Installment

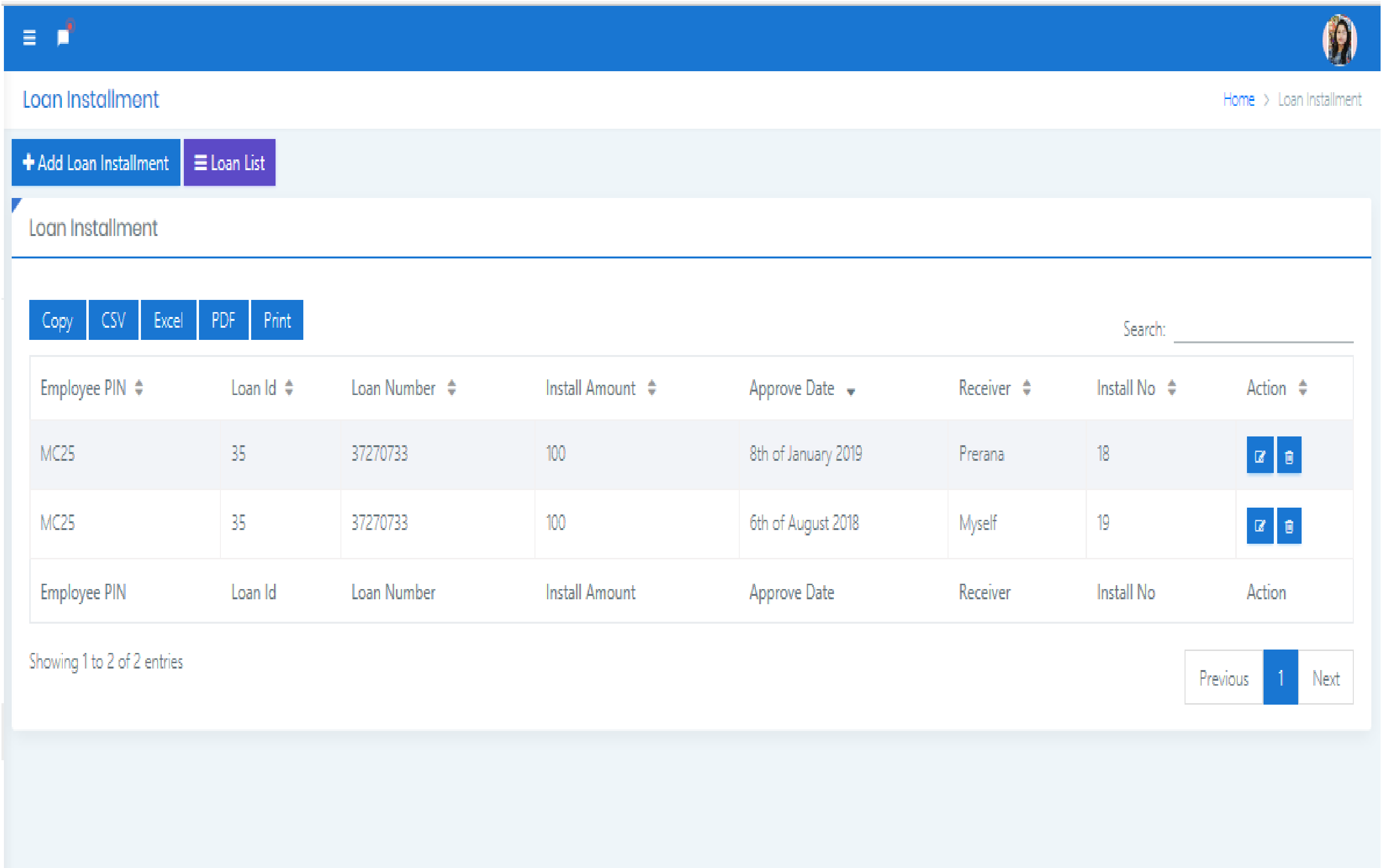


Figure 19: Loan/ Loan Installment

- Click on Add Loan Installment button opens the form to add loan installment of the loan takers.
- Click on Loan list opens the list of loans approved or denied or cleared of a particular employee with their details.
- The buttons as Copy, CSV, Excel, PDF and print helps doing their particular functions that does performances for Loan Installment forms.
- The loan installments form generates the lists of installments with edit and delete option.

Step 20: Assets: Assets Category

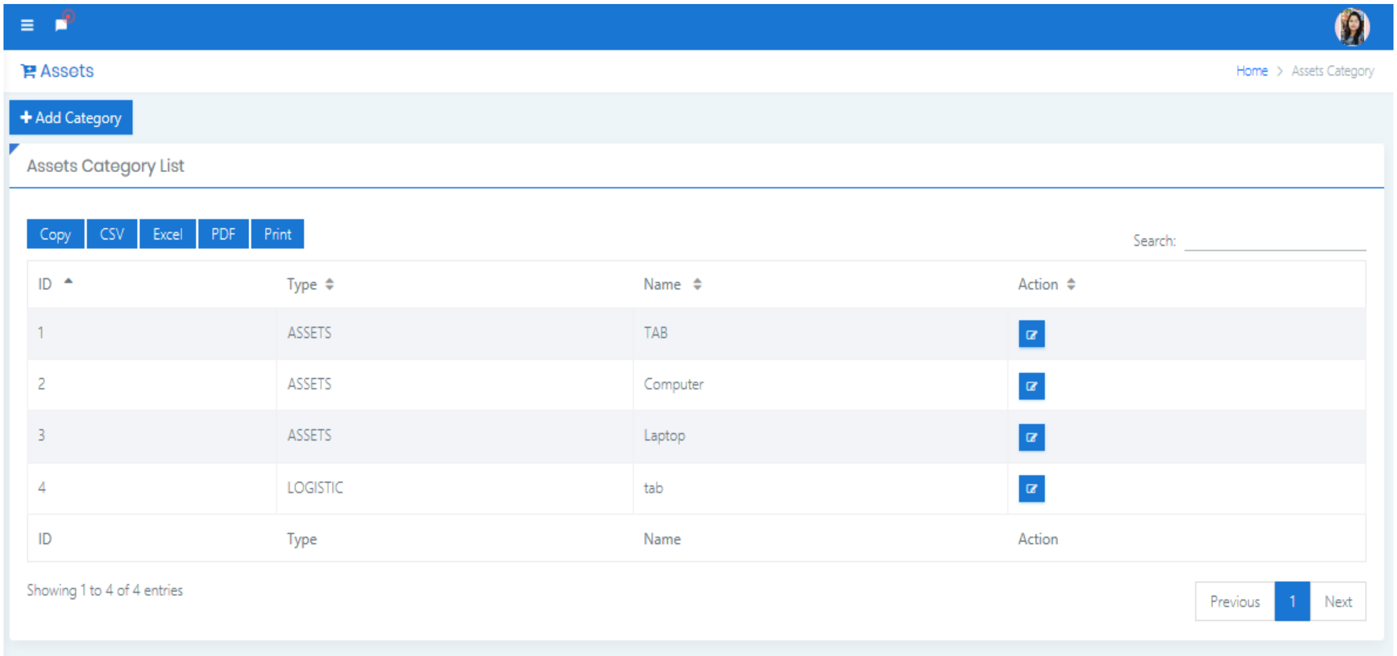


Figure 20: Assets/ Asset Category

- Assets Category displays the assets categorized list where edit or update can be done very easily.

Step 21: Assets: Asset List

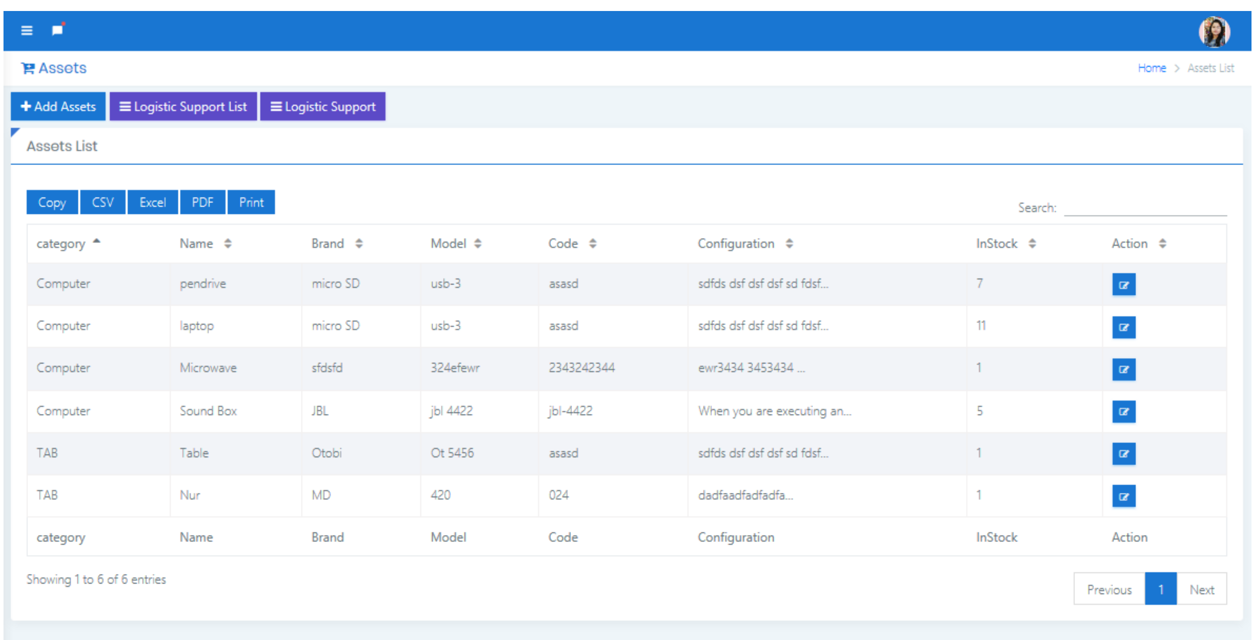


Figure 21: Assets List / Assets

Step 22: Assets: Logistic Support

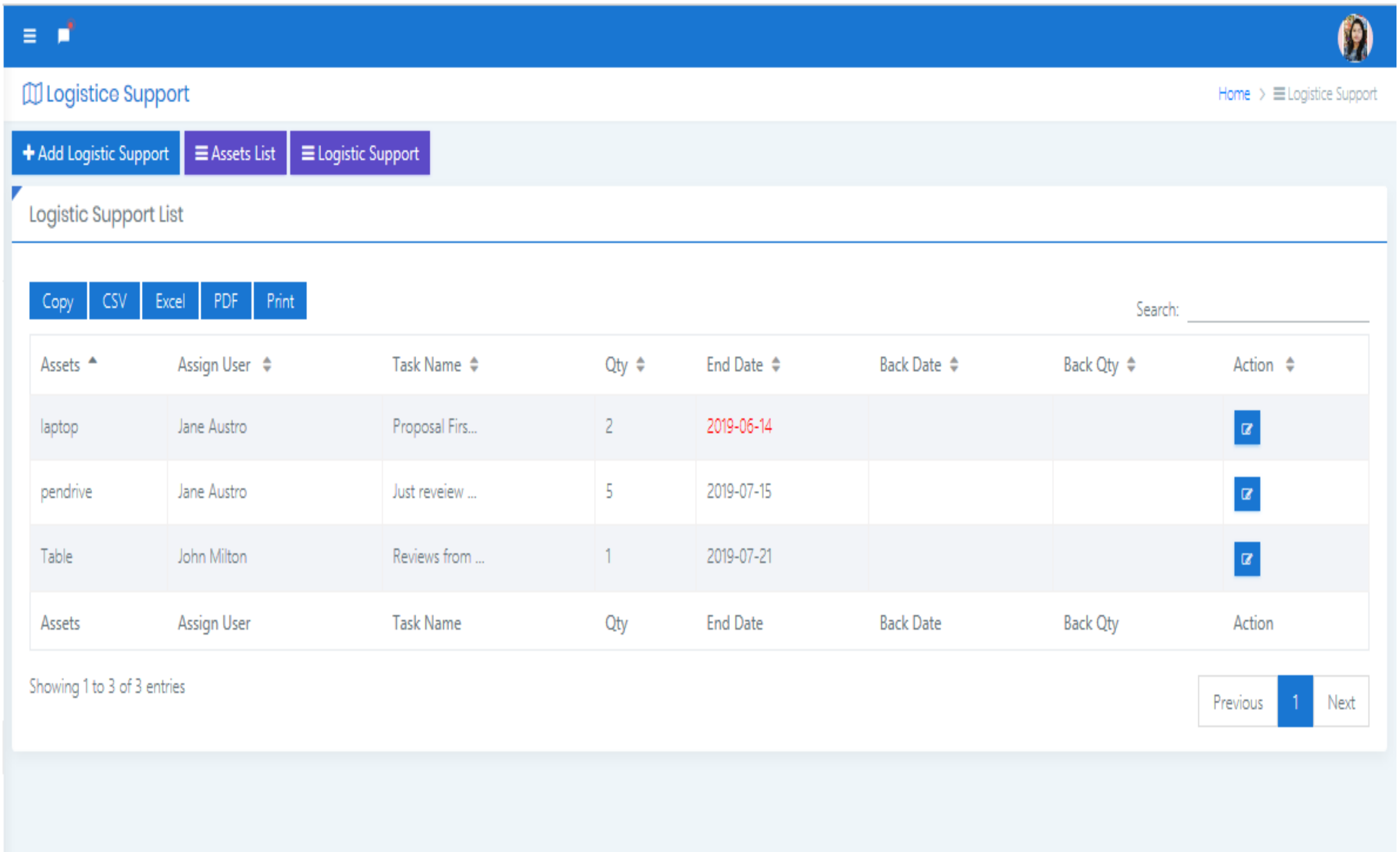
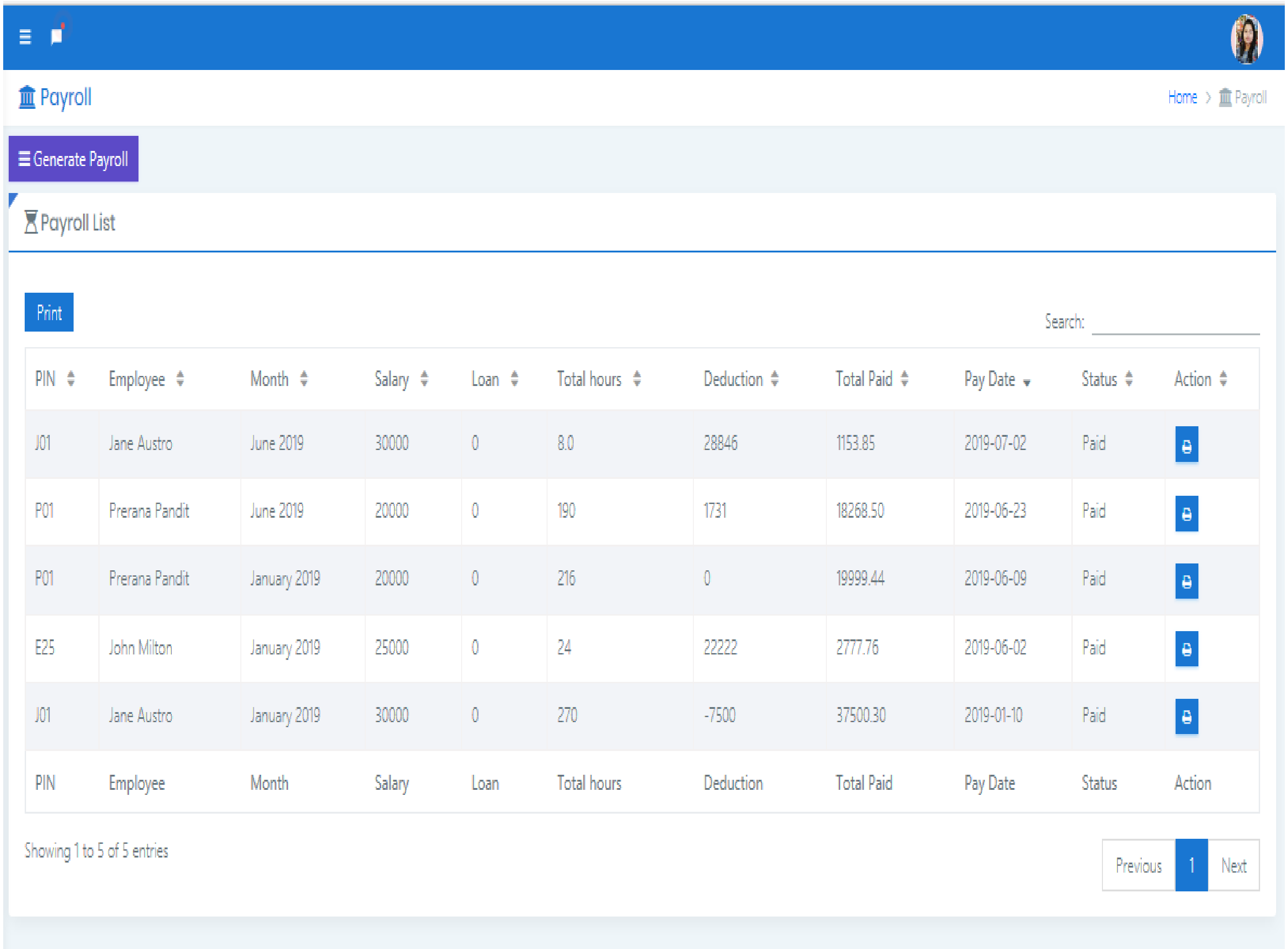


Figure 22:Assets/ Logistic Support

- Logistic Support displays the total logistics details with end date and their back date with quantity.
- The edit option helps to update/ edit the details.

Step 23: Payroll: Payroll List



PIN	Employee	Month	Salary	Loan	Total hours	Deduction	Total Paid	Pay Date	Status	Action
J01	Jane Austro	June 2019	30000	0	8.0	28846	1153.85	2019-07-02	Paid	
P01	Prerana Pandit	June 2019	20000	0	190	1731	18268.50	2019-06-23	Paid	
P01	Prerana Pandit	January 2019	20000	0	216	0	19999.44	2019-06-09	Paid	
E25	John Milton	January 2019	25000	0	24	22222	2777.76	2019-06-02	Paid	
J01	Jane Austro	January 2019	30000	0	270	-7500	37500.30	2019-01-10	Paid	
PIN	Employee	Month	Salary	Loan	Total hours	Deduction	Total Paid	Pay Date	Status	Action

Figure 23: Payroll/ Payroll List

- Payroll List displays the total payment list done on different timings at once.
- The payroll list contains edit option where details can be updated easily at one click.

Step 24: Payroll: Generate Pay-slip

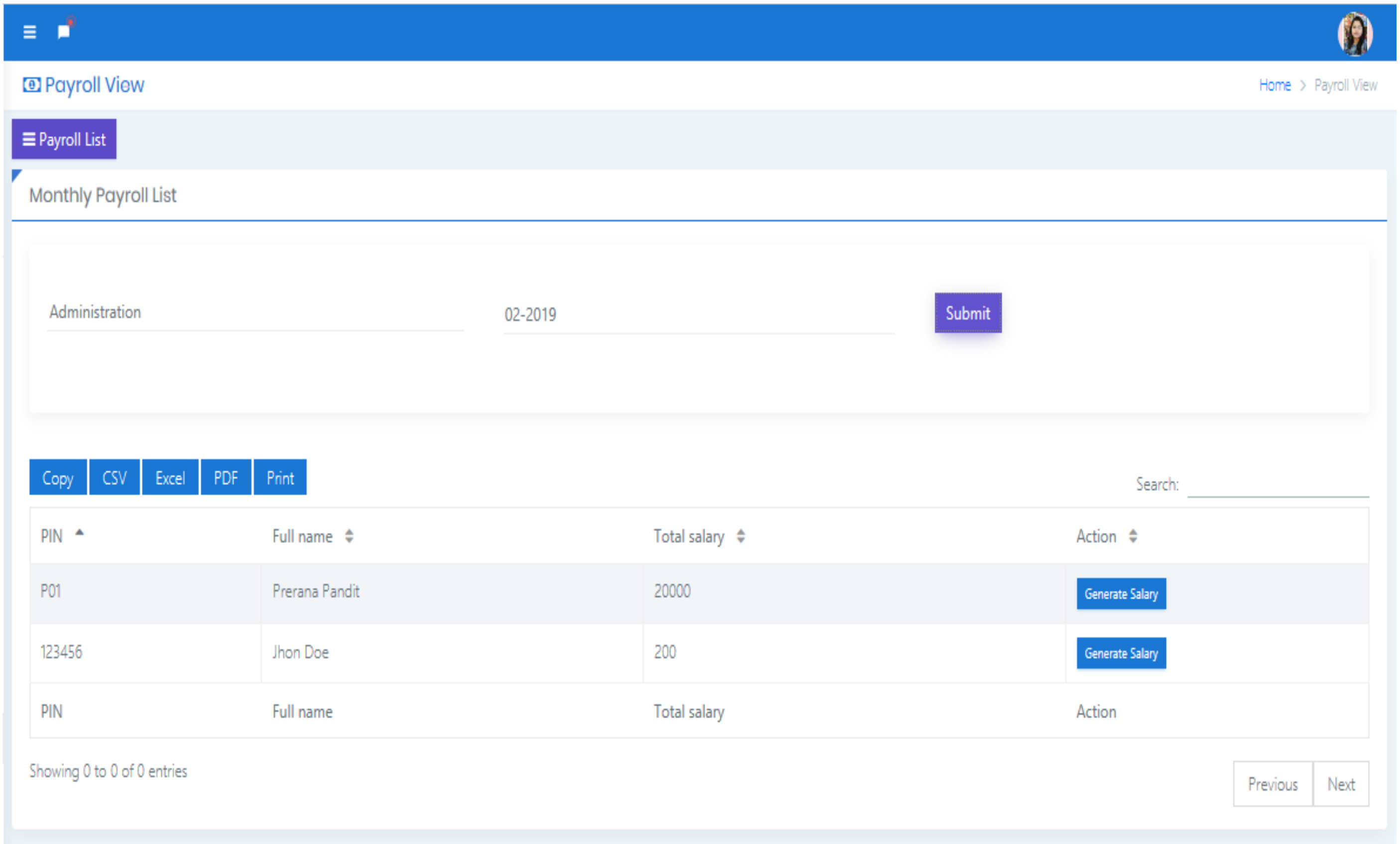


Figure 24: Payroll/ Generate Pay-slip

- Generate Pay-slip helps to generate payment lists of particular timings and date of particular branch.
- The list shows the Generate Salary button which includes generating salary of individual employee.
- Opening different form from the button click event generates salary of a employee in a particular month.

Step 25: Payroll: Pay-Slip Report

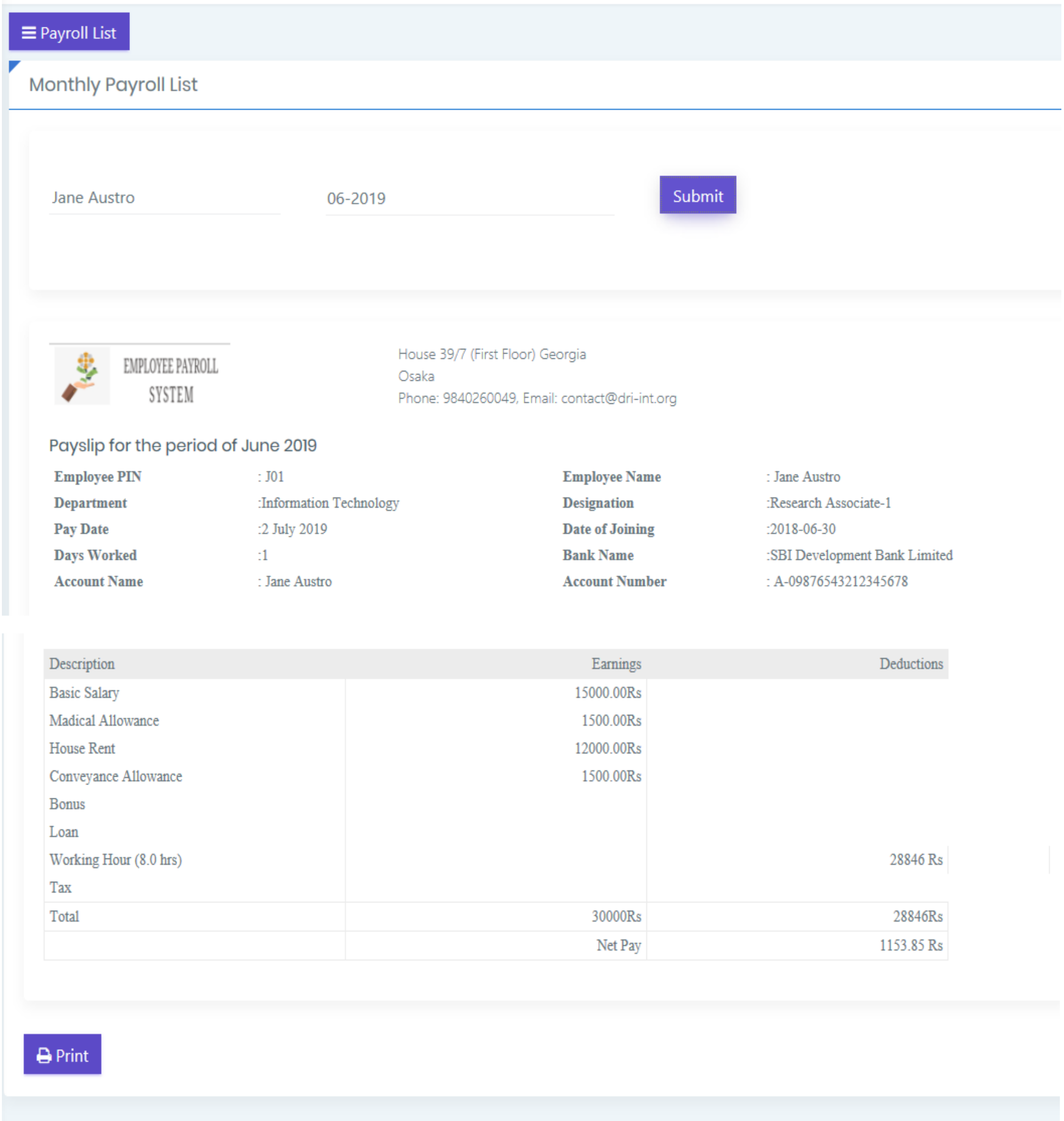


Figure 25: Payroll/ Pay-slip Report

Step 27: Notice

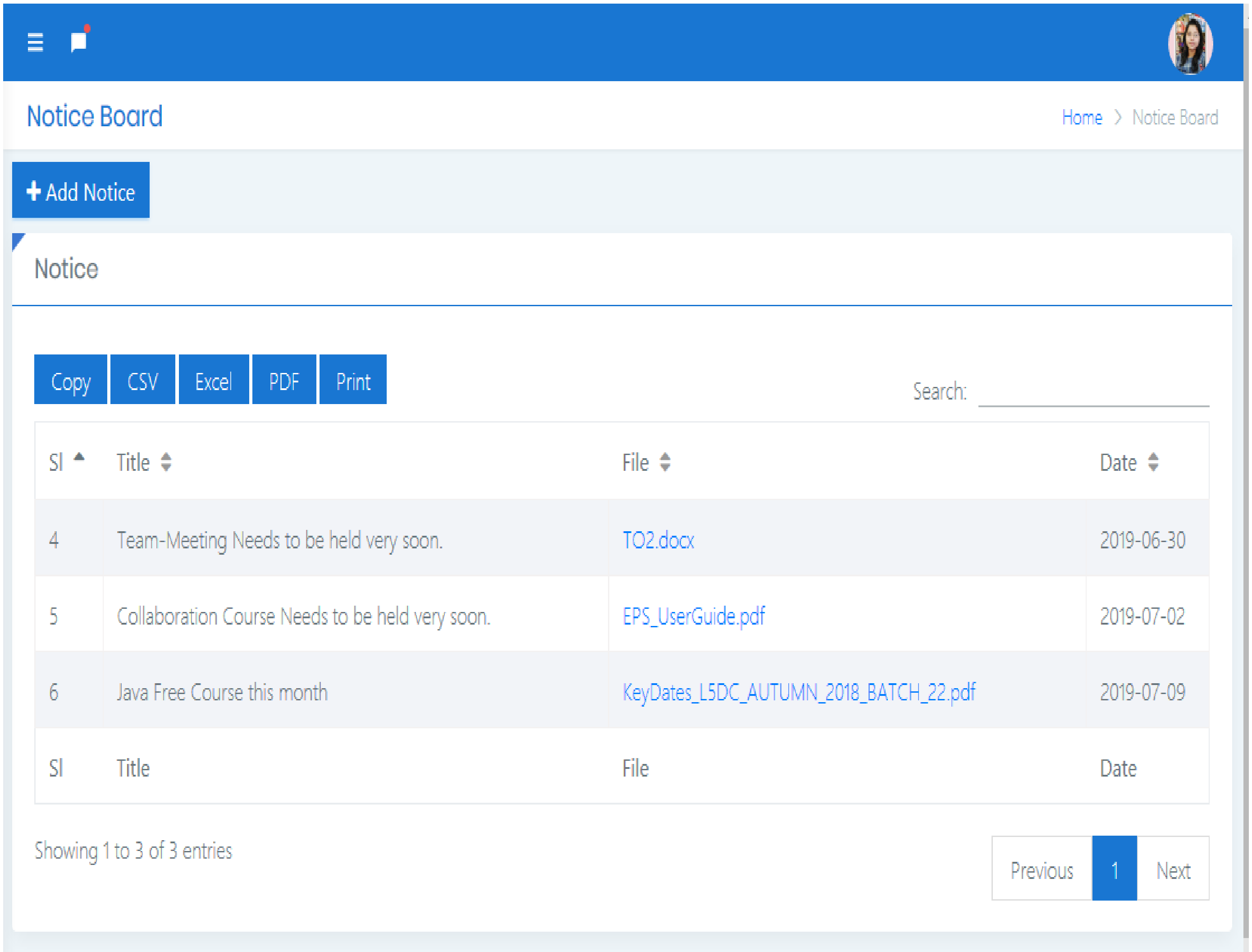


Figure 26: Notice

Step 28: Settings

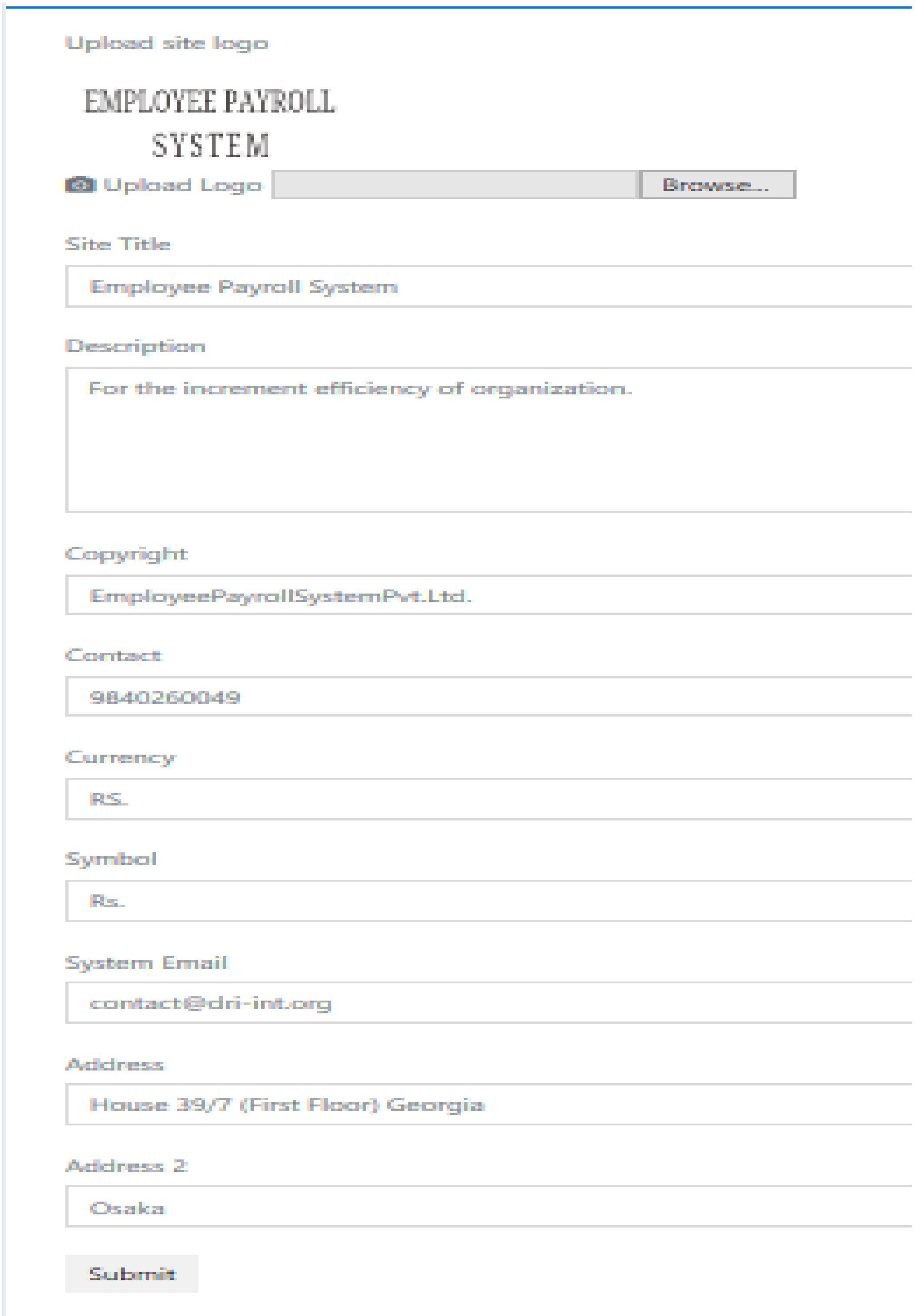


Figure 27: Settings

Step 29: Employee Dashboard

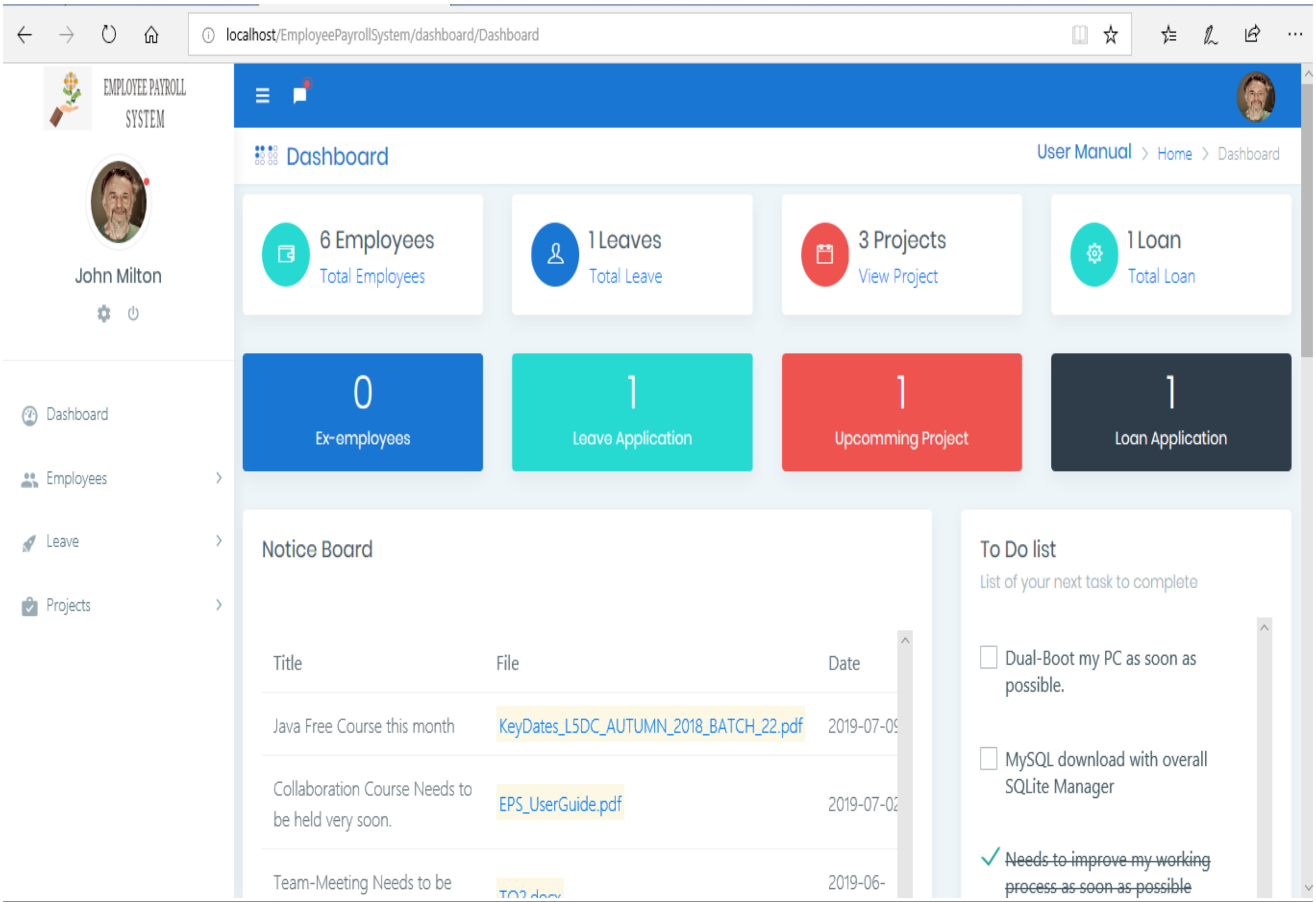


Figure 28: Employee dashboard

- The employee dashboard represents the particular operations as a admin but in limited functions done for security.
- Employee can only be able to look his/her profile but can count the total employees in the organization.
- Employee are allowed to go through projects details with their own particular leave.

Step 30: Project Summary

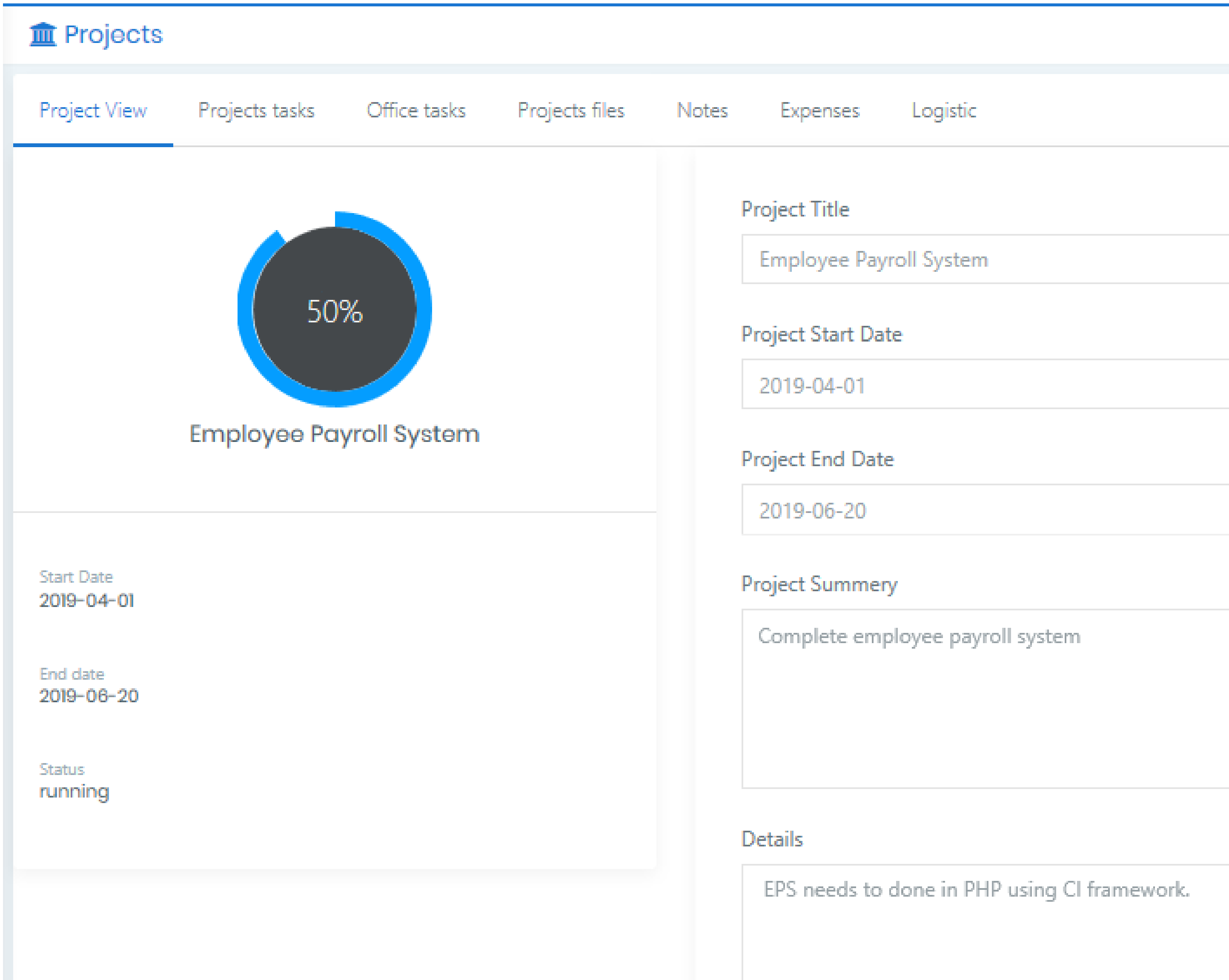


Figure 29: Projects View

- Project view displays the total details of running project that went through directly from dashboard.

Thank You, For Choosing Our Employee Payroll System!...