

# **EMPLOYEE PAYROLL SYSTEM**

## **SOFTWARE USER'S MANUAL**

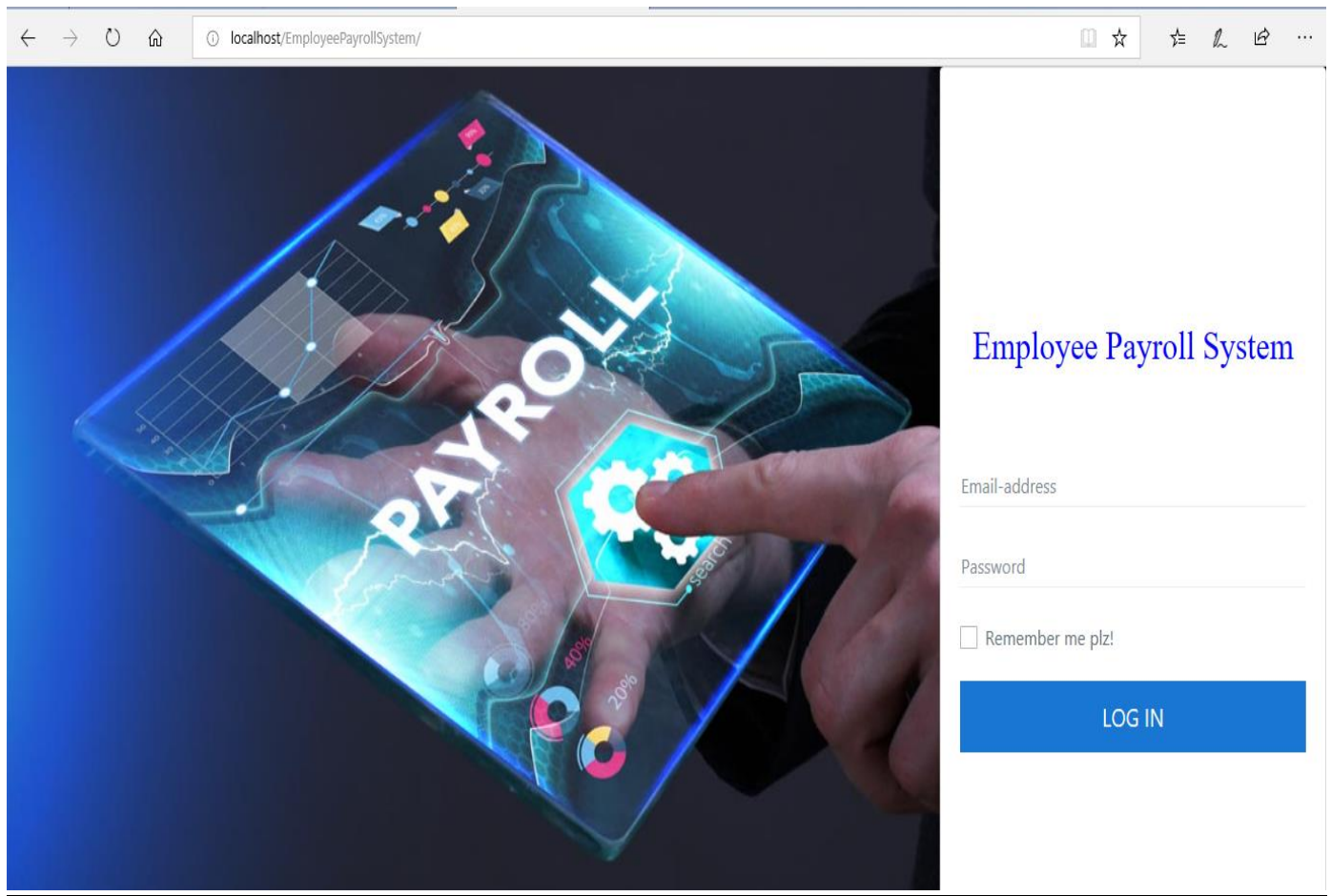
Version 1.0, June 26, 2019



### **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**

The screenshot displays the Admin Dashboard of the Employee Payroll System. The interface includes a sidebar with navigation options and a main dashboard area with various data widgets and tables.

**Dashboard Widgets:**

- 6 Employees** (View Employee)
- 1 Leaves** (View Leave)
- 3 Projects** (View Project)
- 1 Loan** (View Loan)

**Summary Cards:**

- 0 Ex-employees**
- 1 Leave Application**
- 1 Upcomming Project**
- 1 Loan Application**

**Notice Board:**

Title	File	Date
Java Free Course this month	<a href="#">KeyDates_L5DC_AUTUMN_2018_BATCH_22.pdf</a>	2019-07-09
Collaboration Course Needs to be held very soon.	<a href="#">EPS_UserGuide.pdf</a>	2019-07-02
Team-Meeting Needs to be	<a href="#">TQ3.docx</a>	2019-06-

**To Do list:**

- ☒ Java-project
- ☐ Completion of EPS Testing
- ☐ 2. Dashboard cleared for employees

**Running Project:**

Title	Start Date	End Date
Futsal Tournament System ...	2019/07/01	2019/08/30
Employee Payroll System...	2019-04-01	2019-06-20
AD-to-BS App Development...	2019/06/10	2019/06/30

**Holidays:**

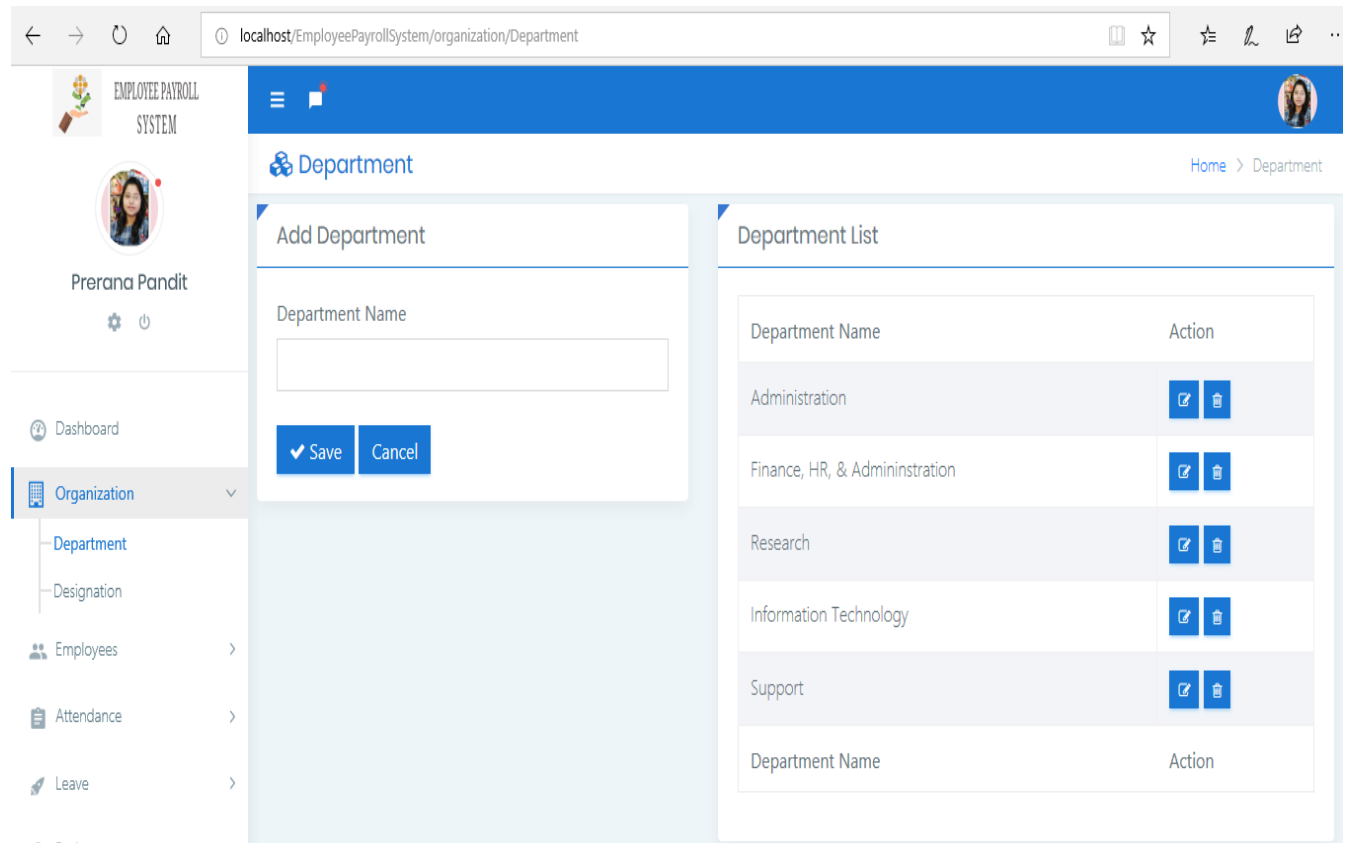
Holiday Name	Date
Team-collaboration	2019-07-13
Teachers Day	2019-07-16
Annual Celebration	2019-07-02

**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**



The screenshot displays the 'Employee Payroll System' interface. The top header shows the system name and a user profile for 'Prerana Pandit'. The sidebar on the left contains navigation links: Dashboard, Organization (selected), Department, Designation, Employees, Attendance, and Leave. The main content area is titled 'Department' and features two sections: 'Add Department' and 'Department List'.

**Add Department**

Department Name

**Department List**

Department Name	Action
Administration	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Finance, HR, & Administration	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Research	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Information Technology	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Support	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Department Name	Action

**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**

The screenshot displays the 'Designation' management page within the 'EMPLOYEE PAYROLL SYSTEM'. The interface includes a sidebar with navigation options: Dashboard, Organization (selected), Department, Designation, Employees, Attendance, Leave, Project, and Loan. The main content area is divided into two sections: 'Add Designation' and 'Designation List'.

**Add Designation Form:**

Designation Name

**Designation List Table:**

Designation	Action
Vice Chairman	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Chief Executive Officer (CEO)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Chief Finance & Admin Officer	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Sr. Finance & Admin Officer - I	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Jr. Finance & Admin Officer	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Senior Research Associate-1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Research Associate-1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Junior Research Associate	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

**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

The screenshot displays the 'Employee Payroll System' web application. The browser address bar shows 'localhost/EmployeePayrollSystem/employee/Employees'. The left sidebar contains a navigation menu with items: Dashboard, Organization, Employees (selected), Disciplinary, Attendance, Leave, Project, Loan, Assets, Payroll, Notice, and Settings. The main content area is titled 'Employee' and includes buttons for '+ Add Employee' and 'Disciplinary List'. Below these is an 'Employee List' section with a search bar and a table of employees. The table has columns for Employee Name, PIN, Email, Contact, User Type, and Action. The data rows are as follows:

Employee Name	PIN	Email	Contact	User Type	Action
Jhon Doe	123456	j@gmail.com	9857288191	ADMIN	[Edit] [Delete]
John Milton	E25	John@gmail.com	+9826633417171	EMPLOYEE	[Edit] [Delete]
Jane Austro	J01	Jane@yahoo.com	+98076523561	EMPLOYEE	[Edit] [Delete]
Michael Brans	MC25	mi@gmail.com	+98012345643	EMPLOYEE	[Edit] [Delete]
Prerana Pandit	P01	prerana@gmail.com	+980227625353	SUPER ADMIN	[Edit] [Delete]
Quan Chan	QU01	q@gmail.com	+09876543212345	EMPLOYEE	[Edit] [Delete]

Below the table, it says 'Showing 1 to 6 of 6 entries' with 'Previous', '1', and 'Next' pagination links. The footer of the page reads '© 2019 Prerana Pandit EPS, Kathmandu'.

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**



Disciplinary

Home > Disciplinary

+ Add Disciplinary Employee List

Disciplinary Action List

Copy CSV Excel PDF Print Search: \_\_\_\_\_

Employee Name ▲	PIN ◆	Title ◆	Description ◆	Status ◆	Action ◆
Jhon Doe	123456	First Warning...	Due to som...	Verbel Warning	 
Employee Name	PIN	Title	Description	Status	Action

Showing 1 to 1 of 1 entries

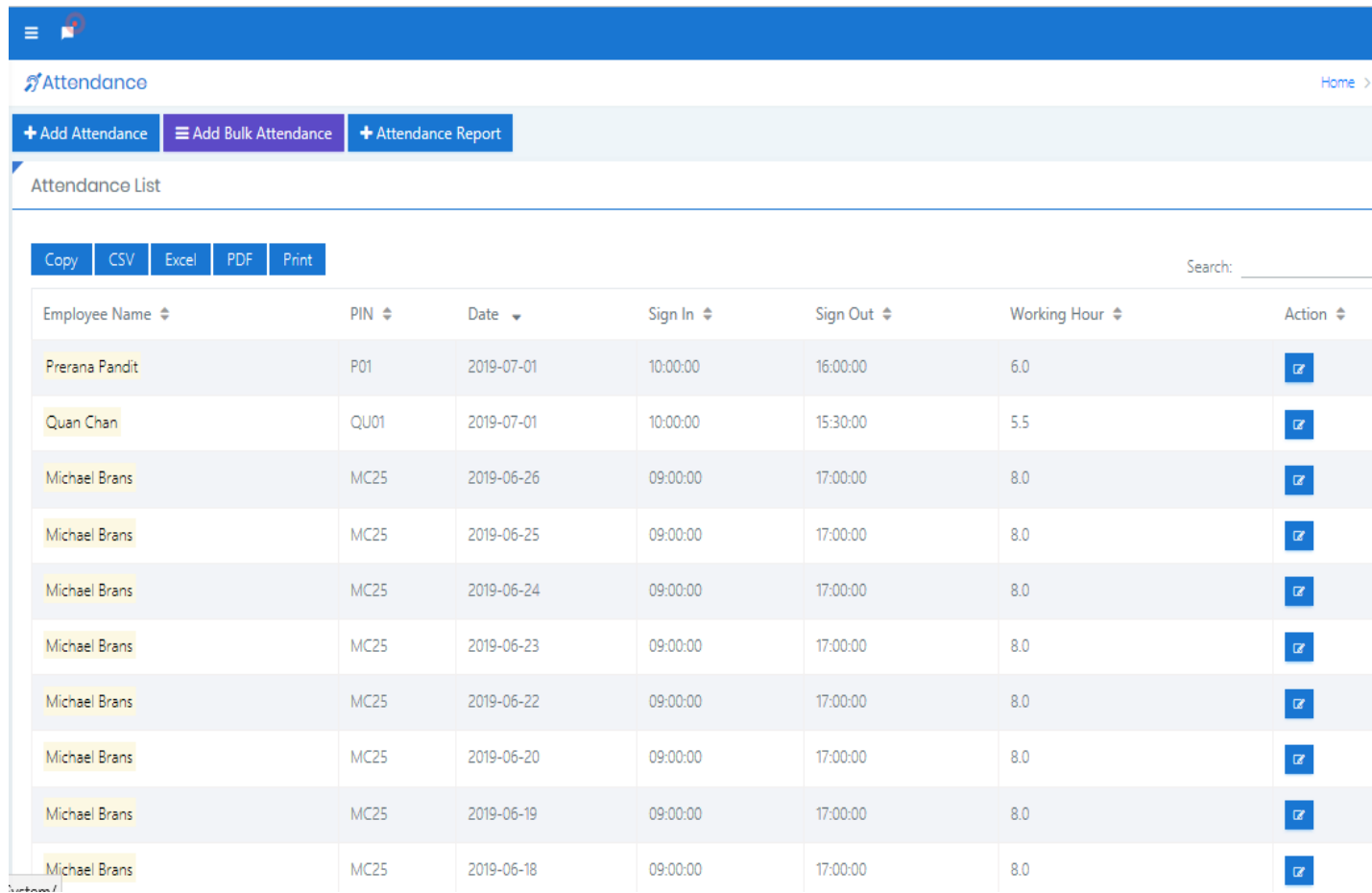
Previous 1 Next











*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 disciplinarys 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



Employee Name	PIN	Date	Sign In	Sign Out	Working Hour	Action
Prerana Pandit	P01	2019-07-01	10:00:00	16:00:00	6.0	
Quan Chan	QU01	2019-07-01	10:00:00	15:30:00	5.5	
Michael Brans	MC25	2019-06-26	09:00:00	17:00:00	8.0	
Michael Brans	MC25	2019-06-25	09:00:00	17:00:00	8.0	
Michael Brans	MC25	2019-06-24	09:00:00	17:00:00	8.0	
Michael Brans	MC25	2019-06-23	09:00:00	17:00:00	8.0	
Michael Brans	MC25	2019-06-22	09:00:00	17:00:00	8.0	
Michael Brans	MC25	2019-06-20	09:00:00	17:00:00	8.0	
Michael Brans	MC25	2019-06-19	09:00:00	17:00:00	8.0	
Michael Brans	MC25	2019-06-18	09:00:00	17:00:00	8.0	

**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**

The screenshot shows a web application interface for managing attendance. At the top, there is a blue header bar with a menu icon and a notification icon. Below the header, the main content area has a light blue background. A navigation bar contains two tabs: '+ Attendance List' (highlighted in blue) and 'Leave Application' (purple). The 'Add Attendance' form is a white card with a blue border. It has a title 'Attendance' and several input fields: 'Employee' (a dropdown menu showing 'Select Here'), 'Select Date:' (a text input field with a calendar icon on the right), 'Sign In Time' (a text input field showing 'Now'), 'Sign Out Time' (an empty text input field), and 'Place' (a dropdown menu showing 'Office'). At the bottom right of the form are two buttons: 'Close' (white with a blue border) and 'Submit' (solid blue).

*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**

The screenshot shows a web application interface for managing attendance. At the top, there's a blue header with a menu icon and a user profile. Below the header, the page title is "Attendance" with a breadcrumb "Home > Attendance". A navigation bar contains two buttons: "+ Add Attendance" and "Attendance Report". The "Attendance Report" button is active. Below this, there's a section titled "Attendance Report" with a form to generate a report. The form has three input fields: "2019-06-18", "2019-06-20", and "Michael Brans". A "Submit" button is to the right of the third field. Below the form, there's a summary section for "Michael Brans" showing "Worked 24 Hours in 3 days". Below this, there's a section titled "Full attendance" with a "Show 10 entries" dropdown and a "Search:" field. A table displays the attendance entries for Michael Brans. The table has columns: PIN, Name, Date, In, Out, Hour, and Place. There are three entries, all for PIN MC25, Name Michael Brans, and Date 2019-06-18, 2019-06-19, and 2019-06-20. The In and Out times are 09:00:00 and 17:00:00 respectively, and the Hour is 8.0. The Place column is empty. Below the table, there's a "Showing 1 to 3 of 3 entries" message and a pagination bar with "Previous", "1", and "Next" buttons.

Attendance

Home > Attendance

+ Add Attendance Attendance Report

Attendance Report

2019-06-18 2019-06-20 Michael Brans Submit

Michael Brans

Worked 24 Hours in 3 days

Full attendance

Show 10 entries Search:

PIN	Name	Date	In	Out	Hour	Place
MC25	Michael Brans	2019-06-18	09:00:00	17:00:00	8.0	
MC25	Michael Brans	2019-06-19	09:00:00	17:00:00	8.0	
MC25	Michael Brans	2019-06-20	09:00:00	17:00:00	8.0	

Showing 1 to 3 of 3 entries

Previous 1 Next

*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**

**Holiday**

Home > Holiday

+ Add Holiday   Leave Application

Holidays List

Copy   CSV   Excel   PDF   Print   Search: \_\_\_\_\_

Name ^	Start Date ^	End Date ^	Number of days ^	Year ^	Action ^
Annual Celebration	2nd of July 2019	3rd of July 2019	1	07-2019	
Teachers Day	16th of July 2019	17th of July 2019	1	07-2019	
Team-collaboration	13th of July 2019	25th of July 2019	12	07-2019	

Showing 1 to 3 of 3 entries

Previous   1   Next

**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

Leave Types

Home > Leave

+ Add Leave Types   Leave Application

Leave List

Copy   CSV   Excel   PDF   Print   Search: \_\_\_\_\_

ID	Leave Type	Number Of Days	Action
1	Casual Leave	21	
2	Sick Leave	15	
3	Maternity Leave	90	
4	Paternal Leave	7	
5	Earned leave		
7	Public Holiday		
8	Optional Leave		
9	Leave without Pay		

ID   Leave Type   Number Of Days   Action

Showing 1 to 8 of 8 entries

Previous   1   Next

**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**

The screenshot displays a web application interface for managing leave applications. At the top, there is a blue header bar with a menu icon, a notification icon, and a user profile picture. Below the header, the page title "Application" is shown on the left, and a breadcrumb trail "Home > Leave Application" is on the right. A secondary navigation bar contains two buttons: "+ Add Application" and "Holiday List". The main content area is titled "Application List". It features a set of action buttons (Copy, CSV, Excel, PDF, Print) and a search bar. Below these is a table with the following columns: Employee Name, PIN, Leave Type, Apply Date, Start Date, End Date, Duration, Leave Status, and Action. A single entry is visible for Jane Austro, with a status of "Not Approve" and action buttons for "Approve" and "Reject". At the bottom, a pagination bar shows "Showing 1 to 1 of 1 entries" and navigation links for "Previous", "1", and "Next".

Employee Name	PIN	Leave Type	Apply Date	Start Date	End Date	Duration	Leave Status	Action
Jane Austro	J01	Casual Leave	1st of July 2019	2019-07-02	2019-07-05	3 days	Not Approve	<button>Approve</button> <button>Reject</button>

**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**

The screenshot displays a web application interface for managing leave. At the top, there is a blue header bar with a menu icon, a notification icon, and a user profile picture. Below the header, a breadcrumb trail shows 'Home > Earn Leave'. A blue button labeled '+ Assign Earned Leave' is prominently displayed. Underneath, a section titled 'Earn Balance' contains a table with the following data:

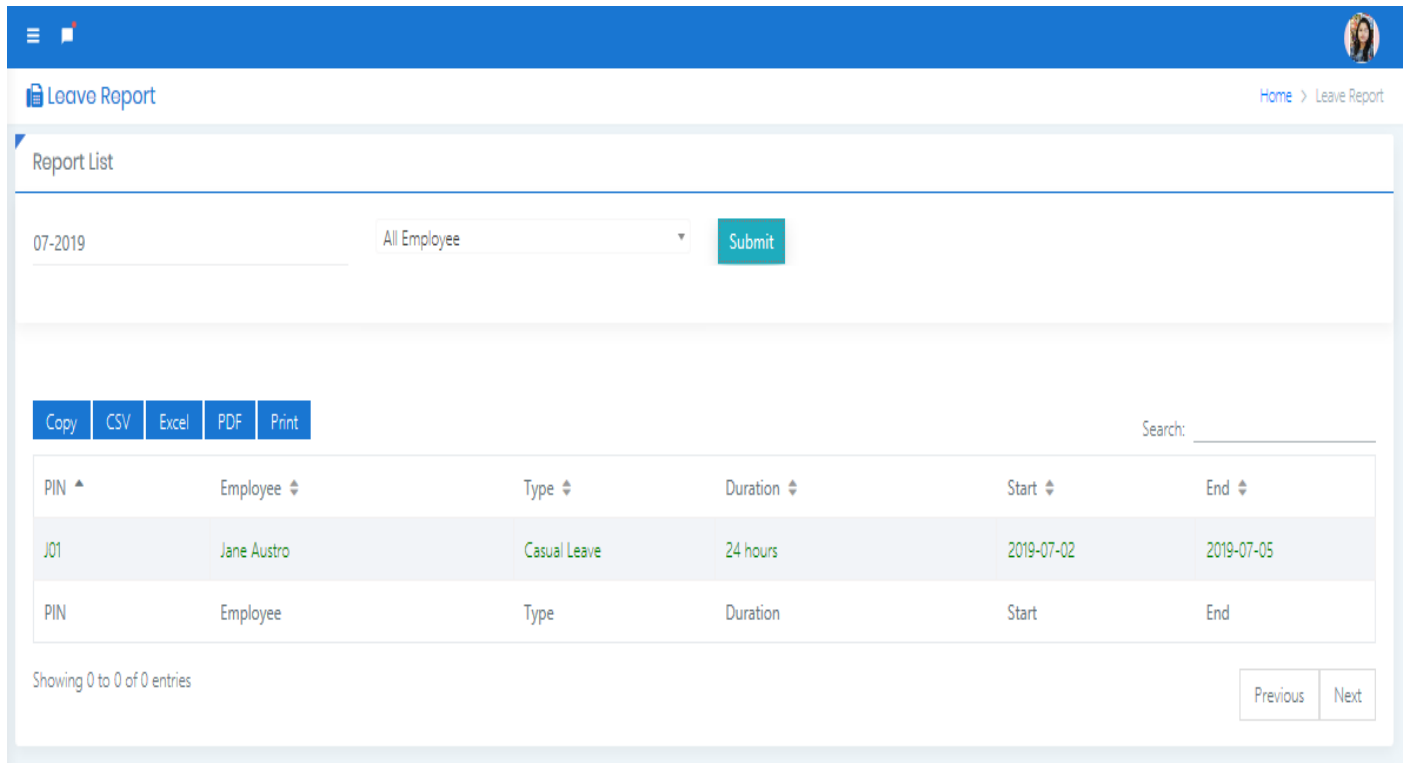
Employee PIN	Employee Name	Total Hour	Action
123456	Jhon Doe	216 Hours	
J01	Jane Austro	40 Hours	

Below the table, the column headers are repeated: Employee PIN, Employee Name, Total Hour, and Action.

***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



The screenshot displays a web application interface for generating a leave report. At the top, there is a blue header bar with a menu icon and a user profile picture. Below the header, the page title "Leave Report" is visible on the left, and a breadcrumb trail "Home > Leave Report" is on the right. The main content area is titled "Report List". It features a date input field containing "07-2019" and a dropdown menu set to "All Employee", followed by a teal "Submit" button. Below these inputs, there are five buttons: "Copy", "CSV", "Excel", "PDF", and "Print". To the right of these buttons is a search bar labeled "Search:". A table with six columns is displayed below: "PIN", "Employee", "Type", "Duration", "Start", and "End". The first row of data shows "J01", "Jane Austro", "Casual Leave", "24 hours", "2019-07-02", and "2019-07-05". Below the table, it says "Showing 0 to 0 of 0 entries". At the bottom right, there are "Previous" and "Next" navigation buttons.

Report List

07-2019 All Employee Submit

Copy CSV Excel PDF Print Search:

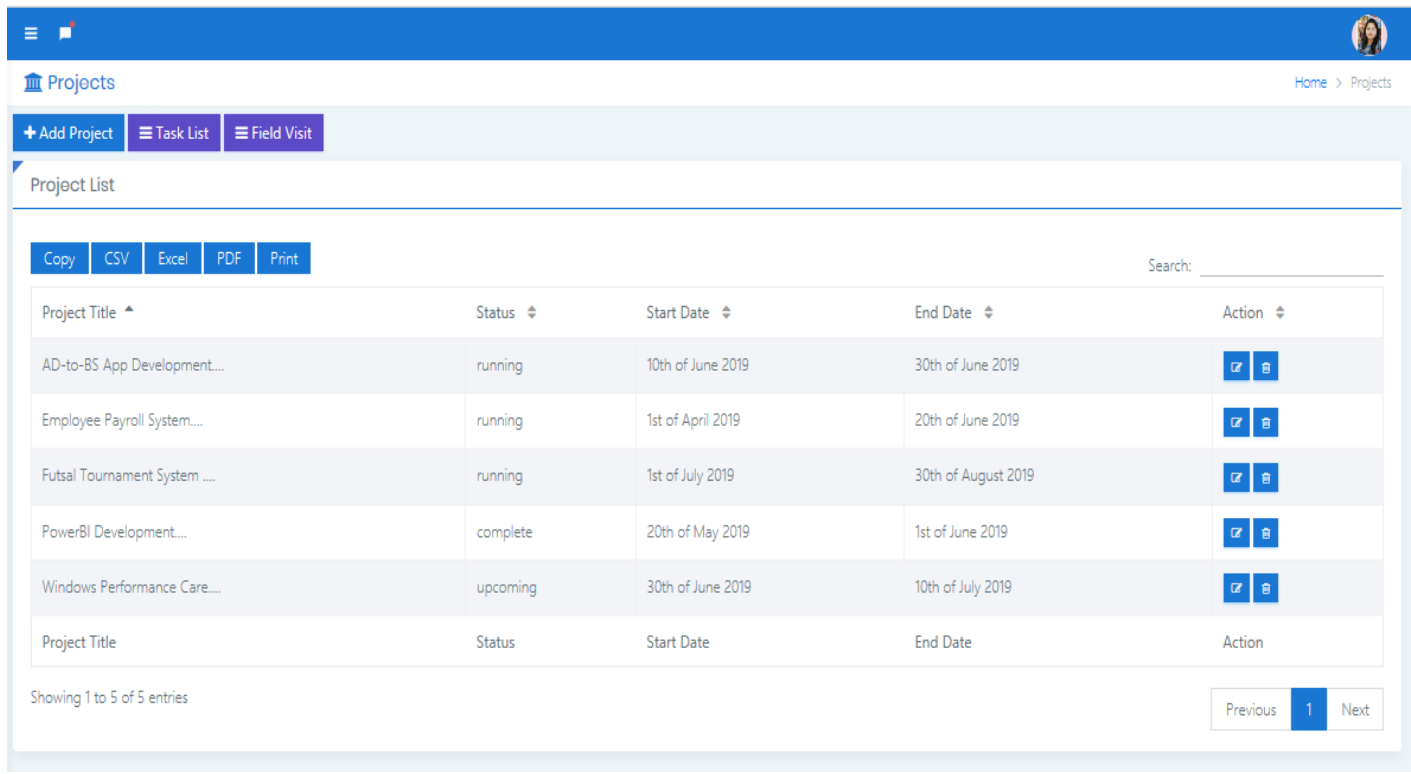
PIN	Employee	Type	Duration	Start	End
J01	Jane Austro	Casual Leave	24 hours	2019-07-02	2019-07-05
PIN	Employee	Type	Duration	Start	End

Showing 0 to 0 of 0 entries Previous Next

**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



Projects

Home > Projects

+ Add Project Task List Field Visit

Project List

Copy CSV Excel PDF Print Search:

Project Title ^	Status	Start Date	End Date	Action
AD-to-BS App Development...	running	10th of June 2019	30th of June 2019	<a href="#">Edit</a> <a href="#">Delete</a>
Employee Payroll System...	running	1st of April 2019	20th of June 2019	<a href="#">Edit</a> <a href="#">Delete</a>
Futsal Tournament System ...	running	1st of July 2019	30th of August 2019	<a href="#">Edit</a> <a href="#">Delete</a>
PowerBI Development...	complete	20th of May 2019	1st of June 2019	<a href="#">Edit</a> <a href="#">Delete</a>
Windows Performance Care....	upcoming	30th of June 2019	10th of July 2019	<a href="#">Edit</a> <a href="#">Delete</a>
Project Title	Status	Start Date	End Date	Action

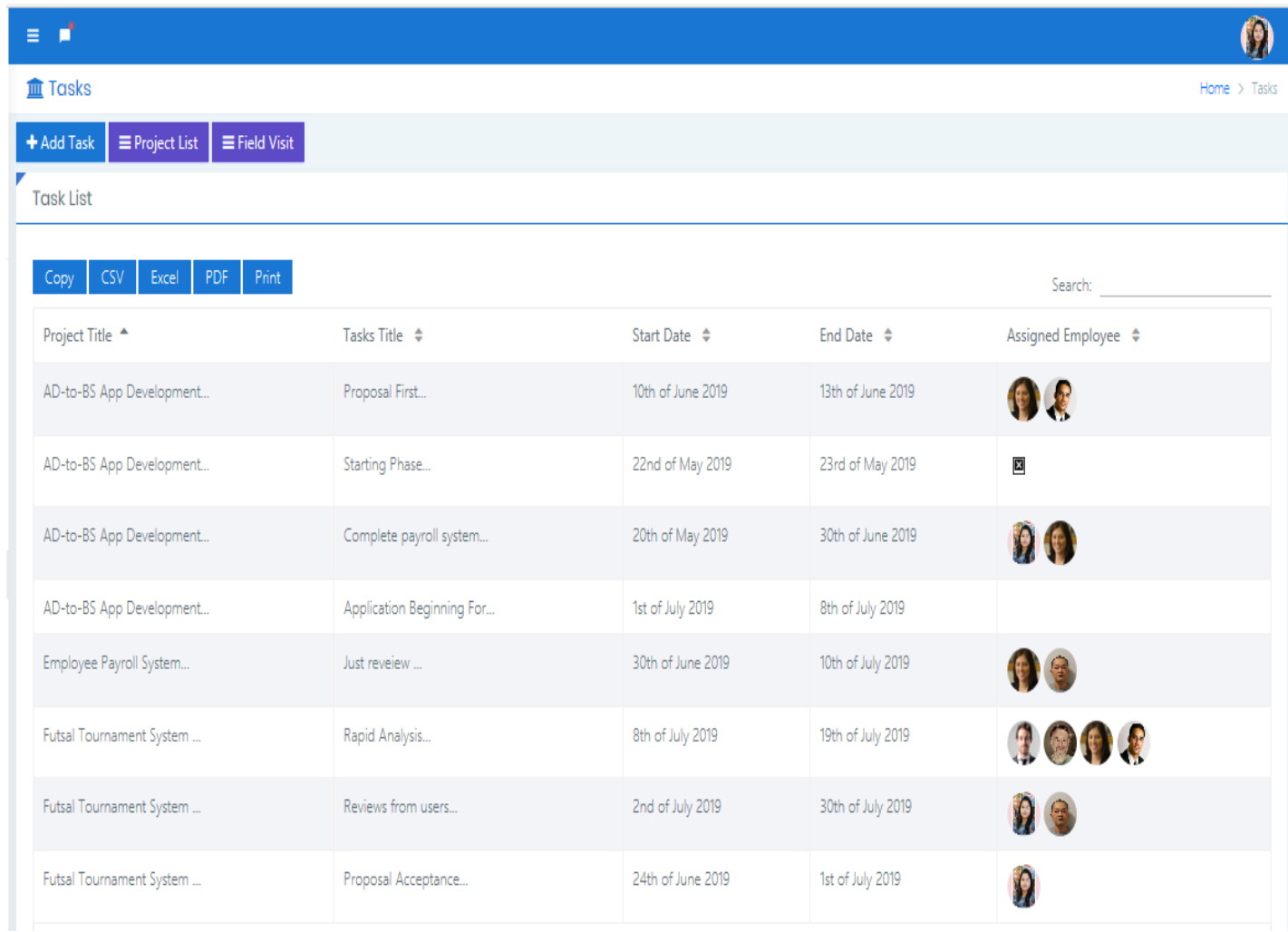
Showing 1 to 5 of 5 entries















Previous 1 Next

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



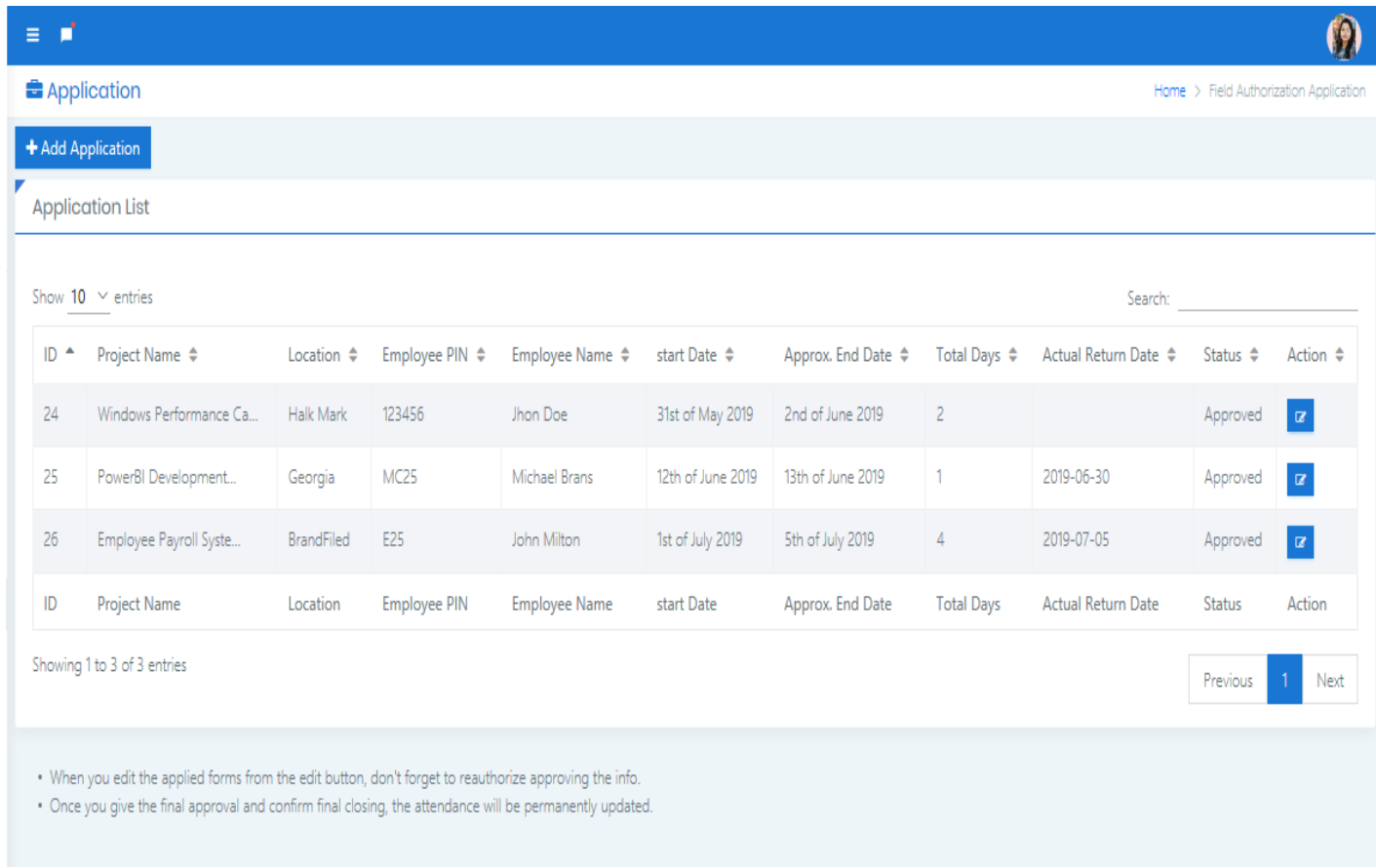
Project Title ^	Tasks Title ^	Start Date ^	End Date ^	Assigned Employee ^
AD-to-BS App Development...	Proposal First...	10th of June 2019	13th of June 2019	 
AD-to-BS App Development...	Starting Phase...	22nd of May 2019	23rd of May 2019	
AD-to-BS App Development...	Complete payroll system...	20th of May 2019	30th of June 2019	 
AD-to-BS App Development...	Application Beginning For...	1st of July 2019	8th of July 2019	
Employee Payroll System...	Just review ...	30th of June 2019	10th of July 2019	 
Futsal Tournament System ...	Rapid Analysis...	8th of July 2019	19th of July 2019	   
Futsal Tournament System ...	Reviews from users...	2nd of July 2019	30th of July 2019	 
Futsal Tournament System ...	Proposal Acceptance...	24th of June 2019	1st of July 2019	

**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



The screenshot displays a web application interface for 'Field Authorization Application'. The top navigation bar is blue with a menu icon and a user profile icon. Below the navigation bar, the page title 'Application' is shown, followed by a breadcrumb trail 'Home > Field Authorization Application'. A blue button labeled '+ Add Application' is positioned above the 'Application List' section. The 'Application List' section features a table with columns: ID, Project Name, Location, Employee PIN, Employee Name, start Date, Approx. End Date, Total Days, Actual Return Date, Status, and Action. The table contains three entries, all with a status of 'Approved'. Below the table, a pagination bar shows 'Showing 1 to 3 of 3 entries' and navigation buttons for 'Previous', '1', and 'Next'. A search bar is located at the top right of the table area. At the bottom of the page, there are two bullet points providing instructions on editing and finalizing applications.

Application

Home > Field Authorization Application

+ Add Application

Application List

Show 10 entries Search:

ID	Project Name	Location	Employee PIN	Employee Name	start Date	Approx. End Date	Total Days	Actual Return Date	Status	Action
24	Windows Performance Ca...	Halk Mark	123456	Jhon Doe	31st of May 2019	2nd of June 2019	2		Approved	
25	PowerBI Development...	Georgia	MC25	Michael Brans	12th of June 2019	13th of June 2019	1	2019-06-30	Approved	
26	Employee Payroll Syste...	BrandFiled	E25	John Milton	1st of July 2019	5th of July 2019	4	2019-07-05	Approved	

Showing 1 to 3 of 3 entries

Previous 1 Next

- When you edit the applied forms from the edit button, don't forget to reauthorize approving the info.
- Once you give the final approval and confirm final closing, the attendance will be permanently updated.

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**

Grand Loan

Home > Grand Loan



+ Add Loan

≡ Loan Installment

Loan List

CopyCSVExcelPDFPrint

Search:

Name	Employee Code	Amount	Installment	Total Pay	Total Due	Approve Date	Status	Action
Michael Brans	MC25	2000	100	200	1800	28th of June 2019	Granted	
Jane Austro	J01	20000	100	0	0	14th of January 2018	Done	

NameEmployee CodeAmountInstallmentTotal PayTotal DueApprove DateStatusAction

Showing 1 to 2 of 2 entries

Previous

1

Next

**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

Loan Installment

Home > Loan Installment

+ Add Loan Installment Loan List

Loan Installment

Copy CSV Excel PDF Print Search: \_\_\_\_\_

Employee PIN	Loan Id	Loan Number	Install Amount	Approve Date	Receiver	Install No	Action
MC25	35	37270733	100	8th of January 2019	Prerana	18	<a href="#">Edit</a> <a href="#">Delete</a>
MC25	35	37270733	100	6th of August 2018	Myself	19	<a href="#">Edit</a> <a href="#">Delete</a>

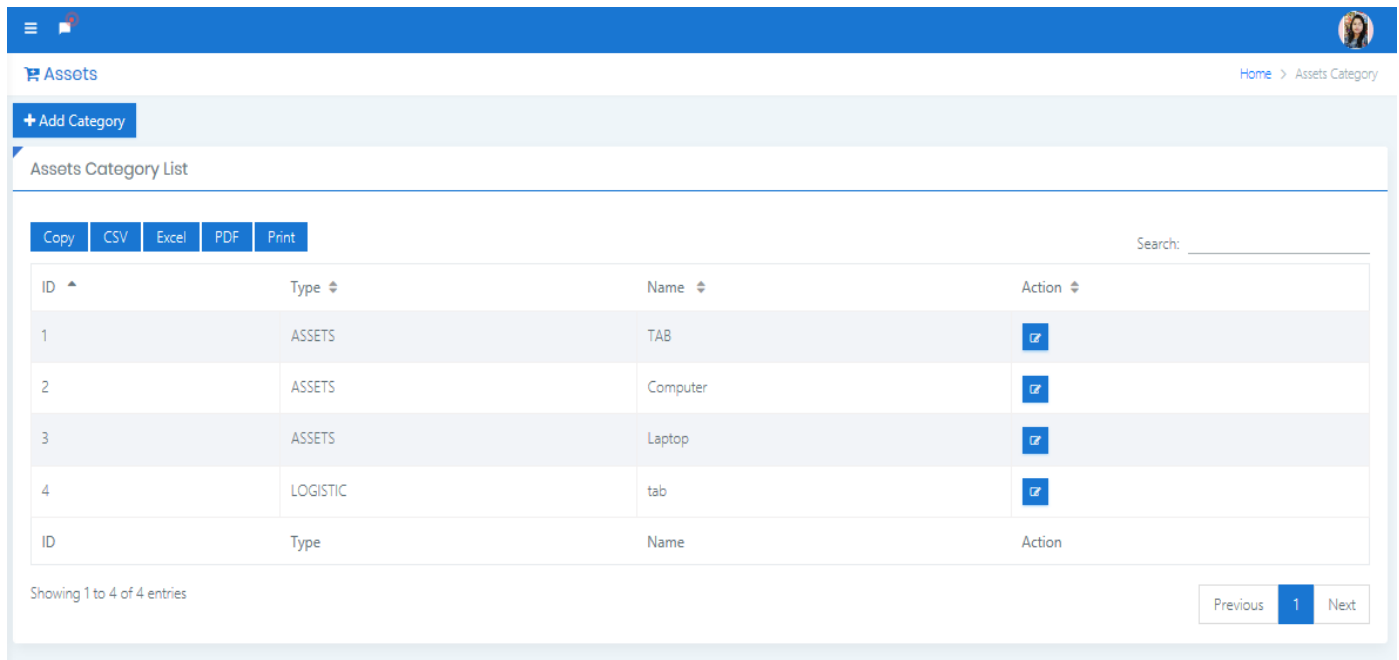
Showing 1 to 2 of 2 entries

Previous 1 Next

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



The screenshot shows the 'Assets Category List' interface. At the top, there's a blue header with a menu icon, a notification icon, and a user profile icon. Below the header, there's a breadcrumb trail: 'Home > Assets Category'. A '+ Add Category' button is visible. The main content area is titled 'Assets Category List'. It features a toolbar with 'Copy', 'CSV', 'Excel', 'PDF', and 'Print' buttons, and a search bar. The table has four columns: 'ID', 'Type', 'Name', and 'Action'. The data rows are as follows:

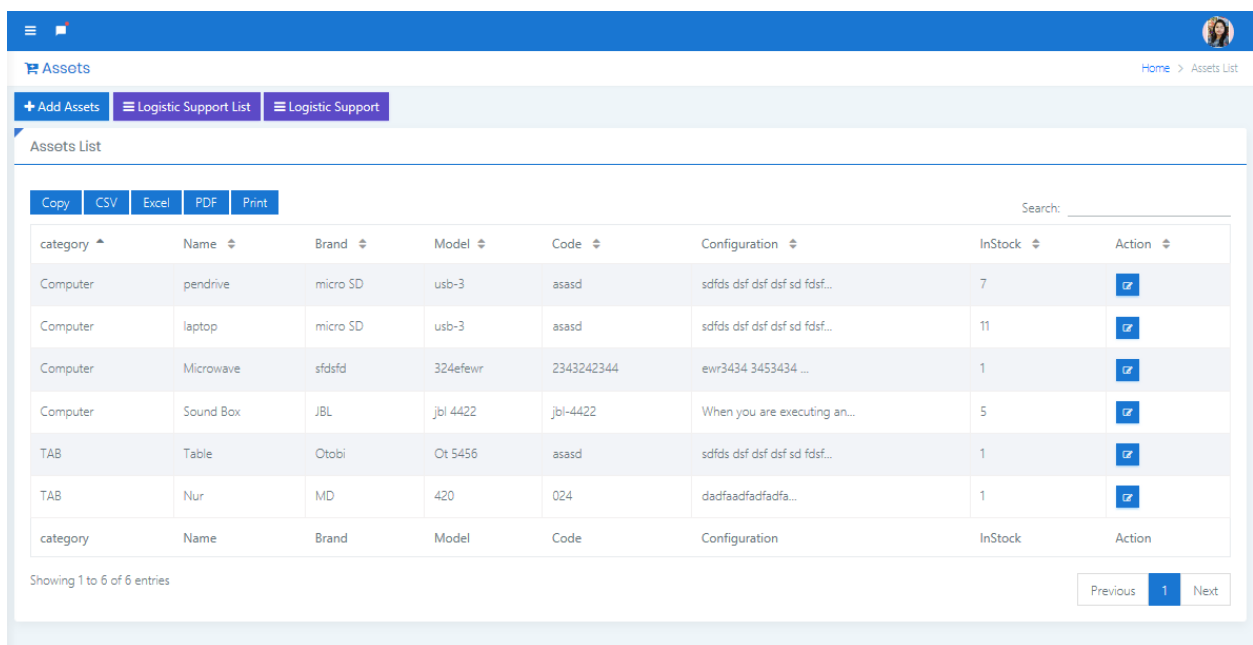
ID	Type	Name	Action
1	ASSETS	TAB	
2	ASSETS	Computer	
3	ASSETS	Laptop	
4	LOGISTIC	tab	

Below the table, it says 'Showing 1 to 4 of 4 entries'. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons.

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



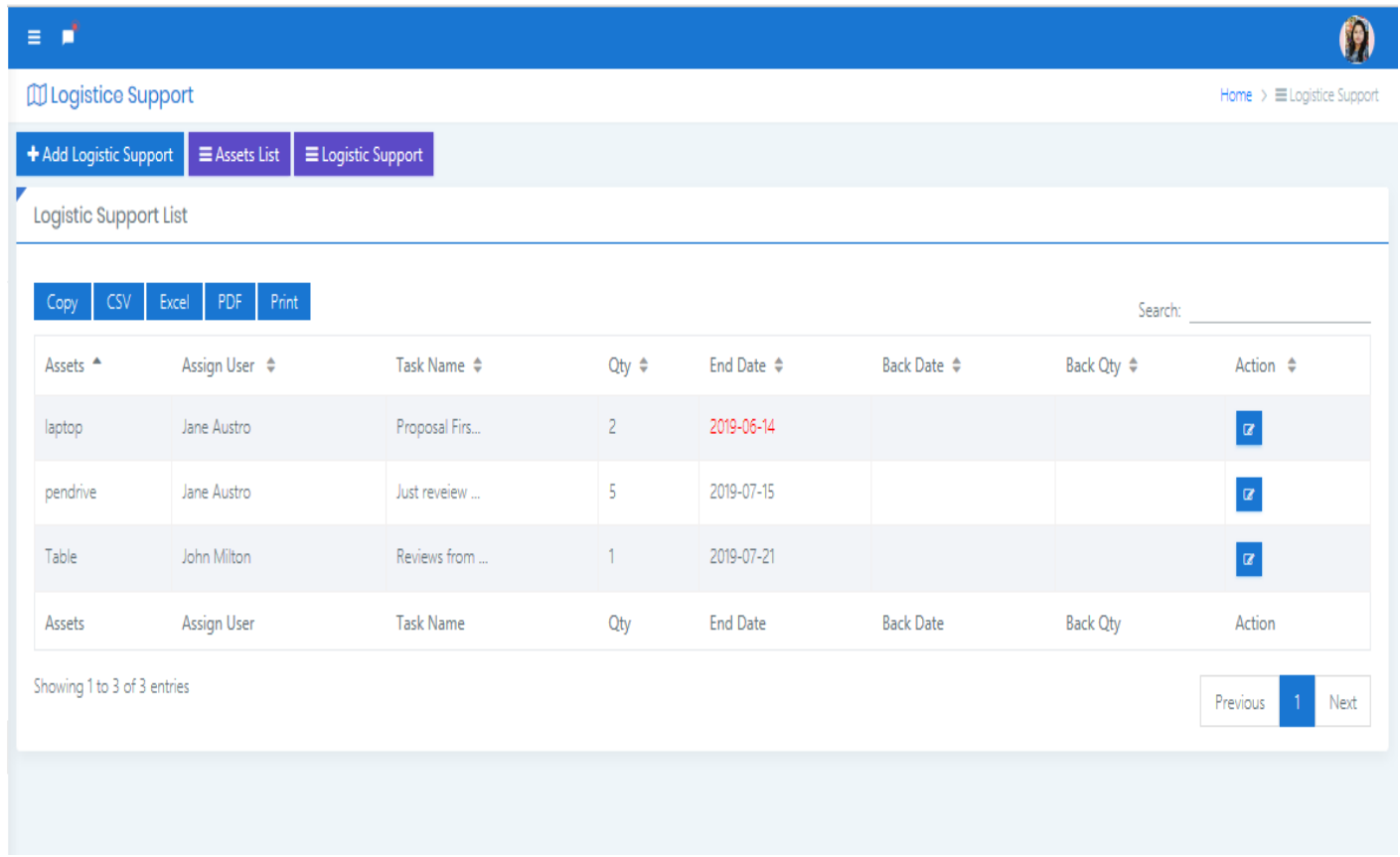
The screenshot shows the 'Assets List' interface. At the top, there's a blue header with a menu icon, a notification icon, and a user profile icon. Below the header, there's a breadcrumb trail: 'Home > Assets List'. A '+ Add Assets' button is visible, along with two buttons labeled 'Logistic Support List' and 'Logistic Support'. The main content area is titled 'Assets List'. It features a toolbar with 'Copy', 'CSV', 'Excel', 'PDF', and 'Print' buttons, and a search bar. The table has eight columns: 'category', 'Name', 'Brand', 'Model', 'Code', 'Configuration', 'InStock', and 'Action'. The data rows are as follows:

category	Name	Brand	Model	Code	Configuration	InStock	Action
Computer	pendrive	micro SD	usb-3	asasd	sdfds dsf dsf sd fdsf...	7	
Computer	laptop	micro SD	usb-3	asasd	sdfds dsf dsf sd fdsf...	11	
Computer	Microwave	sdfsfd	324efewr	2343242344	ewr3434 3453434 ...	1	
Computer	Sound Box	JBL	jbl 4422	jbl-4422	When you are executing an...	5	
TAB	Table	Otobi	Ot 5456	asasd	sdfds dsf dsf sd fdsf...	1	
TAB	Nur	MD	420	024	dadfaadfadfadfa...	1	




Below the table, it says 'Showing 1 to 6 of 6 entries'. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons.

Figure 21: Assets List / Assets

## Step 22: Assets: Logistic Support



The screenshot displays the 'Logistic Support' interface. At the top, there is a blue header bar with a menu icon, a notification icon, and a user profile icon. Below the header, the breadcrumb 'Home > Logistic Support' is visible. The main content area features a sidebar with buttons for '+ Add Logistic Support', 'Assets List', and 'Logistic Support'. The 'Logistic Support List' is displayed, showing a table of assets. The table has columns: Assets, Assign User, Task Name, Qty, End Date, Back Date, Back Qty, and Action. There are three data rows and a summary row. The first row shows 'laptop' assigned to 'Jane Austro' with a task 'Proposal Firs...', quantity '2', end date '2019-06-14', and back date. The second row shows 'pendrive' assigned to 'Jane Austro' with a task 'Just reveiew ...', quantity '5', end date '2019-07-15', and back date. The third row shows 'Table' assigned to 'John Milton' with a task 'Reviews from ...', quantity '1', end date '2019-07-21', and back date. The summary row shows 'Assets', 'Assign User', 'Task Name', 'Qty', 'End Date', 'Back Date', 'Back Qty', and 'Action'. Below the table, it says 'Showing 1 to 3 of 3 entries' and there are 'Previous', '1', and 'Next' navigation buttons.

Assets	Assign User	Task Name	Qty	End Date	Back Date	Back Qty	Action
laptop	Jane Austro	Proposal Firs...	2	2019-06-14			
pendrive	Jane Austro	Just reveiew ...	5	2019-07-15			
Table	John Milton	Reviews from ...	1	2019-07-21			
Assets	Assign User	Task Name	Qty	End Date	Back Date	Back Qty	Action

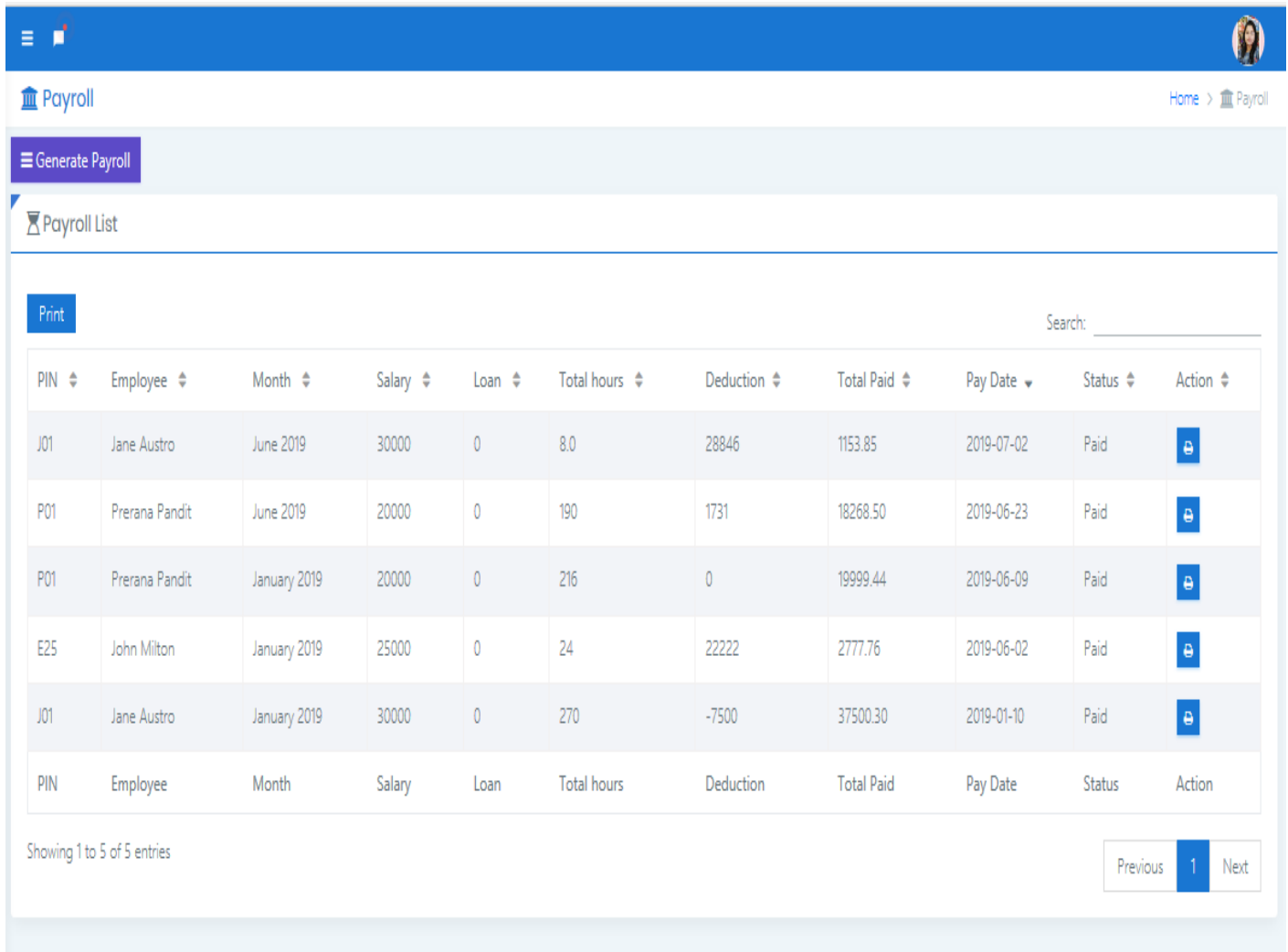
Showing 1 to 3 of 3 entries

Previous 1 Next






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



The screenshot displays the 'Payroll List' interface. At the top, there is a blue header bar with a menu icon, a notification icon, and a user profile picture. Below the header, the 'Payroll' section is visible, with a 'Generate Payroll' button. The main area is titled 'Payroll List' and contains a 'Print' button and a search bar. A table lists payroll entries with columns: PIN, Employee, Month, Salary, Loan, Total hours, Deduction, Total Paid, Pay Date, Status, and Action. The table shows 5 entries. At the bottom, it indicates 'Showing 1 to 5 of 5 entries' and has 'Previous', '1', and 'Next' navigation buttons.

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	

Showing 1 to 5 of 5 entries

Previous 1 Next

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**

The screenshot displays the 'Payroll View' interface. At the top, there's a blue header with a menu icon and a user profile. Below the header, the 'Payroll View' title is shown with a breadcrumb trail 'Home > Payroll View'. A 'Payroll List' button is visible on the left. The main section is titled 'Monthly Payroll List' and contains a form with two input fields: 'Administration' (containing 'Administration') and '02-2019'. A 'Submit' button is to the right of these fields. Below the form, there are buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. A search bar is also present. The main content is a table with columns: 'PIN', 'Full name', 'Total salary', and 'Action'. The table has two data rows. The first row shows 'P01', 'Prerana Pandit', and '20000', with a 'Generate Salary' button. The second row shows '123456', 'Jhon Doe', and '200', also with a 'Generate Salary' button. Below the table, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

Payroll View

Home > Payroll View

Payroll List

Monthly Payroll List

Administration 02-2019 Submit

Copy CSV Excel PDF Print Search:

PIN	Full name	Total salary	Action
P01	Prerana Pandit	20000	Generate Salary
123456	Jhon Doe	200	Generate Salary

Showing 0 to 0 of 0 entries Previous Next

**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


Payroll List

Monthly Payroll List

Jane Austro

06-2019

Submit



EMPLOYEE PAYROLL  
SYSTEM

House 39/7 (First Floor) Georgia  
Osaka  
Phone: 9840260049, Email: contact@dri-int.org

Payslip for the period of June 2019

Employee PIN

: J01

Department

: Information Technology

Pay Date

: 2 July 2019

Days Worked

: 1

Account Name

: Jane Austro

Employee Name

: Jane Austro

Designation

: Research Associate-1

Date of Joining

: 2018-06-30

Bank Name

: SBI Development Bank Limited

Account Number

: A-09876543212345678



Description	Earnings	Deductions
Basic Salary	15000.00Rs	
Medical Allowance	1500.00Rs	
House Rent	12000.00Rs	
Conveyance Allowance	1500.00Rs	
Bonus		
Loan		
Working Hour (8.0 hrs)		28846 Rs
Tax		
Total	30000Rs	28846Rs
	Net Pay	1153.85 Rs

Print

Figure 25: Payroll/ Pay-slip Report



## Step 27: Notice



Notice Board





Home > Notice Board

+ Add Notice

Notice

CopyCSVExcelPDFPrint

Search:

Sl 	Title 	File 	Date 
4	Team-Meeting Needs to be held very soon.	<a href="#">TQ2.docx</a>	2019-06-30
5	Collaboration Course Needs to be held very soon.	<a href="#">EPS_UserGuide.pdf</a>	2019-07-02
6	Java Free Course this month	<a href="#">KeyDates_L5DC_AUTUMN_2018_BATCH_22.pdf</a>	2019-07-09
Sl	Title	File	Date

Showing 1 to 3 of 3 entries


Previous1Next

Figure 26: Notice

## Step 28: Settings

Upload site logo

EMPLOYEE PAYROLL  
SYSTEM

 Upload Logo

Site Title

Description

Copyright

Contact

Currency

Symbol

System Email

Address

Address 2

Figure 27: Settings

## Step 29: Employee Dashboard

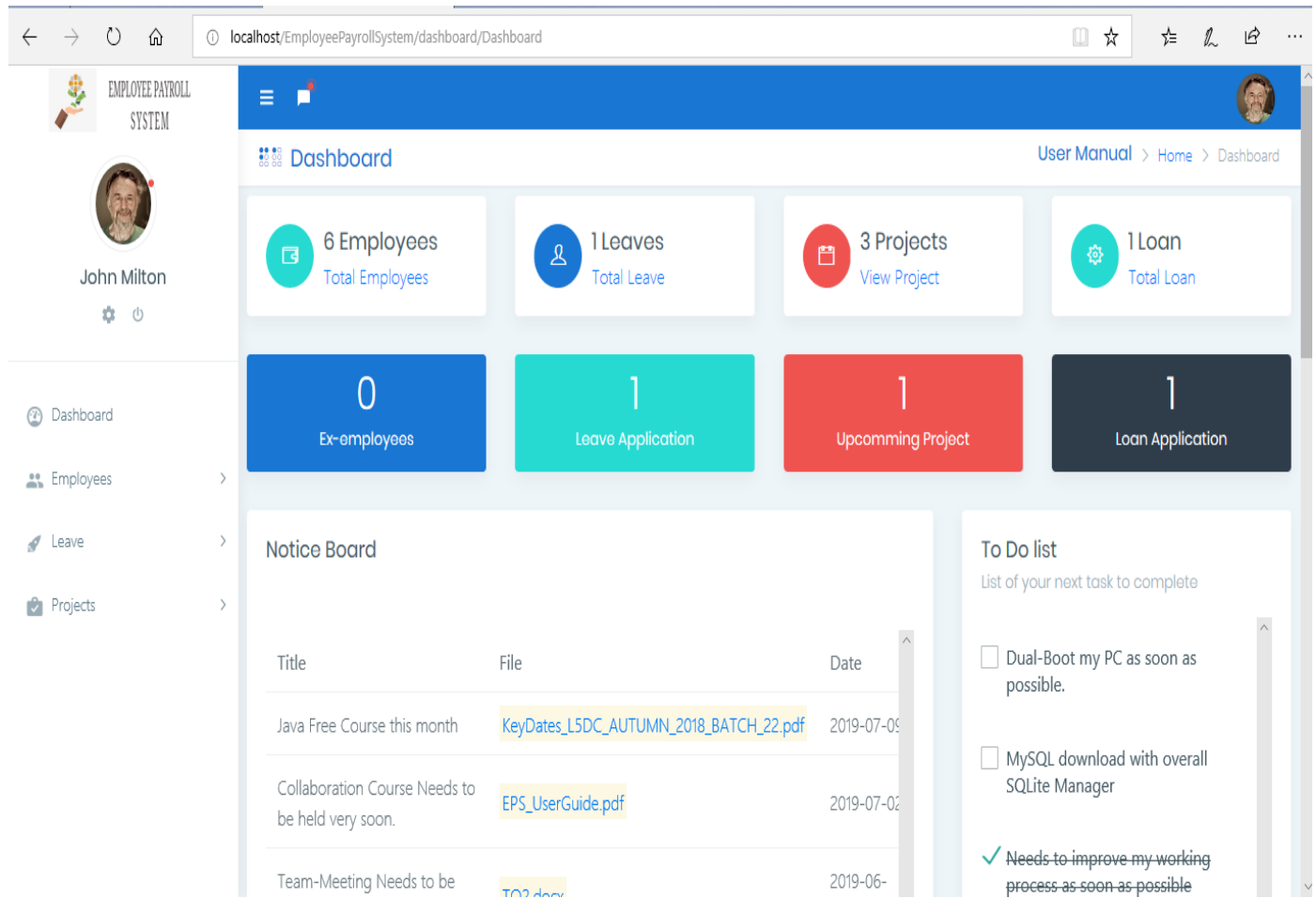
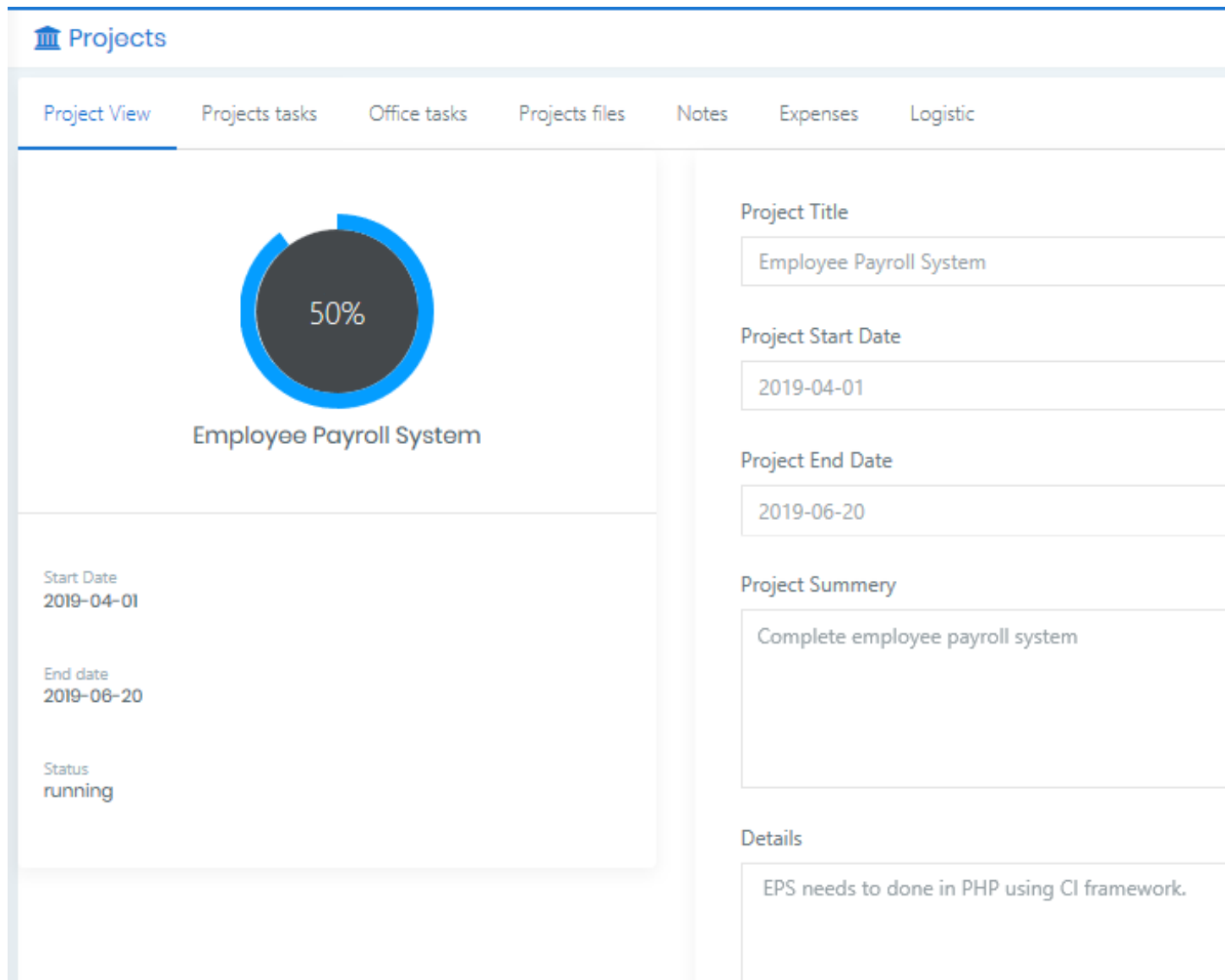


Figure 28: Employee dashboard

- 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!...***