

EMPLOYEE PAYROLL SYSTEM

SOFTWARE USER'S MANUAL

Version 1.0, June 26, 2019



NOTE:

It is a desktop-based application which will be handled by single user only. Either it can be handled by manager or a sales department officer or simply both can handle the system. 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 homepage

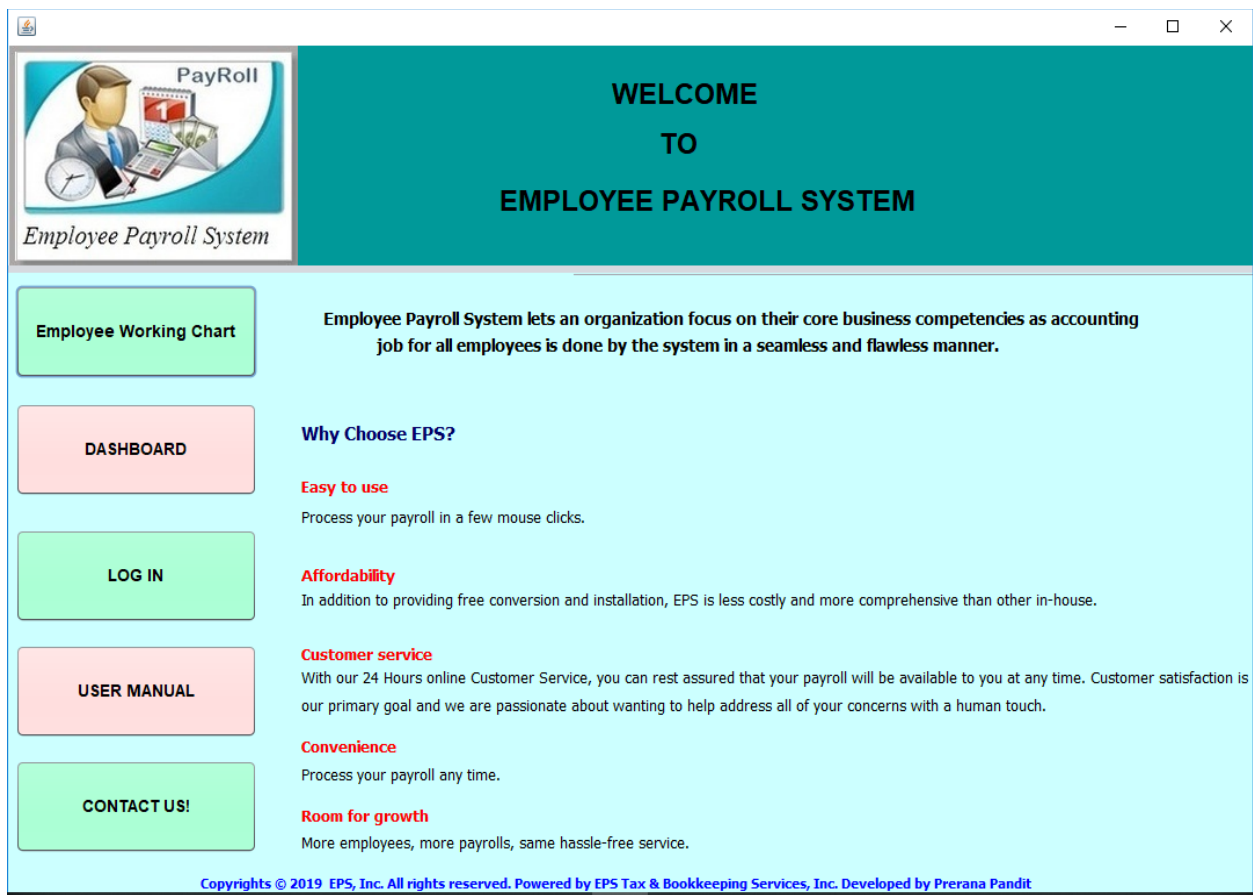


Figure 1: Home Page of EPS

The home page begins with introduction of **Employee Payroll System** and its benefits for organization. The page leads to various pages which are as listed below:

- Clicking on **Employee Working Chart** leads to the pie-chart of employee's number, their allowance, deductions and payments in average.
- Clicking on **Dashboard** leads to the alert message of restrictions to go for login page.
- Clicking on **Login** leads to opening login page kept as a security for user.
- Clicking on **User Manual** leads you to open this pdf made for your convenience and gaining experience about the system.
- Clicking on **Contact Us** leads to open contact page where contact numbers, email addresses and locations are available which are mentioned to help you.

Step 2: Log-In Page



Figure 2: Log-In Page of EPS

The login page should be opened first for proper use of the system.

- Fill up the login credentials.
- Select the position either admin or sales officer.
- The credentials should be matched kept for security maintenance.
- Press Login button for proceeding to system.

Step 3: Dashboard

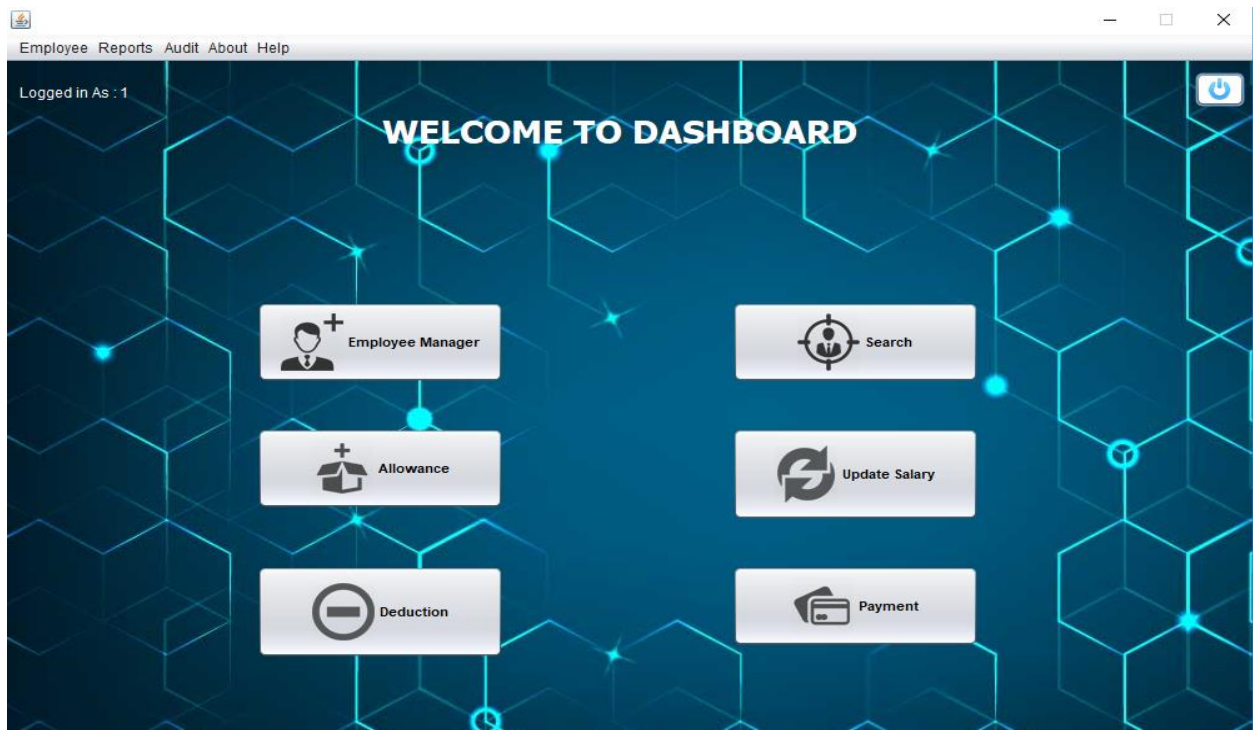
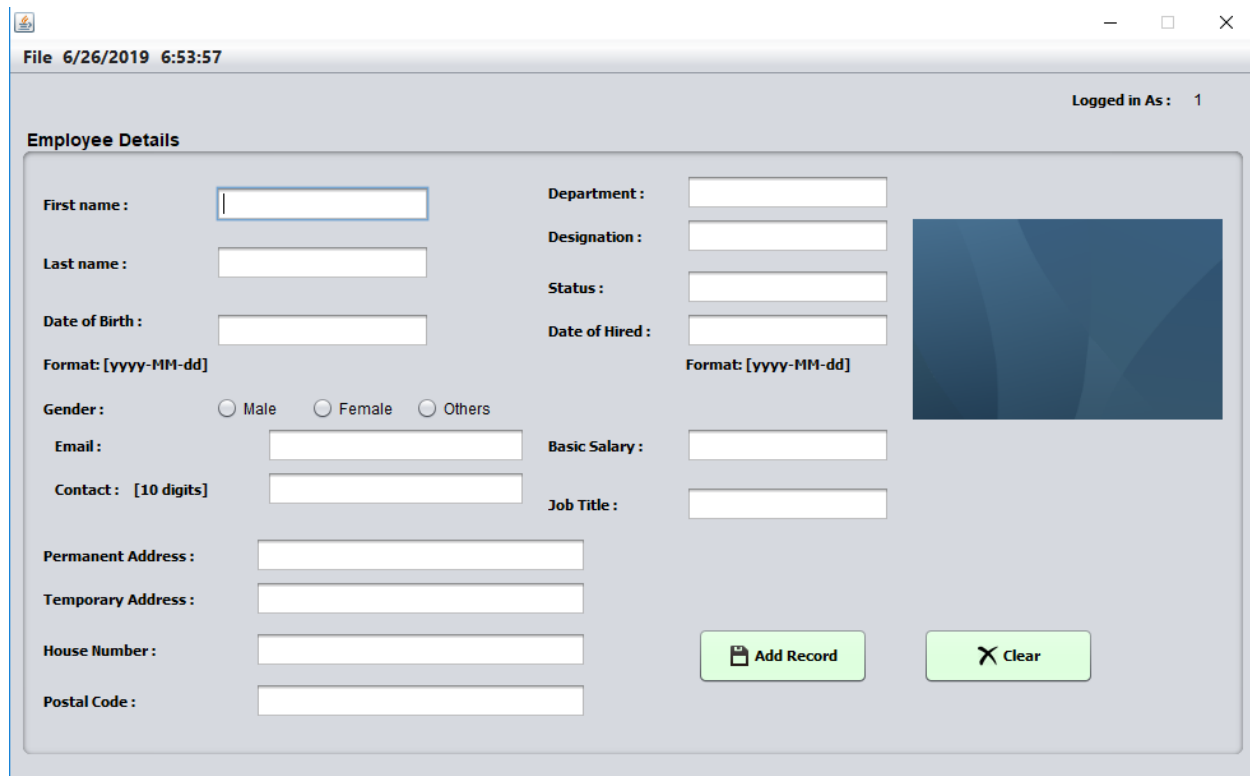


Figure 3: Dashboard of EPS

Dashboard will be opened only after successful login.

- Clicking on 'Employee Manager' leads to adding employee in the organization with their proper details or information.
- Clicking on 'Search' leads to searching of employees with their employee ID where update and delete will be available.
- Clicking on 'Allowance' leads to adding bonus, extra working timings and others to the salary of an employee.
- Clicking on 'Deduction' leads to subtracting overtime, leave or others reasons to the salary of respective employee.
- Clicking on 'Update salary' leads to updating salary of a respective employee on the basis of their employee id.
- Clicking on Payment leads to generating payment slip and providing salary to the employee.

Step 4: Employee Registration Page



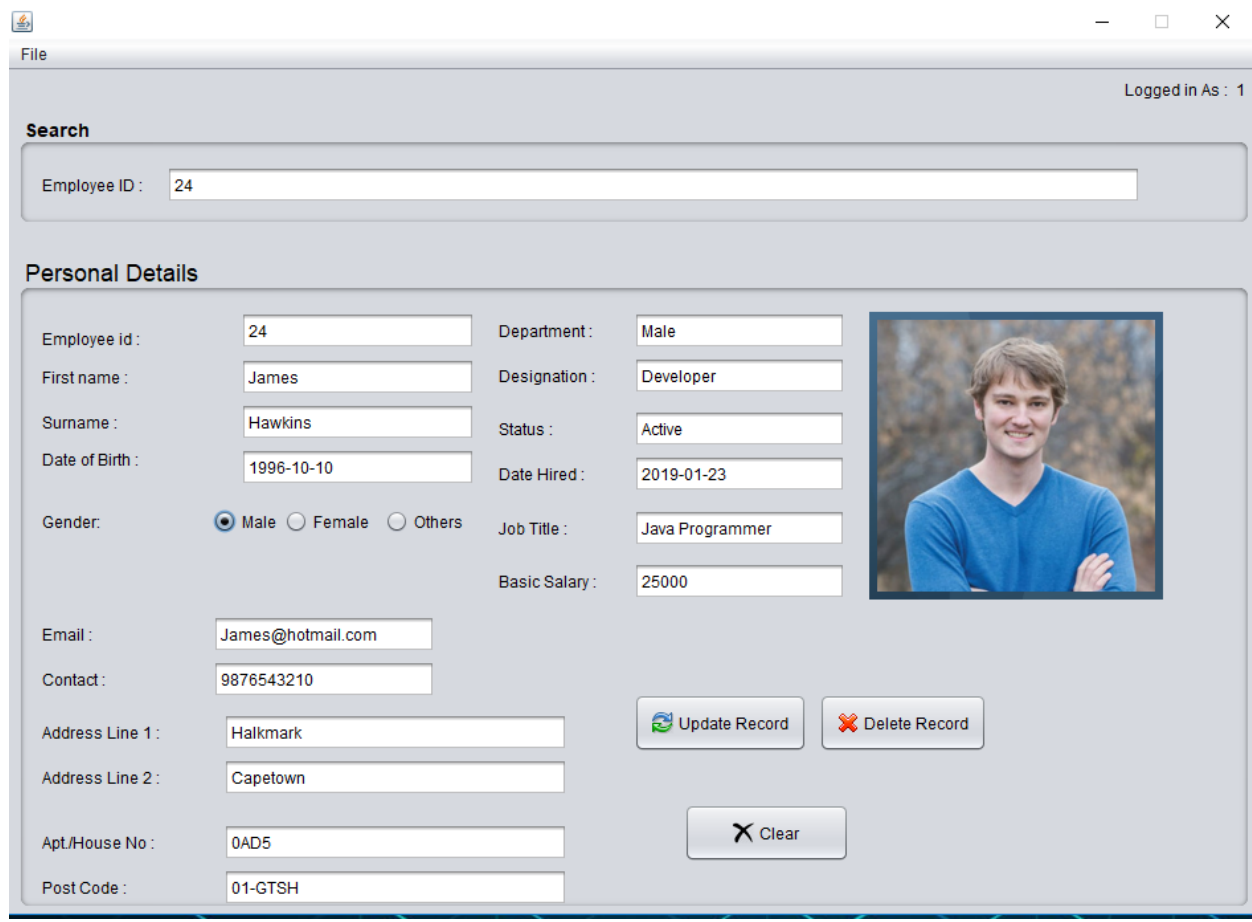
The screenshot shows a web application window titled "Employee Registration Page". The window has a standard Windows-style title bar with a file path "File 6/26/2019 6:53:57" and a "Logged in As: 1" indicator in the top right corner. The main content area is titled "Employee Details" and contains a registration form. The form is organized into two columns. The left column includes fields for "First name", "Last name", "Date of Birth" (with a "Format: [yyyy-MM-dd]" instruction), "Gender" (with radio buttons for "Male", "Female", and "Others"), "Email", "Contact" (with a "[10 digits]" instruction), "Permanent Address", "Temporary Address", "House Number", and "Postal Code". The right column includes fields for "Department", "Designation", "Status", "Date of Hired" (with a "Format: [yyyy-MM-dd]" instruction), "Basic Salary", and "Job Title". To the right of the form is a large blue rectangular area, likely a placeholder for a profile picture. At the bottom right of the form are two green buttons: "Add Record" (with a floppy disk icon) and "Clear" (with an 'X' icon).

Figure 4: Employee Registration Page

The employee registration page can be reached directly from the dashboard.

- Click on the 'Employee Manager' button or 'Employee Registration' menu-item from Employee menu in dashboard.
- Enter the correct information or employee details with detailed job verification and salary. [The employee registration form is kept with proper validations as
10 digits contact number,
Email-format,
Numeric value only for salary,
Dates in 'yyyy-MM-dd' format,
Names in alphabets only, etc.]
- Person image can be kept but not mandatory.
- Click on Add Record button leads to adding employee to the database.

Step 5: Search Employee



The screenshot shows a web application window titled "File" with standard window controls. In the top right corner, it says "Logged in As : 1". Below this is a "Search" section with a text input field labeled "Employee ID :" containing the value "24".

Below the search section is the "Personal Details" section, which contains a grid of form fields for an employee with ID 24. The fields are as follows:

Field Label	Value
Employee id :	24
First name :	James
Surname :	Hawkins
Date of Birth :	1996-10-10
Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others
Department :	Male
Designation :	Developer
Status :	Active
Date Hired :	2019-01-23
Job Title :	Java Programmer
Basic Salary :	25000
Email :	James@hotmail.com
Contact :	9876543210
Address Line 1 :	Halkmark
Address Line 2 :	Capetown
Apt./House No :	0AD5
Post Code :	01-GTSH

To the right of the form fields is a profile picture of a man with short brown hair wearing a blue V-neck shirt. Below the form fields are three buttons: "Update Record" (with a refresh icon), "Delete Record" (with a red X icon), and "Clear" (with a large X icon).

Figure 5: Search Employee Page

The search employee page can be reached from dashboard after log-in.

- Enter the employee Id of the employee where you can update his/her record and delete them incase of leaving the job.
- With proper validation, you need to update or edit the records and save them by clicking on update record button.
- The records or the particular employee can be deleted from clicking on Delete record button.
- The clear button clears all entries of text boxes.

Step 6: Allowance Page

Search

Employee ID: 24

Please enter the amounts

Employee id : 24

First name : James

Last name : Hawkins

Date of Birth : 1996-10-10

Basic Salary : 25000

Department : IT

Overtime : 10

Medical : 2000

Bouns : 0

Other : 0

Total Overtime : 15.0

Rate Per Hour : 125.0

id	over...	med...	bonus	other	emp...	salary	rate	total...	first...	surn...	crea...
1	10	2	0	0	2	18000	90.0	135...	Ram	Praj...	1
2	2	0	3	0	7	15000	75.0	228.0	John	Martin	1
3	0	0	100	0	8	25000	125.0	100.0	Shiv...	Shah	1

Total Amount : 3875.0

Save

+ Calculate

X Clear

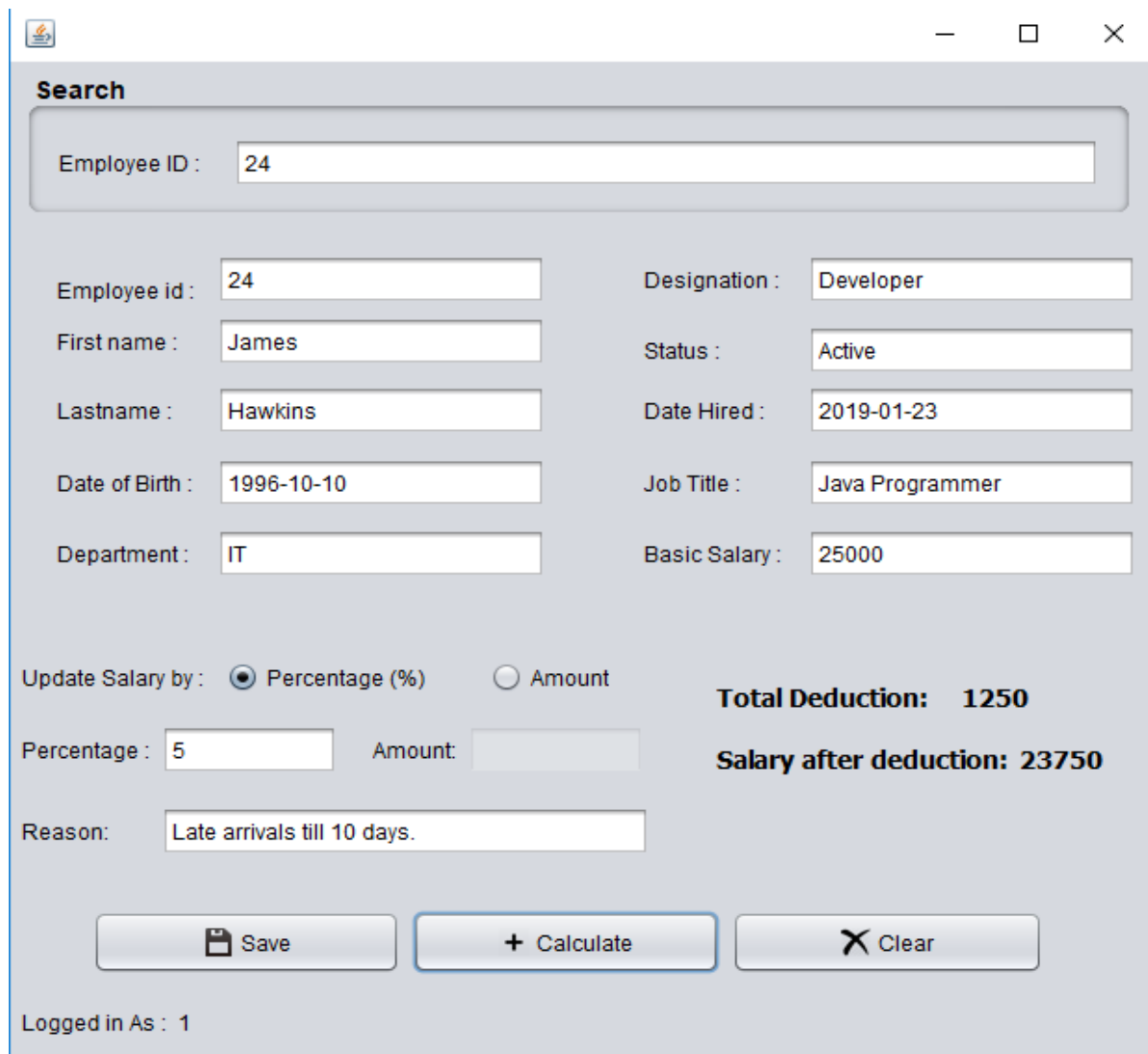
Logged in As : 1

Figure 6: Allowance page of EPS

Allowance page can be directly reached from dashboard.

- Enter the employee ID of the respective employee to whom you want to add allowance.
- Enter the amounts of the rights side and overtime hours if he/she did.
- Click on the calculate button.
- Click on save, the data will be saved and can be seen on the tables below.
- Clear button clears the inputs written on the text boxes.

Step 7: Deduction Page



The screenshot shows a web application window titled "Deduction Page" with a search bar and a form for employee details. The search bar contains "Employee ID : 24". The form fields are as follows:

Field	Value
Employee id :	24
Designation :	Developer
First name :	James
Status :	Active
Lastname :	Hawkins
Date Hired :	2019-01-23
Date of Birth :	1996-10-10
Job Title :	Java Programmer
Department :	IT
Basic Salary :	25000

Update Salary by : ☒ Percentage (%) ☐ Amount

Percentage : 5 Amount:

Reason: Late arrivals till 10 days.

Total Deduction: 1250

Salary after deduction: 23750

Buttons: Save, + Calculate, X Clear

Logged in As : 1

Figure 7: Deduction Page of EPS

Deduction page leads to degrades on salary of an individual employee.

- Employee id must be written on the provided text box to pop-up their details.
- Deduction can be done by percentage or by amount by clicking on respective radio buttons.
- The particular percentage gets enabled by clicking on percentage radio button else amount gets enabled and percentage gets disabled by clicking on amount radio button.
- You can simply write the reason for deduction from salary.
- Click on calculate button to calculate the deduction amounts from salary at the right side.
- Click on save button if you want to save the record.
- Clear button clears the inputs of the text fields.

Step 8: Update Salary Page

Search

Employee ID: 24

Employee id : 24 Date of Birth : 1996-10-10

First name : James Basic Salary : 25000

Surname : Hawkins Department : IT

Update Salary by : ☐ Percentage (%) ☒ Amount

Percentage : Amount:

Update

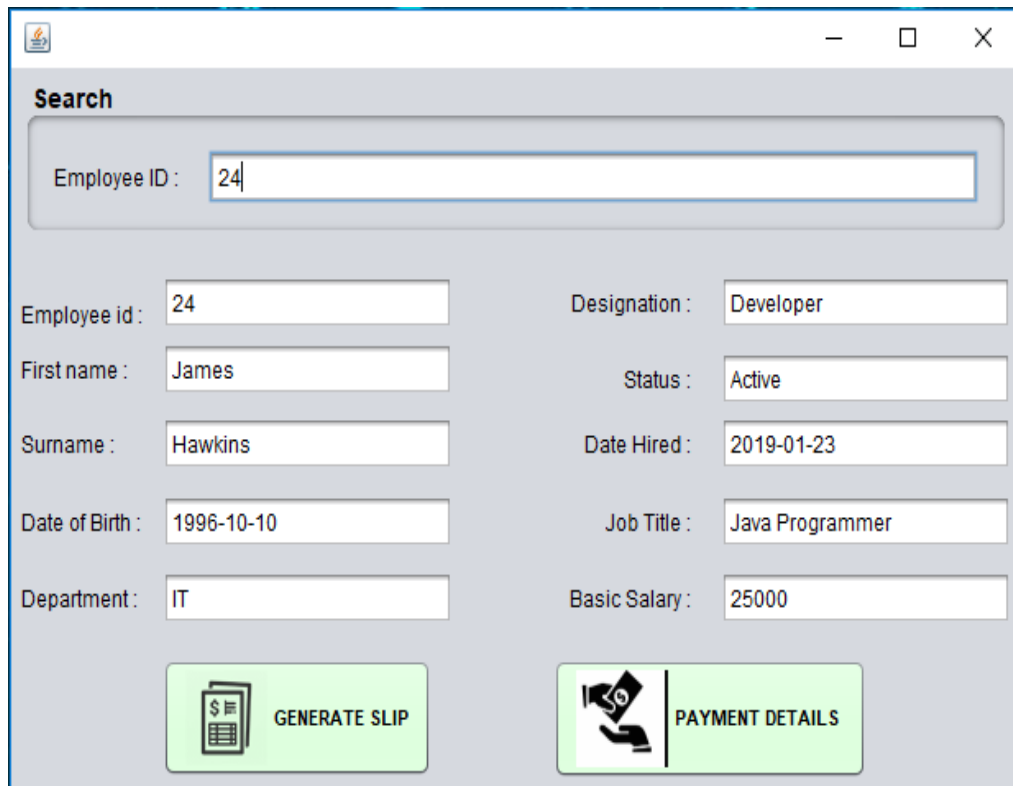
Logged in As : 1

Figure 8: Update Salary Page of EPS

Update salary can be reached from dashboard which works for increasing or decreasing the salary amount of the respective employee.

- Employee id must be written on the provided text box to pop-up their details.
- Updates can be done by percentage or by amount by clicking on respective radio buttons.
- The particular percentage gets enabled by clicking on percentage radio button else amount gets enabled and percentage gets disabled by clicking on amount radio button.
- Click on update button to update/edit the salary amount on individual employee.

Step 9: Payment Page



The screenshot shows a web application window titled "Payment Page of EPS". It features a search bar at the top with the text "Employee ID : 24". Below the search bar, there are two columns of input fields for employee details. The left column contains fields for "Employee id : 24", "First name : James", "Surname : Hawkins", "Date of Birth : 1996-10-10", and "Department : IT". The right column contains fields for "Designation : Developer", "Status : Active", "Date Hired : 2019-01-23", "Job Title : Java Programmer", and "Basic Salary : 25000". At the bottom of the form, there are two green buttons: "GENERATE SLIP" with a document icon and "PAYMENT DETAILS" with a hand holding a coin icon.

Field	Value
Employee ID	24
Employee id	24
First name	James
Surname	Hawkins
Date of Birth	1996-10-10
Department	IT
Designation	Developer
Status	Active
Date Hired	2019-01-23
Job Title	Java Programmer
Basic Salary	25000

Figure 9: Payment Page of EPS

The payment page can be reached from dashboard which is the main page of employee payroll system. It is an important functional point of system.

- Employee id must be written in the text box for their particular details.
- Click on generate slip proceeds the salary providence to the employee with full details as:

PAY SLIP

Date: Wed Jun 26 19:24:52 NPT 2019

EMPLOYEE DETAILS

Employee ID: 24

Name of Employee: James Hawkins

Designation: Developer

Job Title: Java Programmer

SALARY

Basic Salary: Rs.25000

Overtime: 10 Hours

Medical: Rs.2000

Bonus: Rs.0

Other: Rs.0

DEDUCTION

Deduction Details: Late arrivals till 10 days.

Total Deductions : Rs.1250

TOTAL PAYMENT

Total Earnings: Rs.3875.0

Net Pay : Rs.27625.0

- Likewise, clicking on Payment details generates the individual payment details as:

James Hawkins-Payments Details Till Date

Thu Jun 27 09:27:46 NPT 2019

Employee ID	Firstname	Surname	Designation	Payment ID	Basic Salary	Net Payment	Payment Date
24	James	Hawkins	Developer	5	25000.0	27625.0	Thu Jun 27 09:22:59 NPT 2019
24	James	Hawkins	Developer	6	25500.0	28125.0	Thu Jun 27 09:24:35 NPT 2019

Step 10: Reports on Menu Bar

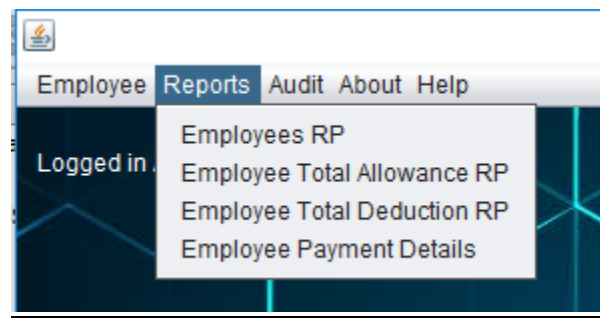


Figure 10: Reports Option on Menu Bar

The reports on the menu bar leads to open and create various reports as:

- Employee RP can also be termed as employee reports that generates total number of employees working in the organization with their detailed information.

Employees List

Thu Jun 27 09:33:39 NPT 2019

ID	First Name	Surname	Date of Birth	Email	Telephone	Address	Department	Gender	Salary	Status	Date Hired	Job Title
1	Suhana	Pandit	06/06/1996	suhana@gmail.com	9851173770	ktm	science	Female	10000	active	06/06/2019	Teacher
2	Ram	Prajapati	09/09/1990	ram@gmail.com	09876543	pokhara	Male	Male	18150	Active	09/09/2018	FacultyHead
7	John	Martin	01/01/1905	john@gmail.com	9851173770	ktm	receptionist	Male	15500	active	01/01/2019	Staff Head
8	Shivam	Shah	05/05/1996	shivam@gmail.com	09876543	345678	45678	Male	25000	active	02/02/2018	cleaner

- Employee Total Allowance RP also known to be reports which generates total allowance allowed to different employees.

Employees Allowance List

Thu Jun 27 09:36:55 NPT 2019

ID	Overtime	Medical	Bonus	Other	Employee ID	Salary	Rate	Allowance	First Name	Surname
1	10	2	0	0	2	18000	90.0	1352.0	Ram	Prajapati
2	2	0	3	0	7	15000	75.0	228.0	John	Martin
3	0	0	100	0	8	25000	125.0	100.0	Shivam	Shah
4	10	2000	0	0	24	25000	125.0	3875.0	James	Hawkins
5	0	550	0	0	24	25000	125.0	550.0	James	Hawkins
6	0	0	0	2000	24	25000	125.0	2000.0	James	Hawkins
7	0	0	0	2000	24	25500	127.5	2000.0	James	Hawkins

- Employee Total Deduction RP generates total deduction done to employees of an organization in a tabular format.

Employees Deduction List

Thu Jun 27 09:40:03 NPT 2019

ID	First Name	Surname	Salary	Deduction Amount	Deduction Reason	Employee ID	Created By
1	Ram	Prajapati	18000	2000	Marriage of sister	2	1
2	John	Martin	15500	200	sick leave	7	1
3	Shivam	Shah	25000	50	Late arrival	8	1
4	James	Hawkins	25000	1250	Late arrivals till 10 days.	24	1
5	James	Hawkins	25500	2550	Loan	24	1

- Employee Payment RP generates a total payment provided to the employees till date in a PDF format which can be stored anywhere in a desktop.

Employees Payment List

Thu Jun 27 09:41:35 NPT 2019

Employee ID	Firstname	Surname	Designation	Payment ID	Basic Salary	Net Payment	Payment Date
2	Ram	Prajapati	Tutor	1	18150.0	17502.0	
2	Ram	Prajapati	Tutor	2	18150.0	17502.0	Mon Jun 24 11:17:22 NPT 2019
2	Ram	Prajapati	Tutor	3	18150.0	17502.0	Mon Jun 24 11:19:18 NPT 2019
8	Shivam	Shah	45678	4	25000.0	25050.0	Mon Jun 24 12:47:29 NPT 2019
24	James	Hawkins	Developer	5	25000.0	27625.0	Thu Jun 27 09:22:59 NPT 2019
24	James	Hawkins	Developer	6	25500.0	28125.0	Thu Jun 27 09:24:35 NPT 2019

Step 11: Audit on Menu Bar

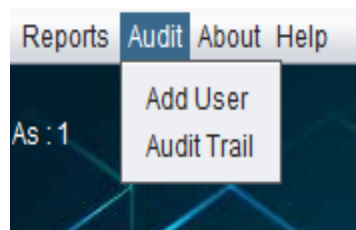


Figure 11: Audit Menu on Menu Bar of Dashboard

Audit on the menu bar of dashboard represents two different menu items as Add User and Audit Trail.

- **'Add User'** Click event pop-ups the form that represents the users where their username and password can be updated and also can be deleted. The users can be added which can simply login the system.

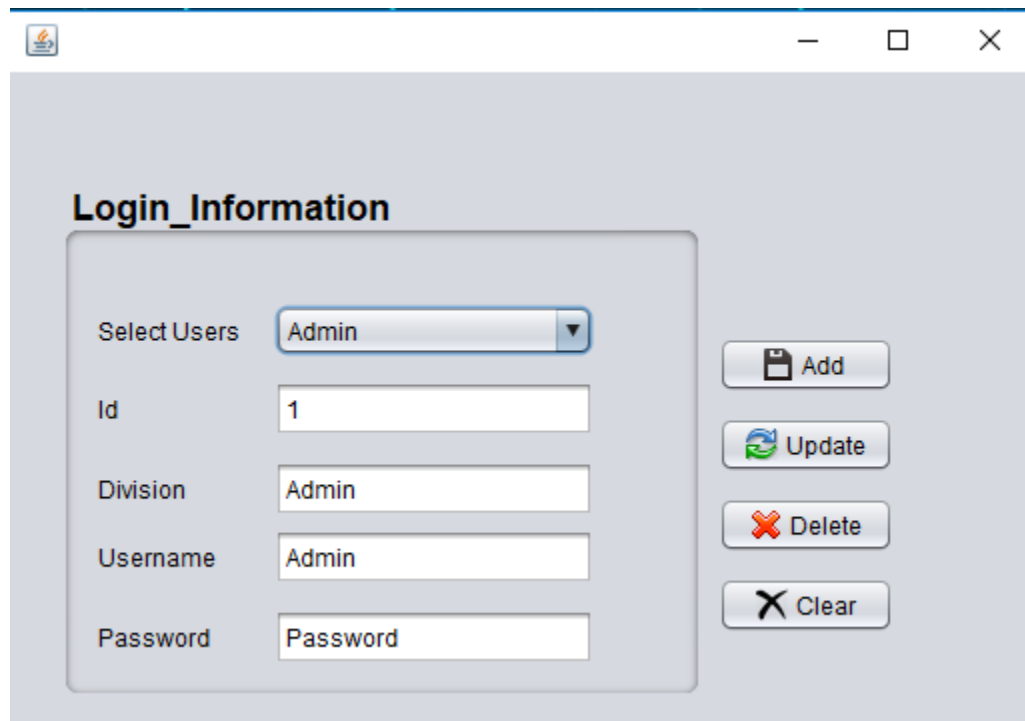


Figure 12: Add User Form from Menu Bar

- **'Audit Trial'** how the detailed information about the users performed after their successful login till their logout phases. Or simply, we can call it as a tracking events or actions operated by the admin or manager or some respective task-oriented users.

Search

Employee ID:

Login_Record

audit_id	emp_id	date	status
1	1	21:36:27 / Jun 18, 20...	Logged in
2	1	21:38:42 / Jun 18, 20...	Added Record
3	1	21:39:43 / Jun 18, 20...	Updated Record
4	1	21:40:42 / Jun 18, 20...	Updated Allowance ...
5	1	21:41:35 / Jun 18, 20...	Updated Deduction ...
6	1	21:43:12 / Jun 18, 20...	Updated Salary Rec...
7	1	05:08:25 / Jun 19, 20...	Logged in
8	1	05:09:13 / Jun 19, 20...	Added Record
9	1	10:09:18 / Jun 20, 20...	Logged in
10	1	10:10:30 / Jun 20, 20...	Logged out
11	1	13:08:13 / Jun 20, 20...	Logged in
12	1	13:12:19 / Jun 20, 20...	Added Record
13	1	13:14:58 / Jun 20, 20...	Logged in
14	1	13:15:41 / Jun 20, 20...	Added Record
15	1	13:20:27 / Jun 20, 20...	Logged in
16	1	13:21:33 / Jun 20, 20...	Added Record
17	1	13:23:19 / Jun 20, 20...	Logged in
18	1	13:27:27 / Jun 20, 20...	Added Record
19	1	13:28:11 / Jun 20, 20...	Logged out

Reset

Figure 13: Audit Trail Report as tracking Operations

Step 12: About on Menu Bar

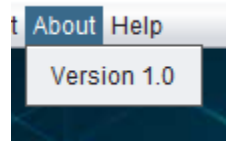


Figure 14: About on Menu Bar

About on the menu bar of dashboard represents the version of the system which is Version 1.0.

Step 13: Help on Menu Bar

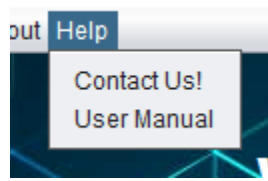


Figure 15: Help on Menu Bar

Help on the menu bar button helps you to resolve your problems in any way within limited hours.

- Click on Contact Us button opens the contact page where you can easily get location, address with google map and contact numbers.

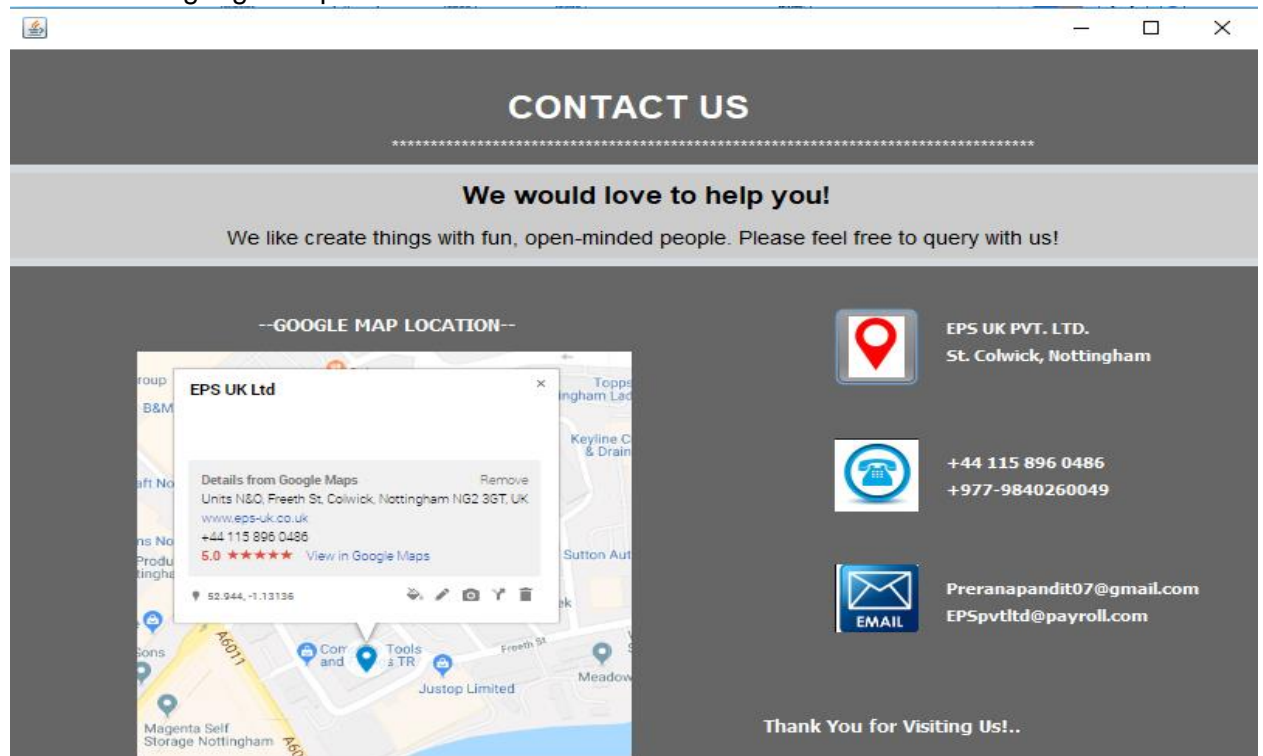


Figure 16: Contact Us Page For HELP

- Clicking on User Manual menu item leads you to this page where you are fully guided about the system working mechanisms that would be beneficial for you. It can make your work more efficient and makes ease to use the employee payroll system.

Step 14: Employee Working Chart on Home Page

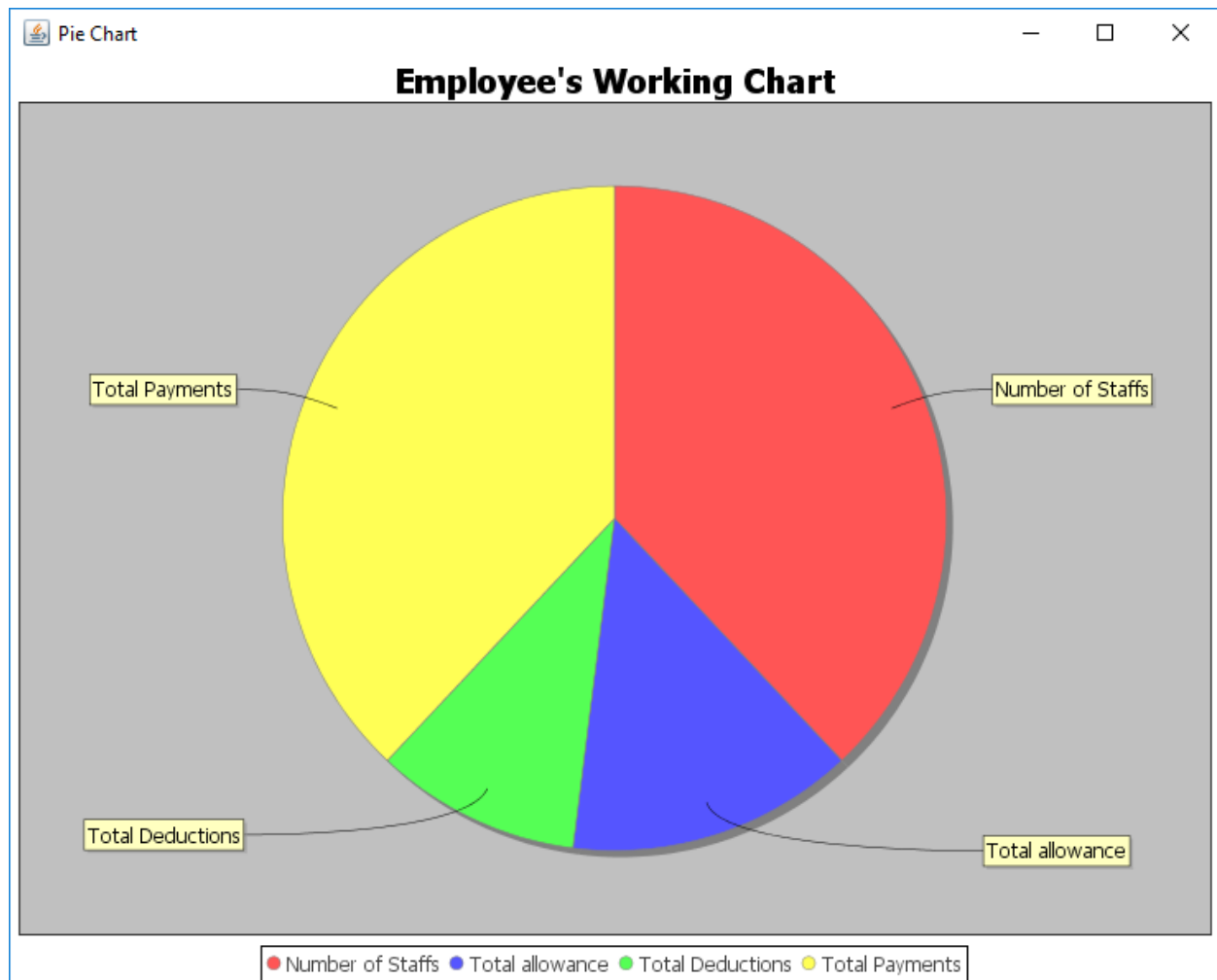


Figure 17: Employee Working Chart or Progress Reports

The employee working chart displays the total number of employees, their allowance, their deductions and total number of employees' payments provided in a particular range that describes about the performance of the employee for the betterment of the organization.

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