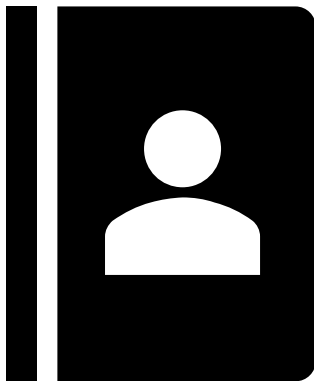


**Andrew Ncube**

**Question 5b**

**User Manual**

**Payroll Programme**



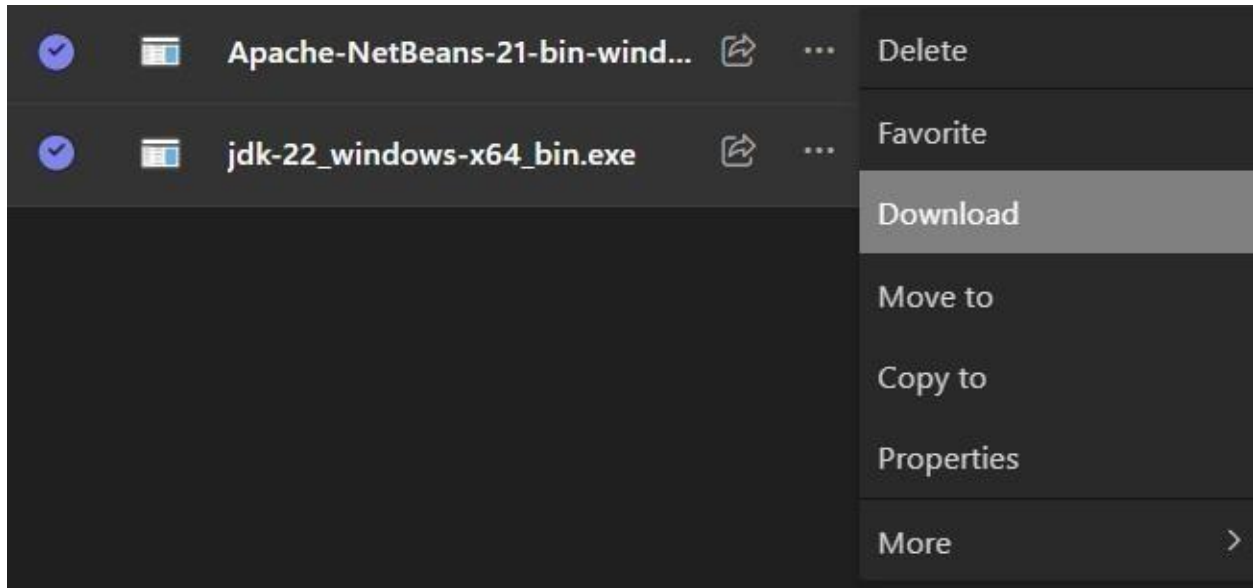
## Table of Contents

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## User Guide

### Step 1:

Open your **Microsoft Teams** program and download the two files that will have been sent to you by the factory's software deployment team.



### Step 2:

Once the programs have been downloaded, start by double-clicking the first file to install **jdk22**. **JDK** stands for **Java Development Kit** is used to access Java libraries and is used for applications.

Name	Date modified	Type	Size
Today			
jdk-22_windows-x64_bin	2024/07/05 12:14	Application	168 256 KB
Apache-NetBeans-21-bin-windows-x64	2024/07/05 12:14	Application	487 515 KB

### Step 3:

You will be shown this window that will welcome you to **JDK** and you will have to move your mouse and click next.





### Step 4:

After clicking next, you will be told that installing **JDK** requires **420MB** on your hard drive. Ensure that that space is available then click next.



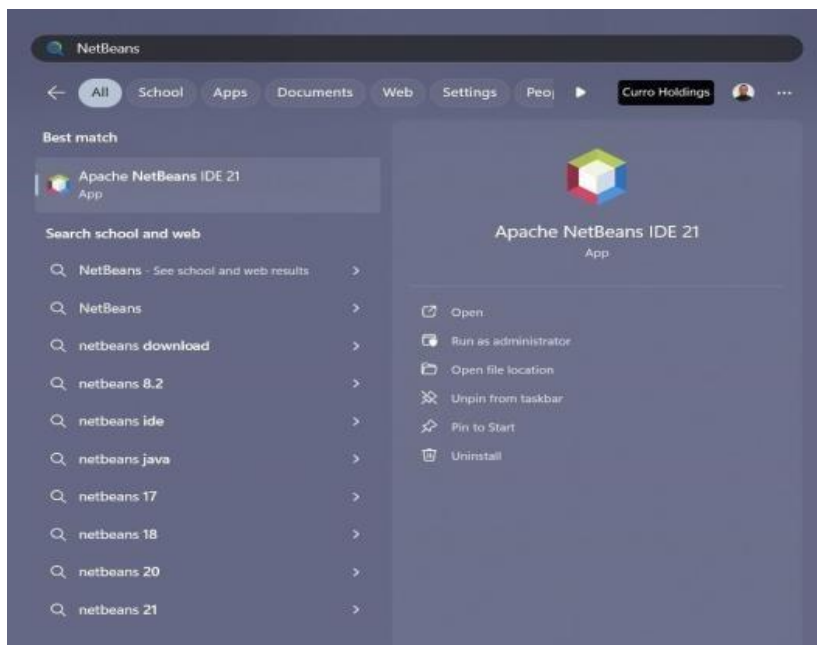
## Step 5:

Once **JDK** has finished installing, move on to installing **Apache-NetBeans** which is our **Integrated Development Environment (IDE)** and where we will be running the program. Double-click on Apache NetBeans to install it.

Name	Date modified	Type	Size
Today			
 jdk-22_windows-x64_bin	2024/07/05 12:14	Application	168 256 KB
 Apache-NetBeans-21-bin-windows-x64	2024/07/05 12:14	Application	487 515 KB

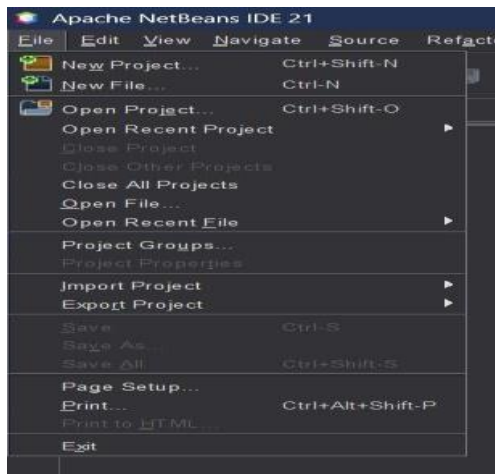
## Step 6:

Once **NetBeans** has finished installing, go to your search bar and search for **NetBeans** and this will show up. After it has shown up, click on open.



## Step 7:

Once you're inside **NetBeans**, click on the file in the top left corner and then click **Import Project**. You will then navigate to the program that the software deployment would have sent to you via **Microsoft Teams**.



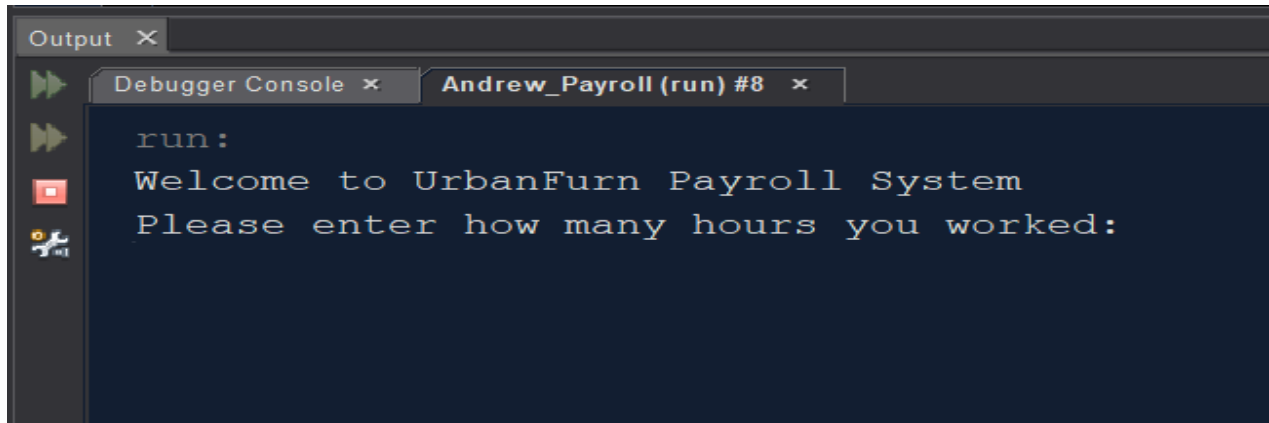
## Step 8:

Once you have imported the program, you will click the **green triangle** that is facing right, which will run the program.



## Step 9:

You will then be welcomed to the program and be asked to enter how many hours you worked this week.

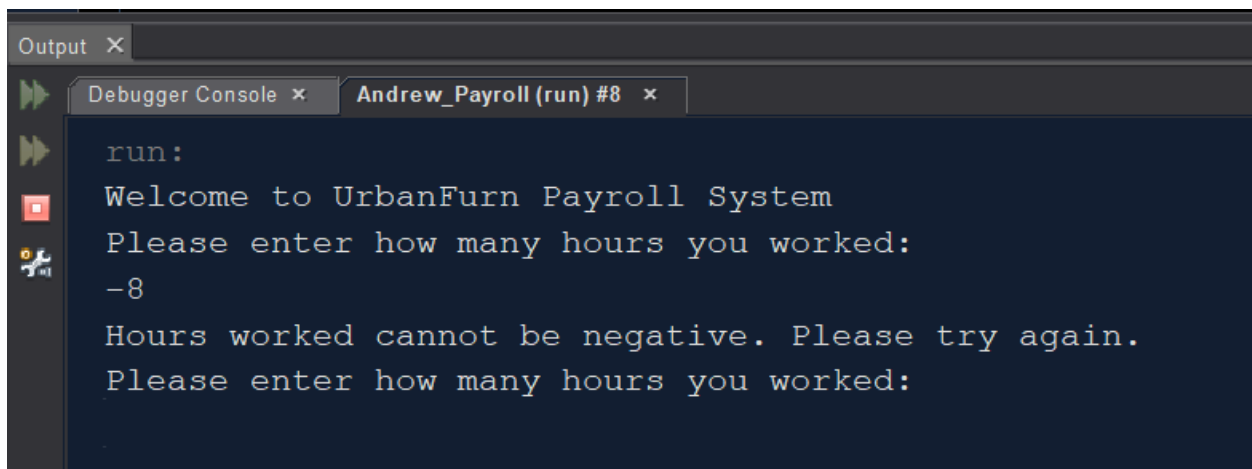


The screenshot shows a debugger window with two tabs: "Debugger Console" and "Andrew\_Payroll (run) #8". The "Debugger Console" tab is active, displaying the following text:

```
run:
Welcome to UrbanFurn Payroll System
Please enter how many hours you worked:
```

## Step 10:

Should you enter a negative number, the program will let you know that the number you entered is invalid and prompt you to enter the hours again.



The screenshot shows the same debugger window as in Step 9, but with additional input and output. The "Debugger Console" tab displays the following text:

```
run:
Welcome to UrbanFurn Payroll System
Please enter how many hours you worked:
-8
Hours worked cannot be negative. Please try again.
Please enter how many hours you worked:
```

### Step 11:

After entering the hours you worked, you will be asked to enter your shift number which is either 1, 2, or 3.

```
Please enter how many hours you worked:  
50  
Please enter your shift number:  
1
```

### Step 12:

Should you enter an invalid shift number, the program will let you know that it's invalid and prompt you again to enter your shift number.

```
Please enter your shift number:  
4  
Invalid shift number. Please enter 1, 2, or 3.  
Please enter your shift number:
```



### Step 13:

The program will then show you your shift number, hours worked, regular pay, overtime pay, total pay. Your overtime pay is included in your total and net pay.

Your regular pay is your hours worked x hourly rate which depend on your shift.

```
Employee Details:  
Shift Number: 1  
Hours Worked: 50  
Regular Pay: R2000.0  
Overtime Pay: R750.0  
Total Pay: R2750.0  
Net Pay: R2750.0
```

### Step 14:

Should you work under shift 2 or shift 3, you will be asked whether you want to participate in the retirement plan.

```
Welcome to UrbanFurn Payroll System  
Please enter how many hours you worked:  
50  
Please enter your shift number:  
2  
Do you wish to participate in the retirement plan? (yes/no)  
yes
```

### Step 15:

Should you choose yes then all your pay details will be displayed and 5% of your total pay will be deducted and displayed. Your retirement plan will be deducted from your netpay and will be displayed.

```
Employee Details:  
Shift Number: 2  
Hours Worked: 50  
Regular Pay: R2800.0  
Overtime Pay: R1050.0  
Total Pay: R3850.0  
Retirement Deduction: R192.5  
Net Pay: R3657.5
```

### Step 16:

If you say no to the retirement plan, it won't be deducted from your net pay and will be shown as R0 since you are not taking part in it.

If you had no overtime, it won't be calculated and it won't be added to your total pay.

```
Employee Details:  
Shift Number: 2  
Hours Worked: 40  
Regular Pay: R2800.0  
Overtime Pay: R0.0  
Total Pay: R2800.0  
Retirement Deduction: R0.0  
Net Pay: R2800.0
```