PAYROLL MANAGEMENT SYSTEM USER MANUAL

Marco Mclean 2209181 , Kaleel Barrett 2209574, Areeba Zafar 2207618

Please note that this user manual is a basic outline of how the program works.

Contents

Getting Started

Installation

The SSN Payroll Management System requires no specific installation process. Execute the provided Java executable file to initiate the application. It is recommended to use Netbeans for optimal visibility of classes and methods. While alternative compilers are compatible, some source files may not be fully visible depending on the compiler used.

Opening the Application

Upon launching the application, you will encounter the main dashboard, featuring tabs for distinct functionalities.

Navigating the Dashboard

Tabs

The dashboard consists of three tabs:

- Department Rates: Manage and view department rates.
- Employee Payroll: Access and manipulate employee payroll information.
- Employee Data: View and modify general employee data.

Department Rates Tab

At the bottom, locate the "Choose File" button, navigate to the project directory on your machine, and select the appropriate CSV file containing department rates. Perform the following actions:

- Click "Add Row" to insert a new department entry.
- Use "Update" to modify added entries.
- Edit existing values by clicking on the field area and updating, followed by clicking "Update" again.
- Select a row and press "Delete" to remove an entry.
- Utilize "Save As" to save the file with new data and a custom filename.
- Ensure exiting the input field before updating data to avoid error messages.

Employee Data Tab

Follow similar steps:

- Use the "Choose File" button to select the correct CSV file for employee payroll.
- Click "Add Row" to add a new employee entry.
- "Update" for modifying added entries.
- Edit existing values by clicking on the field area, updating, and clicking "Update" again.
- Select a row and press "Delete" to remove an employee entry.
- "Save As" saves the file with new data and a custom filename.
- "Duplicate" duplicates the selected employee's data.
- Ensure exiting the input field before updating data to avoid error messages.

Processed Data

In the "Processed Data" tab, click "Generate File" to properly save the file on your machine. This displays the updated version of the entered data and the calculated pay for employees.

File Operations

Choosing a File

1. Click on the "Choose File" button.
2. Select a CSV file from your computer that includes the department rates.
3. The selected file will be loaded into the application.

Adding Records

1. Navigate to the relevant tab.
2. Click the "Add" button.
3. Enter the required information in the table.

Deleting Records

1. Navigate to the relevant tab.

2. Select the record you want to delete.

3. Click the "Delete" button.

Updating Records

1. Navigate to the relevant tab.

2. Ensure no cells are in edit mode.

3. Click the "Update" button to save changes.

Troubleshooting

Cell Editing

If you encounter an issue while updating records, ensure that no cells are currently being edited. If a cell is in edit mode, please unselect it before attempting to update records.

Conclusion

Congratulations! You are now familiar with the SSN Payroll Management System. Use this tool to efficiently manage department rates, employee payroll, and general employee data. If you have any further questions or issues, refer to this manual or contact the developers.