

User Manual

1. Getting Started

Launch the application and ensure all employee and payroll files exist.

2. Menu Operations

• Add Employee – Create a new record • Compute Payroll – Run payroll for one or all employees •
Update Record – Modify employee or salary details • Backup Data – Create recovery copy •
Generate Reports – View salary summaries

3. Exit and Save

Ensure all changes are saved before exiting the program. Backups are created automatically.