**User Guide:**

**Introduction:**

Welcome to Payroll Pro User Guide. This guide is designed to help you navigate and utilize the features of our payroll ma∧nagement system efficiently.

System Access:

Open web browser and go to [https://ysjcs.net/~elise.gill/St∧artingPage.html](https://ysjcs.net/~elise.gill/StartingPage.html)

* Then if you’re wanting to view the employee pages:

1. Go to Employee Login in the Navigation Bar
2. Enter an Employee ID & Password (Employee ID - 1231722, Password - 9X7#pF!5Zt)
3. Select the Submit Button
4. Then a page will be loaded with two options ‘Employee Information’ and ‘Time Off Requests’
5. The Employee Information button allows data to be updated as long as a password is provided and verified for that specific employee.
6. The Time Off request button allows the employee to submit a request for holiday time off. Which will update the Time Off request table for admin to view.

* Admin Functions

1. Go to Admin Login in the Navigation Bar
2. Enter a Management Employee ID and password (Employee ID – 1231775, Password - B#5zH@2qWn)
3. Select the Submit button.
4. Then a page will be loaded with 8 options for all the tables which all can be viewed and updated by selecting the ‘Edit’ button in the last column.
5. Also, admins can add employees and data to each table individually by selecting the ‘Add Employee’ button in the navigation bar.
6. This can be done to all tables and every employee.