**Quick Start Guide 🚀**

Welcome to PayTrax! This guide will get you running your first payroll in just a few minutes.

**Step 1: Set Up Your Company**

Before you do anything else, you need to tell the program about your company and pay schedule.

1. Click on the **Settings** tab.
2. Under **Company Settings**, fill in your **Company Name** and the current **Tax Year**.
3. The most important fields are **Pay Frequency** (e.g., weekly, bi-weekly) and the **Tax Year First Pay Period Start Date**. The application uses these to automatically generate all your pay periods for the year.
4. The application saves automatically as you make changes.

**Step 2: Add Your First Employee**

Now, let's add an employee to the system.

1. While still in the **Settings** tab, scroll down to the **Employee Management** card.
2. Fill out the "Add New Employee" form with the employee's name, hourly rate, and tax withholding rates.
3. Click the **Save Employee** button.

**Step 3: Run Your First Payroll**

Time to calculate a paycheck!

1. Click on the **Dashboard** tab.
2. Using the dropdowns at the top, select the **Employee** you just added and the **Current Pay Period** you want to process.
3. The "Enter Hours for Period" card will appear. Enter the **Regular Hours**, **Overtime Hours**, etc., for that employee.
4. As you enter hours, the payroll details below will **update in real-time**, showing you the Gross Pay, Taxes, and Net Pay.
5. That's it! The payroll is calculated and saved. You can now view the details in the **Pay Periods** tab or generate a formal payslip from the **Pay Stub** tab.