SOFTWARE PROVIDERS

Evaluation Sign-Off Form

Project Tittle:SoftBooks Payroll

The "Evaluation Sign-Off Form" is an exceptionally useful tool because it helps us in working with external clients. Getting the client to sign-off on every major step in the evaluation of an interactive learning systems (e.g., planning) will provide us and our client with a professional level of communication and agreement.

**SPPAYROLL MAJOR SYSTEM FUNCTIONALITIES**

**GENERAL FEATURES**

1. Relational design fully integrated with all other modules in the payroll system.
2. Single point of entry for all Employee data.
3. Parameter-driven definition of customer relationships, entities and attributes.
4. Merge all Employee information from other systems into a single Employee table.
5. The Employee information is stored in a relational table with demographic, financial, personal, employment, group and Employee relations manager.

The table below shows a summary of Soft Books Payroll functionalities which is divided into the following major quick launch buttons and Menus:-

|  |  |  |
| --- | --- | --- |
| **Menu name** | **Sub Menu name** | **Description** |
| 1.File | Log Off | This submenu is used to exit from the system |
| Change Password | Use this menu to change password and create a new password |
| Exit | This submenu is used to exit from the system |
| 2.Payroll | Open payroll | Used to create and also list all open/created payrolls for each individual employee. |
| Process payroll | Use this control to process an already opened/created payroll. |
| 3.DataEntry | Employees | This menu displays a list of all Employees. Here you can Add, Delete, Edit and also view employee details. |
| Bank Branches | Displays a list of all Bank branches. Here you can Add,Delete,Edit and also view bank details |
| Benefits | This gives a list of benefits that can be added to an employee. |
| Departments | Gives a list of all Departments in a given organization. You can also Add, Delete, and Edit a department. |
| Payee Rates | Displays a list of Payee rates i.e. Maximum and minimum amount of a given payee rates. You can also export or import payee rates to an excel file. |
| NHIF Rates | Displays a list of NHIF rates i.e. Maximum and minimum amount of a given NHIF rates. You can also export or import payee rates to an excel file. |
| Payroll Items | A payroll item gives all those items that can be added to an employee payroll. Define whether the payroll item is an addition, deduction, and contribution etc. before adding to an Employee payroll. |
| 4.Administration | Users | Gives a list of users who have access to the Payroll system depending on their user role level. Here you can add or edit a user. |
| Settings | Defines general system settings |
| Employer | Gives employer info |
| 5.Reports | PDF Reports | This is an important menu that displays all reports that can be displayed by the payroll system. Reports are displayed inform of pdf files. The system also has a capability of displaying all KRA reports given an employee and payroll data. |
| Tax calculator | Tax calculator is used to calculate a given Taxable pay. After calculating a given taxable pay, you get the Gross pay. |
| 6.Help | About | Gives developer info. |
| View Help | This control is used view inline context help. The help is used to describe all system functionalities by guiding users how to do various system functions. |

**Instructions:**

The table below shows major areas covered by our Payroll system. Kindly read through and tick on the Remarks column to agree that the software delivered meets the requirements functionality of the kind of software you needed.

|  |  |  |  |
| --- | --- | --- | --- |
| TOPICID | TOPICNAME | DESCRIPTION | **REMARK(Tick to Accept**) |
| 1 | Ease of Use | Determine whether the system is built with user friendly controls. |  |
| 2 | Navigation | Perceived ability to move through the contents of an interactive program in an intentional manner. |  |
| 3 | Cognitive Load | Determine:-  (a) The content of the program,  (b) Its structure,  (c) The response options available. |  |
| 4 | Mapping | Ability to track and graphically represent to the user his or her path through the program. |  |
| 5 | Screen Design | Describes text, icons, graphics, color, and other visual aspects of interactive programs. |  |
| 6 | Knowledge Space Compatibility | Refers to the network of concepts and relationships that compose the mental schema a user possesses about a given phenomenon, topic or process. |  |
| 7 | Information Presentation | Dimension is concerned with whether the information contained in the knowledge space of an interactive program is presented in an understandable form. |  |
| 8 | Aesthetics | Refers to the artistic aspects of interactive programs in the sense of possessing beauty or elegance. |  |
| 9 | Overall Functionality | The intended use of the program. |  |

**Evaluation Sign-Off Form**

# APPROVAL OF EVALUATION PLAN

I have reviewed and approved the Evaluation Plan for the Payroll System with changes, additions, deletions or corrections as annotated in the attached copy.

I hereby give you approval to proceed with contacting participants in the evaluation. I also give my approval for you to invoice my department for satisfactory completion of the Evaluation Plan milestone of this evaluation.

I understand that further changes to the structure, objectives, or methods of the evaluation (aside from those specified in the attached copy) will likely result in a delay in the completion of the evaluation and could result in additional charges.

|  |  |
| --- | --- |
| **CLIENT SIGNATORY** | **EVALUATOR SIGNATORY** |
| Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Client Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Evaluator Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |