



ILOCOS SUR POLYTECHNIC STATE COLLEGE

**AN EMPLOYEE WITH SIMPLE PAYROLL SYSTEM FOR
BURGOS NATIONAL HIGH SCHOOL**

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Chapter I

INTRODUCTION

One of the most critical elements of entrepreneurial success is learning how to manage ourselves and others effectively whether we need to improve our own time management or need practical customer service advice. It helps us avoid burden calculation by providing management information that is based on the knowledge and experience of thousands of small business owners. As we travel the horizons to entrepreneurial success, we will come back often to use this information to help us smoothly around the curves.

For many companies, the employee process is mired in paper, but employee management and employee capabilities, can finally eliminate redundant data entry as well as needless paper shuffling. The payroll system is designed for the small business with the basic type deductions. . It can even use an outside payroll service and enter the data manually to match exactly what the service calculates.

Background of the Study

Employee pay and history are some of the most important information a company must manage. Our employee systems are extensive and even include a special commission and sales team file which integrates with the time entry routine.

Since employee burden calculations are important to the proper determination of gross profit, there is a special employee burden calculation file for each employee. All

burden calculations are done automatically and include all items of company cost related to each employee. The employee burden percent is then used throughout the system.

To accommodate many employee situations, it is possible to produce up to nine separate checks for a single individual during a single payroll run.

A system is a combination of people, device and methods working towards a common goal. Data that are being converted into information is called information.

Employee system is the recordkeeping of employer's list of those entitled to receive compensation at a given time and the amount due. It is the system that prepares and generates the pay slip. It also computes for the total earning of all employees to a certain pay period. Every employee must receive a detailed explanation of the amount of his salary pay.

Some other benefits and features of Employee system

- History is maintained for each deduction for each employee
- Workers compensation history file and reporting
- Certified payroll reporting meeting government specifications
- National and local tax tables are updateable on-line
- Automatic burden calculation for each employee
- Each employee can have multiple section 125 deductions
- Each employee can have multiple individual deductions
- Each employee can have multiple connections
- Reporting for national/local/unions/deductions
- Provides separate employee loan register

- Payroll deposit report which can summarize by check date
- Commission file routine integrates with payroll
- Employee Attendance Register
- Certified Payroll for both Jobs and Service Contracts

Advantages of payroll system:

- Eliminates the need for multiple non-integrated programs, handles accounting, construction jobs, inventory control and service in one easy-to-learn turnkey system.
- Saves staff time and consulting time by outside accountants.
- Estimates jobs more accurately, helping your company to show more profit.
- Helps you manage your business more effectively with complete historical information on your customers so that you can build for the future.
- Full on-site training offered to help your staff learn to use the programs easily and quickly.
- Priced with hardware and software, according to your needs.

Employee and payroll system stores all employee information in a comprehensive employee and payroll record. Each record includes employee contact information, hire date, subsequent review date, department and supervisor names, salary, withholdings, deductions, and sick and vacation day accruals. It can also store confidential files-such as performance reviews, payroll details, employment contacts and option plans-in employee

and payroll module consists of the paycheck file, tax tables, a sales ID list and file specifying the commission structure.

The employee screen allows access to all employee information, including filing status, additional deductions, additions and refunds, and the detail paycheck file. It can easily inspect the pay history for any employee.

A Brief History of Burgos National High School

Burgos National High School is a secondary school located at Barangay Poblacion Norte, Burgos, Ilocos Sur. Established during the administration of Mayor Consuelo D. Brillantes in the year 1994.

During that time, it has only two year level, the first year and second year, because of a small number of students and teachers. But now, Burgos National High School has the biggest numbers of the students and has a total of more than 600 students and 16 faculty members.

Overview of the Current System

Existing system of Burgos National High School is currently a manual Employee with Simple Payroll System. Each employee has a time card or DTR for them to get in and out through which will be used for the computation of the deduction for late and absences, computation of salary and deductions and preparation of payroll accounting department. Approval of the payroll report is done by the principal and after that, pay slip will be prepared by the cashier's office.

Statement of the Problem

Because of the observed manual system of filing records of their employees, the researchers came up with a problem on how to develop a Computerized Employee System that will best suit the need of Burgos National High School.

General Objectives

To develop a Computerized Employee with Simple Payroll System of Burgos National High School.

Specific Objectives

- To gather information about the school and payroll system.
- To analyze the flow of the transaction of the existing system of the school.
- To design and develop the interface of the Computerized Employee with Simple Payroll System of Burgos National High School that will speed up the generation of the reports so that delay will be eliminated.
- To apply a password for the system, to avoid unauthorized user.

Significance of the Study

The study will benefit particularly the employees of Burgos National High School.

To Teachers and other employees, it will accurately compute their salary, loans, leaves, deductions and gross pay.

To Users, it will help them speed up their work and provide an accurate list of employee profiles.



To Proponents, the study will be a great help to them, wherein it specially enhance their skills in programming. It is also a great experience to the proponents to fully understand the process of payroll system.

Scope and Limitation

The study will include the following:

- The system includes adding, editing and saving capability in the system for employee records, deduction and compensation report.
- It has a password to provide security for the system so that an authorized person only will be able to have an access to the system.

Scope

The main objective of this study is to come up with a Computerized Employee with Simple Payroll System for Burgos National High School.

Limitation

The proposed system will not cover the benefits of the employees such as retirement and death benefits.

The system includes only a simple payroll system. It doesn't include the net pay of a certain employee.

Theoretical & Conceptual Framework

Computerization of the system to a large extent aimed for the Computerized Employee System. Understanding the relationship between employees with his organization would be of help to build the payroll system. To accommodate many



different payroll situations, it is possible to produce up to nine separate checks for a single individual during a single payroll run. Employee pay and history are some of the most important information a company must manage.

Chapter II

REVIEW OF RELATED LITERATURE

EMPLOYEE INFORMATION SYSTEM

- Provide consolidated, immediate access to employee information
 - Who to call for what job function
 - How to call
 - How to identify
 - How to locate
 - How to perform a process
 - Who to call in the event of an emergency
 - How to prepare an organizational chart
 - How to identify employee hierarchy

Employee System Overview

The Employee Information System is a web-based application that allows employees to access personal and benefits-related information. The Employee system will replace the gap created with the loss of the free calculator on the seniors.gov web site. Employees can use the system to generate either a “quick” or detailed retirement annuity estimate using Employee calculators. IRS will provide information to employees in order for the employee to accurately and quickly generate an estimate. Data will be updated each pay period by a FOCUS report from the TIMIS system

EMPLOYEE INFORMATION SYSTEM (EIS)

This project was developed for the Commercial Taxes Department, Government of A.P. This System has been integrated after a comprehensive study of the department, and its various offices and employees information. This Employee Information System (EIS) collects information regarding all the employees, official as well as personal and stores the data in the database. Reports are generated depending on the queries of the reports. This system helps to keep track of each and every employee's details. The employees are assigned specific codes depending on their office.

This project broadly covers the following modules:

- Providing unique employee identification number, covering employees at field level.
- Creation and Maintenance of Employee Database.

COMPUTERIZED PAYROLL SYSTEM - a window-based program specially designed to facilitate and simplify the monthly preparation of general payroll and related reports.

- Standard computerized payroll system.
- Allows faster and more accurate computation of monthly gross income deductions and net salary.
- Faster and less resource consuming generation General Payroll and Other Payroll related reports.

Features:

- Graphical User Interface
- Interactive and menu-driven program.
- Systematic maintenance and retrieval of employee records.
- Automatic computation of monthly net income.
- Password Security to ensure the integrity of data.

NATSOFT PAYROLL SYSTEM

Features include employees which are grouped into section of work areas.

Multiple branches can be setup each branch being a totally separate payroll. Standard pay can be set for each employee. New employees can be setup during the processing of pay. Facilities within the payroll system can enable or not able depending on the needs of the school. The Payroll System complies with the federal awards of legislation to show the employee contribution on pay slip along with other necessary information.

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