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blue ocean | Divisions at new york city, scranton, newark

Blue Ocean User Guide

STEP BY STEP solutions

**Keys -**

Tabs – A) Home

B) Company Divisions

C) Log In

D) Register

E) Paper Check

F) List of Registered Users

G) New Employee Register

H) Employee Search

I) Retiree

J) Payroll Processing

K) Clock In/Out

L) Deductions

M) Tax

N) Gross

O) Dispute Check

P) Notifications

Q) Log Out

**Keys Explanation -**

A) The Home tab displays the home page. The company’s brand signature as well as its main objectives and the motto its stands by are displayed.

B) The Company Divisions tab will show all the different divisions of Blue Ocean in the tristate.

C) When a user is logged in, their username is visible. It is a clickable button that redirects back to the home page. Additionally, on the right bottom corner of the Log in tab, the user can reset their password.

D) The Register tab displays text boxes for a newly joined employee of Blue Ocean to register. The employee must fill out a correct email address, and their own username and password. Once the user clicks **Register account** button, the new employee can login in to view their paycheck.

E) The Paper Check tab in the Check Functions tab displays a visual representation of a check the employee has received on the days they worked. The employee will be presented with a date textbox from which the user can select the appropriate first or last days of their intended month. After clicking the **Submit Date for PayCheck Information** button,a paper check is displayed. On the top right corner there is a **Recalculate** button. The user can cumulatively add all the paychecks received from a start date and end date and see the gross amounts as well as the check numbers found in between those dates once the button is clicked.

Additionally, the user can print a paper check with a new button called **Print PDF.** This will format the check to be an easily readable cell-formatted version of the paper check.

F) The List of Registered Users tab in the Modify Employees tab displays each user, their email, and a link to their permissions in a table. If the **Edit Permissions** button is clicked, the user’s permissions are displayed corresponding to the tabs above. If the admin clicks **Submit** button, the employee’s permissions are updated.

G) New Employee Register tab in the New Employee Functions tab displays the text boxes relating to the information of a newly joined employee. These fields include name, address, zip code, rate, type of income, division of work, checking, and other employee related information. Once the user clicks **Submit New Employee Information**, the new employee is added to a Payroll Table in the database.

H) Employee Search tab in the Modify Employees tab displays each employee and their related information in a table. Along the right side is a **Delete** button. Once clicked, that employee will be deleted from the database. These employees will be considered terminated from the system and will be assigned to a retiree table. Along the left side is the **Edit** button. Once clicked. the admin can modify the employee name, email, phone number, rate, Social Security number, address, note, payment method, and their division where they work when the **Add Edited Values** button is clicked.

I) Retiree tab in the Modify Employees tab presents a table format of all retired or terminated employees from the Blue Ocean payroll system.

J) Payroll Processing tab is the main function of Blue Ocean. Here, an admin can clock in an employee’s total Quantity (hours) worked throughout the days and the date of the check (1st or last days of the month). Once the **Process** button is clicked, a new paycheck will be generated.

K) The Clock In/Out tab lets an employee start their day of work, by clocking in a time slot. Then that record will be kept in the system even if the user logged out. Once the employee is ready to clock out, they simply return to this tab and clock out. The time interval of work will be noted down for later payroll processing.

L) The Deductions tab in the New Employee Functions tab displays each employee with their deductions in text boxes. There are default numbers, but the admin can change them once the **Process** button is clicked.

M) The Tax tab in the New Employee Functions tab displays each employee with their taxes in text boxes. There are default numbers, based on an employee’s division, but the admin can change them once the **Process** button is clicked.

N) The Gross tab in the New Employee Functions tab displays each employee’s gross tax, gross deduction, and total income.

O) The Dispute Check tab in the Check Functions tab allows an employee to modify their net pay of a disputed paycheck they receive. The information will be sent to admin via HR later for later processing. A well-formed numeric value is expected for deducting or adding to the net pay and a note text box is present to state additional information of the dispute.

P) The Notifications tab allows the employees to keep track of important updates regarding their health insurance status or disputed check. If the employees have been identified as eligible for health insurance through consistent 24-hour work weeks, they will get a notification in their mail about an eligibility to apply for 401K, health, and dental insurance through a **Health Insurance** button. If the employee recently disputed a check, they will see the status of their check in the notification area. An admin can see a **Process** button along each disputed check the employees have disputed.

Q) Once logged out, the user’s session is deactivated.