

Payroll Systems Payroll Management



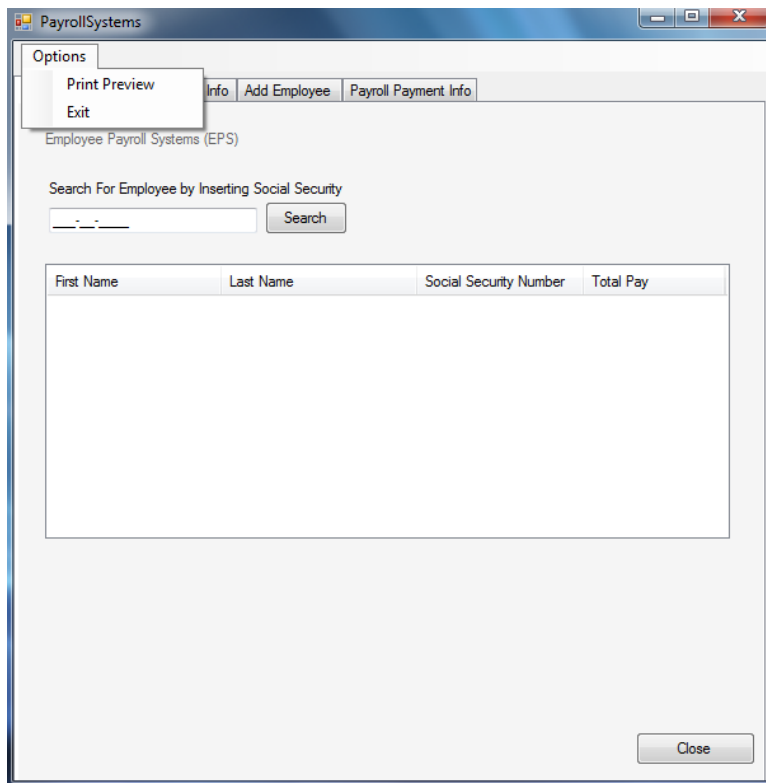
Jesus Contreras

USER GUIDE

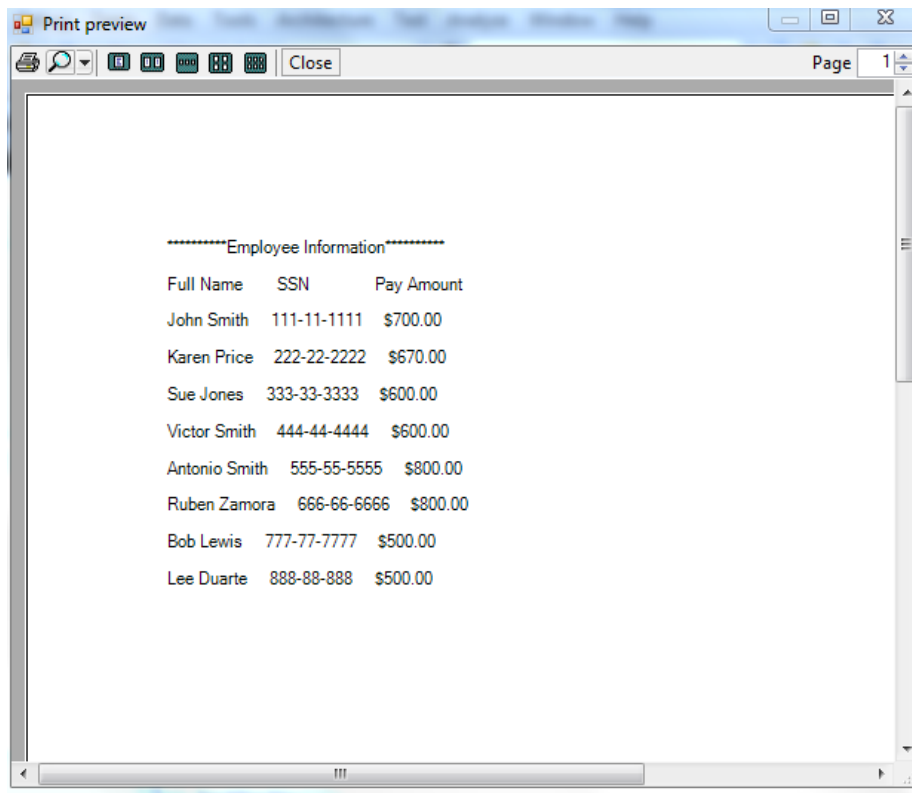
About Application:

Payroll Systems' Payroll Management application is a very easy to use payroll management system. The design is clean, and the GUI (graphical user interface) is really easy to read and follow. This payroll system was designed to look really simple, no flashy buttons or non-functional attributes. The design was made simple so that there is no confusion as to how to use it. There are 4 tabs that each serve a different purpose: Search an Employee, Employee Information , Add Employee, Payroll Payment Info. The tabs will be illustrated in the following pages of this manual.

The Application contains a menu strip that allows the user to exit the application or print preview (then print) the Employee information.



There are a couple of options in the options menu of Payroll Systems, one of the option is exit, which will close the program. The second option on the options bar is print preview, when the user selects Print Preview, a print preview window will appear and allow the user to zoom, print, and change the page payout of the Employee Information.



Example of the print preview page.

On the First Tab of the application, the user will be able to search for an employee based off of his/her social security number. For every new search made there will be a new result displayed in the listview box.

The screenshot shows a window titled "PayrollSystems" with a menu bar containing "Options". Below the menu bar are four tabs: "Search Employee", "Employee Info", "Add Employee", and "Payroll Payment Info". The "Search Employee" tab is active. The main area of the window is titled "Employee Payroll Systems (EPS)". Below this title is a section labeled "Search For Employee by Inserting Social Security" which contains a text input field with the value "111-11-1111" and a "Search" button. Below the search section is a table with four columns: "First Name", "Last Name", "Social Security Number", and "Total Pay". The table is currently empty. A "Close" button is located at the bottom right of the window.

First Name	Last Name	Social Security Number	Total Pay
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This image shows a detailed view of the search results table. At the top, there is a section titled "Search For Employee by Inserting Social Security" with a text input field containing "222-22-2222" and a "Search" button. Below this is a table with four columns: "First Name", "Last Name", "Social Security Number", and "Total Pay". The table contains one row of data.

First Name	Last Name	Social Security Number	Total Pay
Karen	Price	222-22-2222	\$670.00

Search Employee

Employee Info

Add Employee

Payroll Payment Info

Employee Payroll Systems (EPS)

Search For Employee by Inserting Social Security

111-11-1111

Search

First Name	Last Name	Social Security Number	Total Pay
John	Smith	111-11-1111	\$700.00

There will be a bubble that will pop up if the input data in the search box does not match data that of a social security number in the payroll system.

The second tab contains a list of default employees (employees hard coded into the application). Clicking on their names triggers their Full name, Social Security Number and Total Pay to appear in a separate Box. Every time a new employee is chosen the “Employee Information” box is cleared and only the information of the most recently selected employee will appear.

PayrollSystems

Options

Search Employee Employee Info Add Employee Payroll Payment Info

Employee Database

Employee Name

Full Name
John Smith
Antonio Smith
Victor Smith
Karen Price
Ruben Zamora
Sue Jones
Bob Lewis
Lee Duarte

Employee Information

First Name	Last Name	Social Security Number	Total Pay
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Sort And Display All Employee Data By

☐ Social Security Number
☐ Last Name
☐ Total Pay (Ascending)
☐ Total Pay (Descending)

Sort

Close

Employee Name

Full Name
John Smith
Antonio Smith
Victor Smith
Karen Price
Ruben Zamora
Sue Jones
Bob Lewis
Lee Duarte

Employee Information

First Name	Last Name	Social Security Number	Total Pay
John	Smith	111-11-1111	\$700.00

Employee Name

Full Name
John Smith
Antonio Smith
Victor Smith
Karen Price
Ruben Zamora
Sue Jones
Bob Lewis
Lee Duarte

Employee Information

First Name	Last Name	Social Security Number	Total Pay
Ruben	Zamora	666-66-6666	\$800.00

On the second tab you will also be able to sort and display all of the employee data. You can sort by SSN, Last Name, and Pay in ascending or descending order. If you choose to display all of the information for the employees the user can by selecting a radio button and clicking on the “sort” button.

Employee Information

First Name	Last Name	Social Security Number	Total Pay
Lee	Duarte	888-88-888	\$500.00
Sue	Jones	333-33-3333	\$600.00
Bob	Lewis	777-77-7777	\$500.00
Karen	Price	222-22-2222	\$670.00
Antonio	Smith	555-55-5555	\$800.00
John	Smith	111-11-1111	\$700.00
Victor	Smith	444-44-4444	\$600.00
Ruben	Zamora	666-66-6666	\$800.00

Sort And Display All Employee Data By

☐ Social Security Number

☒ Last Name

☐ Total Pay (Ascending)

☐ Total Pay (Descending)

Sort

The third tab is the “Add Employee” tab, it allows the user to add an employee to the payroll system. The user will be able to input the new employee’s information in text boxes and using radio buttons.

The screenshot shows a Windows-style application window titled "PayrollSystems". It has four tabs: "Search Employee", "Employee Info", "Add Employee" (which is the active tab), and "Payroll Payment Info". The "Add Employee" tab contains the following elements:

- Title:** "Add An Employee To the Payroll System"
- Instruction:** "Please Enter the Following Information on the Employee"
- Employee Information Section:**
 - First Name: [Text Box]
 - Last Name: [Text Box]
 - Social Security Number: [Text Box with format: ____-__-____]
- Select Only One Type of Employee and Input Data:**
 - Hourly Employee:** (Selected with a radio button)
 - Rate Per Hour: [Text Box]
 - Hours Worked: [Text Box]
 - Comissioned Employee:**
 - Comission (Selected with a radio button) / Base and Comission (Radio Button)
 - Comission: [Text Box] / Sales: [Text Box] / Base Pay: [Text Box]
 - Salaried Employee:**
 - Salaried (Selected with a radio button)
 - Salary: [Text Box]
- Buttons:** "Add Employee" and "Close"

Adding an employee is easy and straightforward, simply fill in the appropriate information and click on the add employee button. In the case of the commissioned employee if the user selects the “Commission” radio button, the base pay text box will deactivate.

Add An Employee To the Payroll System

Please Enter the Following Information on the Employee

Employee Information

First Name
Jesus

Last Name
Contreras

Social Security Number
123-45-6789

Select Only One Type of Employee and Input Data

---Employee Types-----

Hourly Employee

☐ Hourly

Rate Per Hour Hours Worked

Comissioned Employee

☐ Comission ☐ Base and Comission

Comission Sales Base Pay

Salaried Employee

☒ Salaried Salary

100000

Add Employee

To ensure that the employee was successfully added to the payroll system, you can check by looking at the employee list and checking his/her information on the “Employee Information” tab.

Employee Name	Employee Information			
Full Name	First Name	Last Name	Social Security Number	Total Pay
John Smith	Jesus	Contreras	123-45-6789	\$100,000.00
Antonio Smith				
Victor Smith				
Karen Price				
Ruben Zamora				
Sue Jones				
Bob Lewis				
Lee Duarte				
Jesus Contreras				

The newly added employee will be included in the sorting and display of records as well.

Employee Name		Employee Information			
Full Name		First Name	Last Name	Social Security Number	Total Pay
John Smith		John	Smith	111-11-1111	\$700.00
Antonio Smith		Jesus	Contreras	123-45-6789	\$100,000.00
Victor Smith		Karen	Price	222-22-2222	\$670.00
Karen Price		Sue	Jones	333-33-3333	\$600.00
Ruben Zamora		Victor	Smith	444-44-4444	\$600.00
Sue Jones		Antonio	Smith	555-55-5555	\$800.00
Bob Lewis		Ruben	Zamora	666-66-6666	\$800.00
Lee Duarte		Bob	Lewis	777-77-7777	\$500.00
Jesus Contreras		Lee	Duarte	888-88-888	\$500.00

Sort And Display All Employee Data By

☒ Social Security Number

☐ Last Name

☐ Total Pay (Ascending)

☐ Total Pay (Descending)

Sort

The newly added employee will also be searchable by social security number.

Search For Employee by Inserting Social Security				
123-45-6789		Search		
First Name	Last Name	Social Security Number	Total Pay	
Jesus	Contreras	123-45-6789	\$100,000.00	

Lastly the employee's payment information will be added to the Payroll Payment info tab, which is the tab that adds up the all employee's payment information and displays it in a list view box.

The fourth tab, "Payroll Payment" tab, displays the collective payment due for payroll for the following :

All salaried employees, all hourly employees, all base plus commission employees, all employees.

The user will be able to have the collective earnings displayed of the aforementioned employees, the user will simply have to select which type of employees he/she wishes to be displayed by choosing a radio button and clicking on the "calculate" button.

PayrollSystems

Options

Search Employee | Employee Info | Add Employee | Payroll Payment Info

Collective Payment Information for Employees

Total Pay

Display Collective Payment Information For All Employees Of Type

☐ Salary

☐ Hourly

☐ Comission

☐ Base + Commission

☐ All (Employees)

Calculate

Close

PayrollSystems

Options

Search Employee | Employee Info | Add Employee | Payroll Payment Info

Collective Payment Information for Employees

Total Pay

Total Payroll Due to Salary Employees : \$102,100.00

Display Collective Payment Information For All Employees Of Type

☒ Salary

☐ Hourly

☐ Comission

☐ Base + Commission

☐ All (Employees)

Calculate

Close

Project experience:

The project was involved and took a considerable amount of time to finish. There are many elements about the payroll system that seemed really tricky at first but were an easy fix towards the end. The fact that I ended up using a global Employee List was something I could not figure out, I spent about a week using a separate employee list in every function and it was extremely difficult to make the application dynamic that way since every function needed the same employee list in it. I finally got the cohesiveness that I needed using a global employee list. The project was fun in the sense that I got to create a pretty functional payroll system and much of the GUI was created using the Forms toolbox, easier to create a GUI than in JAVA that's for sure. It was interesting to combine this project with the logic we had to in a previous project. The project experience was great despite the bugs I encountered along the way,

