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**University of Caloocan City**

**Bachelor of Science in Information System**

**3-A**

**A.Y. 2020-2021**

**5YNTAX**

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# **SYSTEM DOCUMENTATION**

Fireon is a Payroll System that aims to automate and digitalize the previous manual payroll system of the company **Macrohard**©.

In partial fulfillment of requirements for these subjects: Enterprise Resource Planning and Business Process Management under the guidance and supervision of Mr. Ryan Rei Alban.

# **FIREON PAYROLL SYSTEM**

ABOUT THE SOFTWARE

* Fireon Payroll System ERP Software is a Payroll system that is business solution for the Human Resource Department and a tool for efficiently managing your current employees and their salaries. The Payroll System will be built for Windows application using C#.NET with MySQL database.
* This document aims to guide the user regarding the features and workarounds of Fireon Payroll System. This manual will explain the steps on how to run the software well, from Dashboard screen up to Payroll screen.

# **FIREON PAYROLL SYSTEM**

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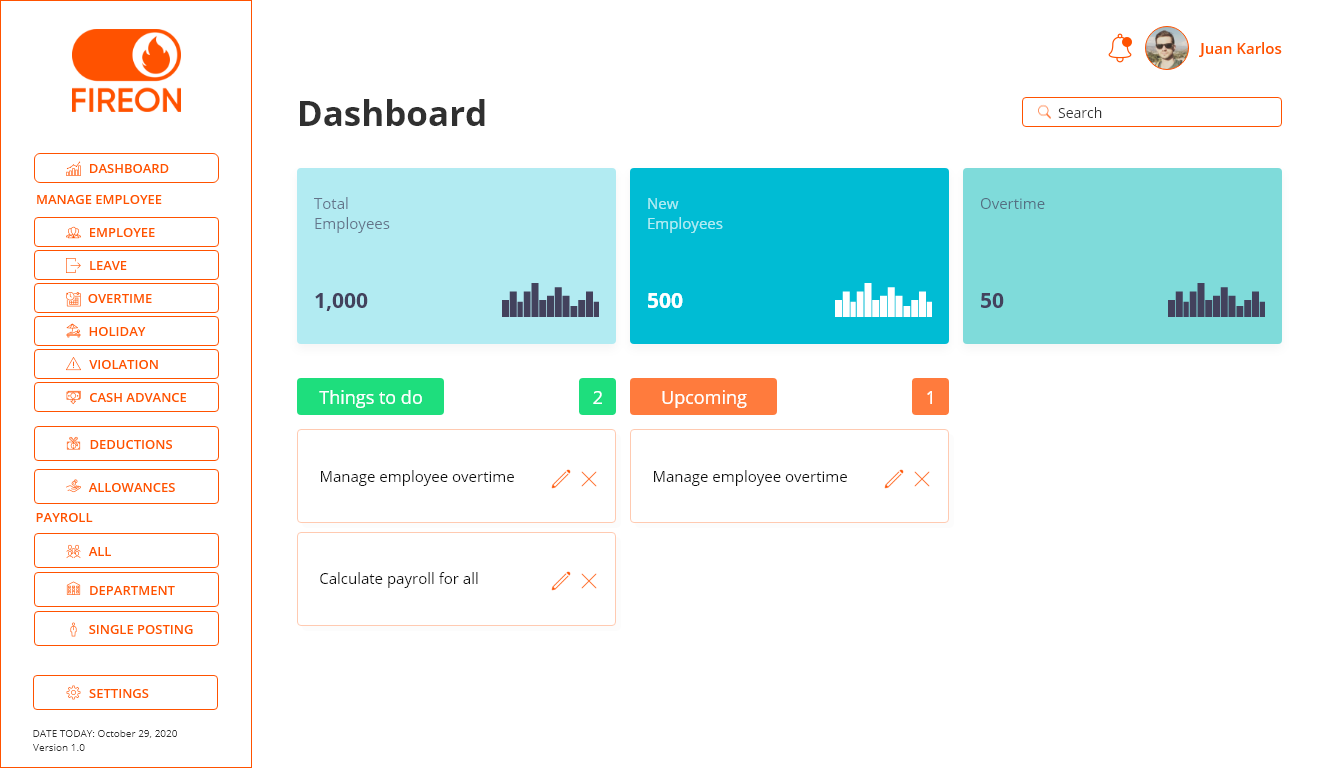
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# **HOW DOES *DASHBOARD* WORK?**

*Figure 1: Dashboard*

****

*Serves as the welcome page of the program and provides quick overview of the statistics.*

## **TOTAL EMPLOYEES**

* Gets the number of total employees.
* DATA: from the employees’ table/page.

## **NEW EMPLOYEES**

* Gets the number of new hired employees during that day.
* Restarts from 0 every day.
* DATA: from the employees’ table/page.

## **OVERTIME**

* Gets the number of employees who works overtime during that day.
* Restarts from 0 every day.
* DATA: from the overtime table/page.

## **THINGS TO DO**

* The admin can list down the things he/she needs to do during that day and delete if done.
* If the admin clicks that task, the admin will automatically go to that page.
* *EXAMPLE: The admin needs to delete an employee, when the admin clicks that task, it will automatically go to EMPLOYEE PAGE.*

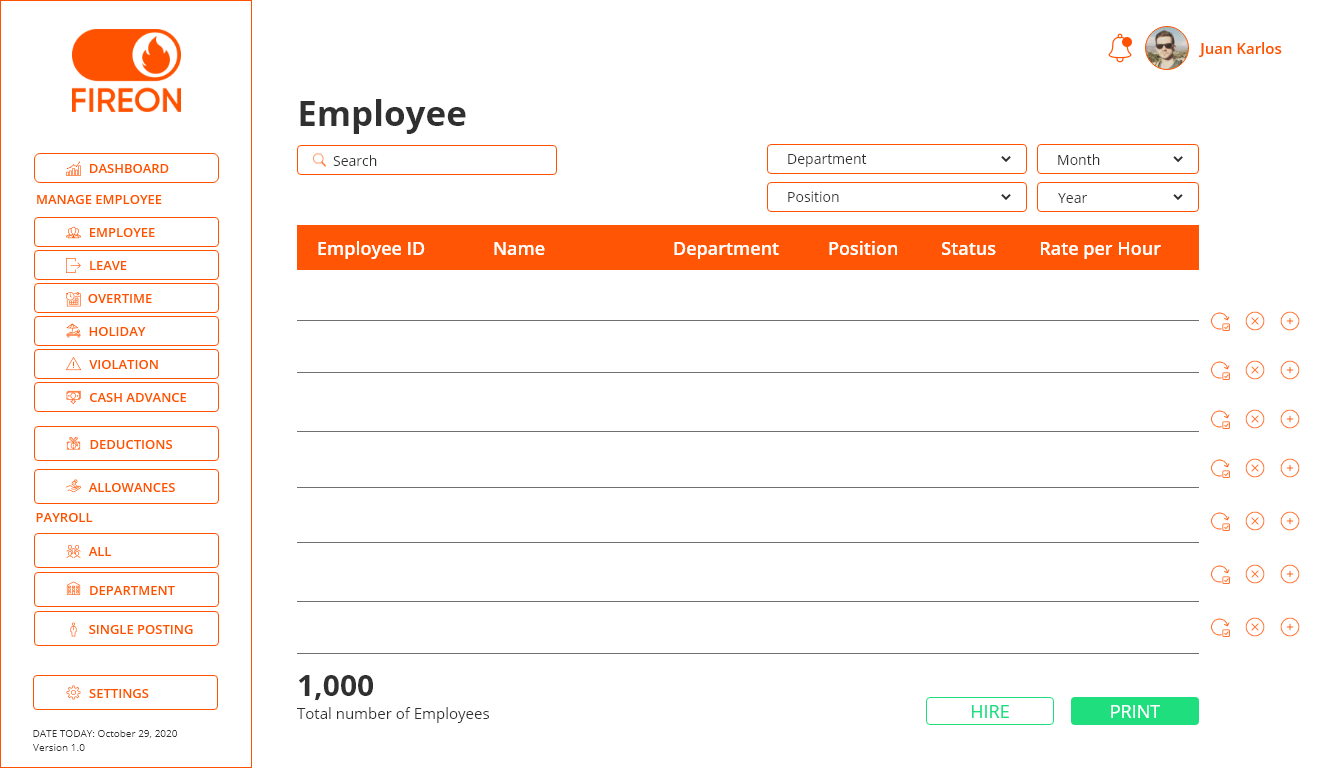
## **UPCOMING**

* Similar with things to do but with date for specific tasks.
* The data from ‘upcoming’ should automatically go to ‘things to do’
* *EXAMPLE: the admin needs to delete an employee on December 5. On December 5, that task should go to ‘things to do’.*

## **NOTIFICATIONS**

* Displays important events such as Payday and Holiday.

# **HOW DOES *MANAGE EMPLOYEE* WORK?**

*Figure 2: Manage Employee*****

*Manages all employees in different aspects.*

## **MANAGE EMPLOYEE VIEWING TABLE**

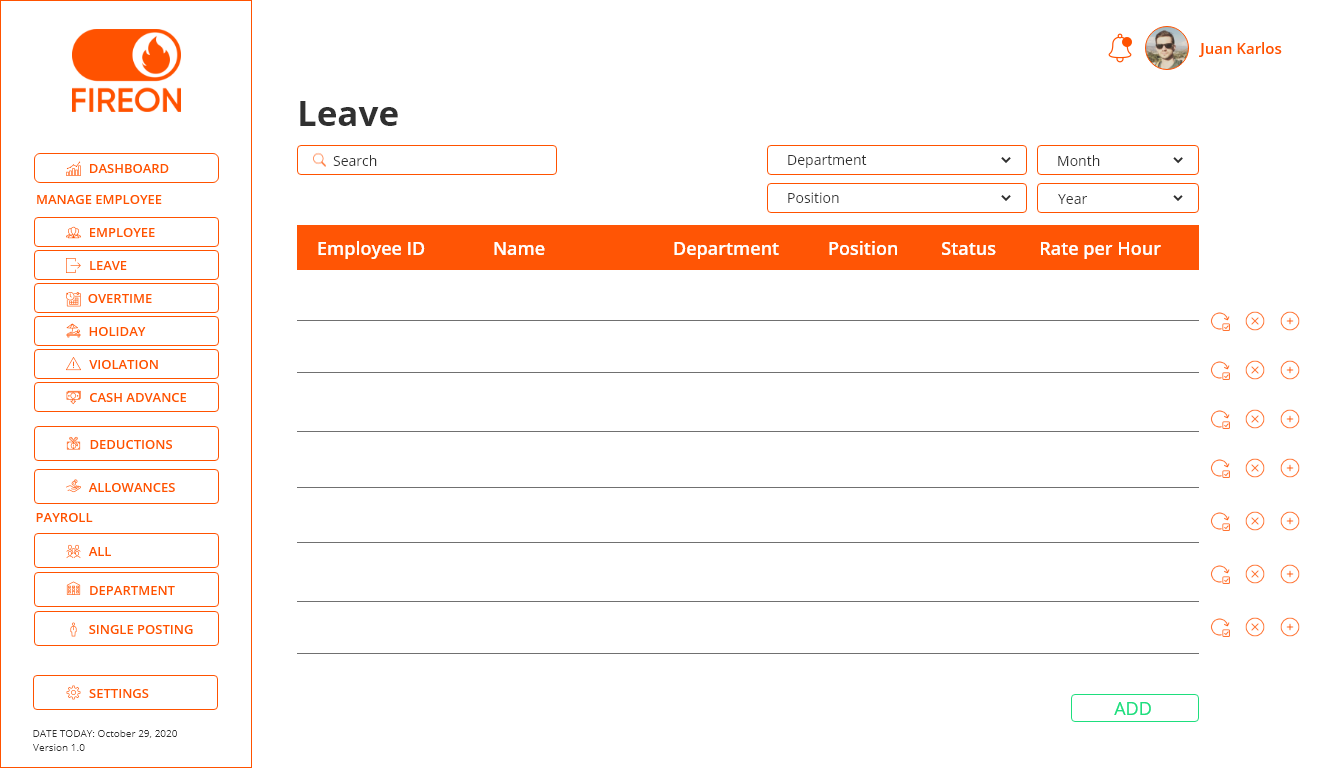
* For specific viewing, payroll personnel can choose by department, position, month, or year of employment.

## **HIRING AN EMPLOYEE**

* The payroll personnel can hire the employee by just clicking the hire button and type the details of the employee.
* The employee id is auto generated.
* The payroll personnel should set the rate per hour manually based on position.
* Once saved, the number of ‘Total Employees’ and ‘New Employees’ should increase in the dashboard.
* Once deleted, the number of ‘Total Employees’ or ‘New Employees’ should decrease in the dashboard.

# **HOW DOES *LEAVE* WORK?**

*Figure 3: Leave*



*Manages all the employee leaves in the company.*

## **LEAVE VIEWING TABLE**

* For specific viewing, payroll personnel can choose by department, position, month, or year that leave has been created.

## **ADDING EMPLOYEE LEAVE**

* The admin will only be typing the employee id, then the information like name, department, and position will automatically show.
* Every employee has specific number of leave (days) in a year.
* The employee should not exceed to the days given, if exceeded the request for a leave should not be accepted.
* The number of days in database will decrease if the request for a leave is accepted.

## **EXAMPLE**

* Employee requests for a vacation leave for 30 days.

## **FORMULA**

* Number of days \* 8 = paid working hours  
  Why 8? Because 1 day = 8 working hours

## **AVAILABLE LEAVE FOR EVERY EMPLOYEE IN A YEAR**

* Sick leave – 30 days
* Vacation leave – 60 days
* Maternity leave – 180 days

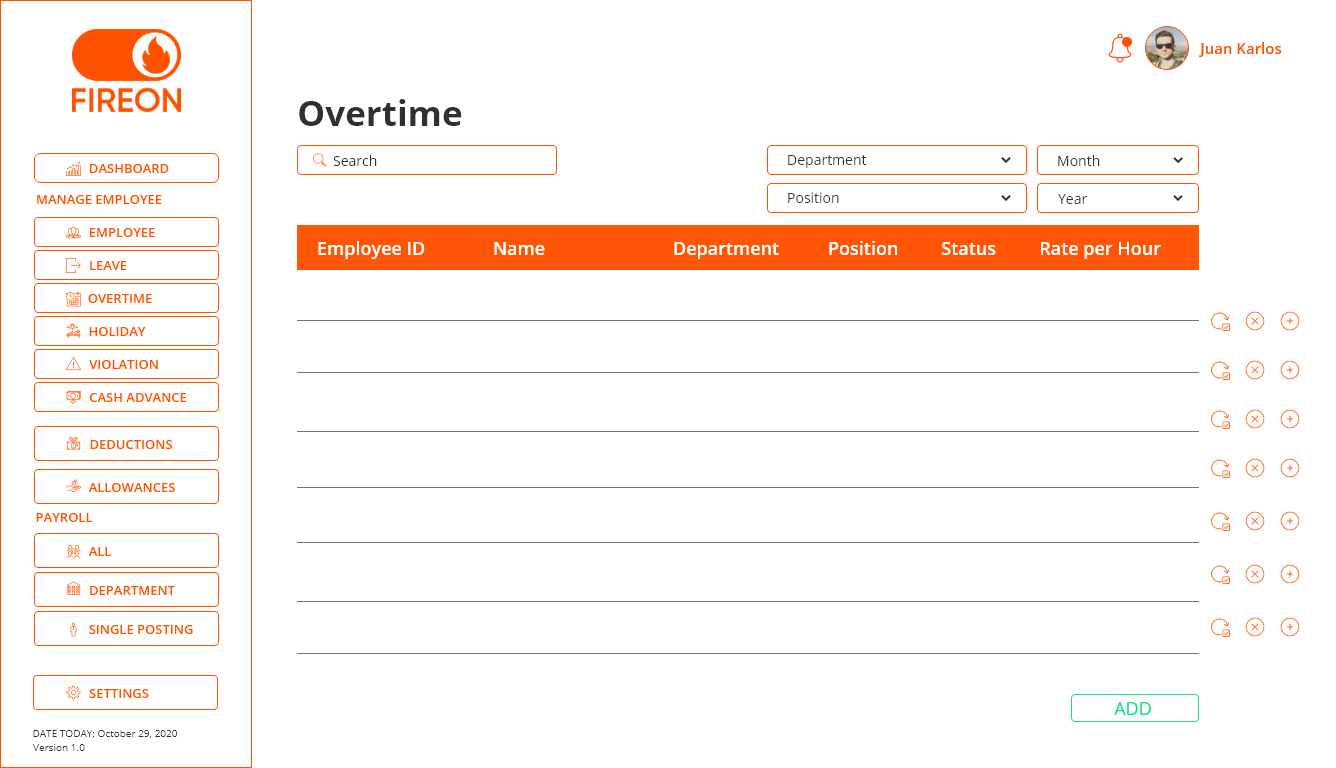
## **RESULT**

* As you can see, the vacation leave decreases from 60 days to 30 days.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | ID | Name | TYPE OF LEAVE | DATE (FROM) | DATE  (TO) | PAID WORKING HOURS | SL | VL | ML |
| 10/20/2020 | 113 | Mary Rose Brigoli | Vacation Leave | 11/01/2020 | 11/30/2020 | 240 | 30 | 30 | 180 |

# **HOW DOES *OVERTIME* WORK**

*Figure 4: Overtime*



*Manages all the employee overtimes in the company.*

## **OVERTIME VIEWING TABLE**

* For specific viewing, payroll personnel can choose by department, position, month, or year.

## **ADDING EMPLOYEE OVERTIME**

* The admin will only be typing the employee id, then the information like name, department, and position will automatically show.
* The admin will specify how many additional hours the employee had work, then the total rate will be automatically calculated.
* The amount is added to the employees’ net pay.

## **EXAMPLE**

* Employee works for additional 5 hours, if the employee has a rate of 100 per hour the total rate is 500

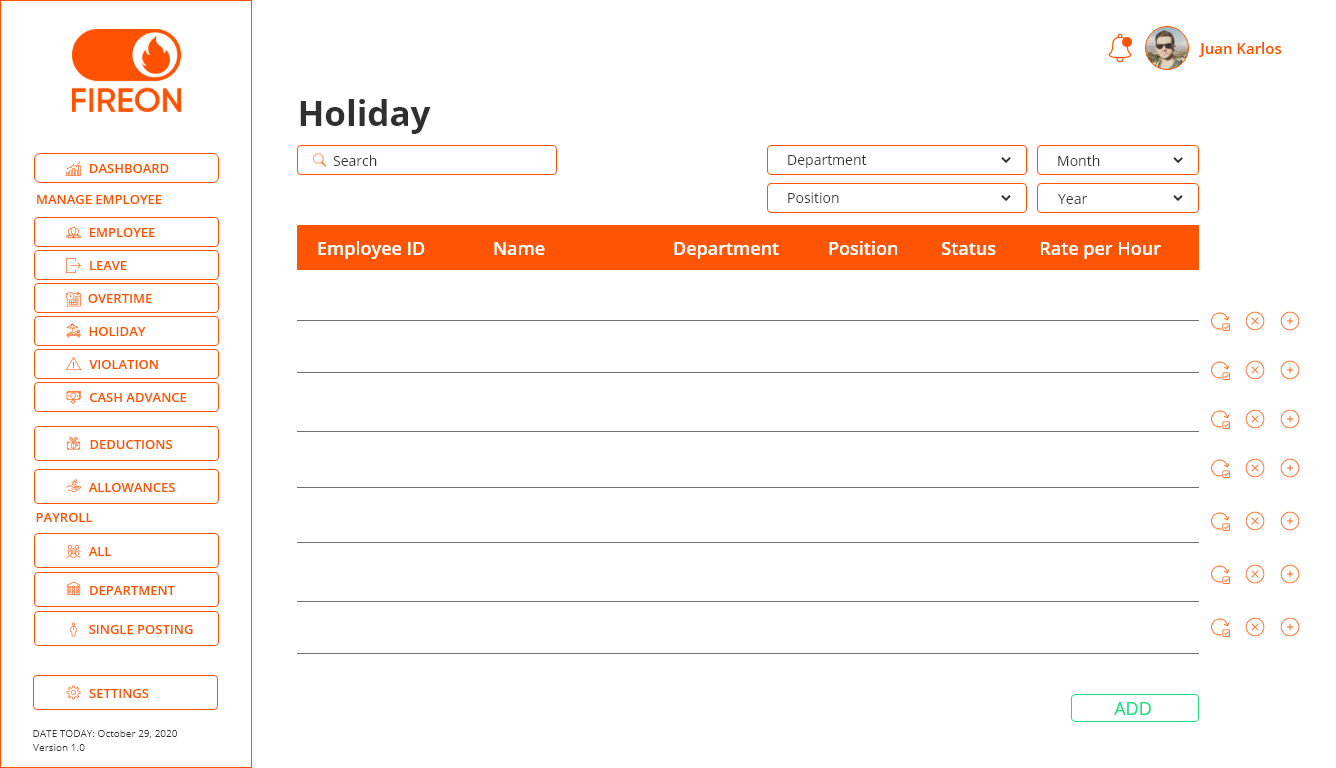
## **FORMULA**

* additional hours \* rate per hour = amount

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| DATE | ID | Name | DEPARTMENT | POSITION | ADDITIONAL HOURS | RATE PER HOUR | AMOUNT |
| 11/20/2020 | 113 | Mary Rose Brigoli | IT | PROGRAMMER | 5 | 100 | 500 |

# **HOW DOES *HOLIDAY* WORK?**

*Figure 5: Holiday*



*Manages all Philippine holidays in different aspects.*

## **VIEWING TABLE**

* For specific viewing, payroll personnel can choose by department, position, month, or year.

## **ADDING EMPLOYEE HOLIDAY**

* The admin will only be typing the employee id, then the information like name, department, and position will automatically show.
* The amount is added to the employee’s net pay.
* REGULAR HOLIDAY= +100% daily rate
* SPECIAL NON-WORKING= +30% of daily rate

## **EXAMPLE**

* SPECIAL NON-WORKING HOLIDAY: If the employee has a rate of 100 per hour, he/she will receive 240

## **FORMULA**

* hourly rate \* 8 = daily rate \* .30 = amount

## **REGULAR HOLIDAY**

* If the employee has a rate of 100 per hour, he/she will receive 800

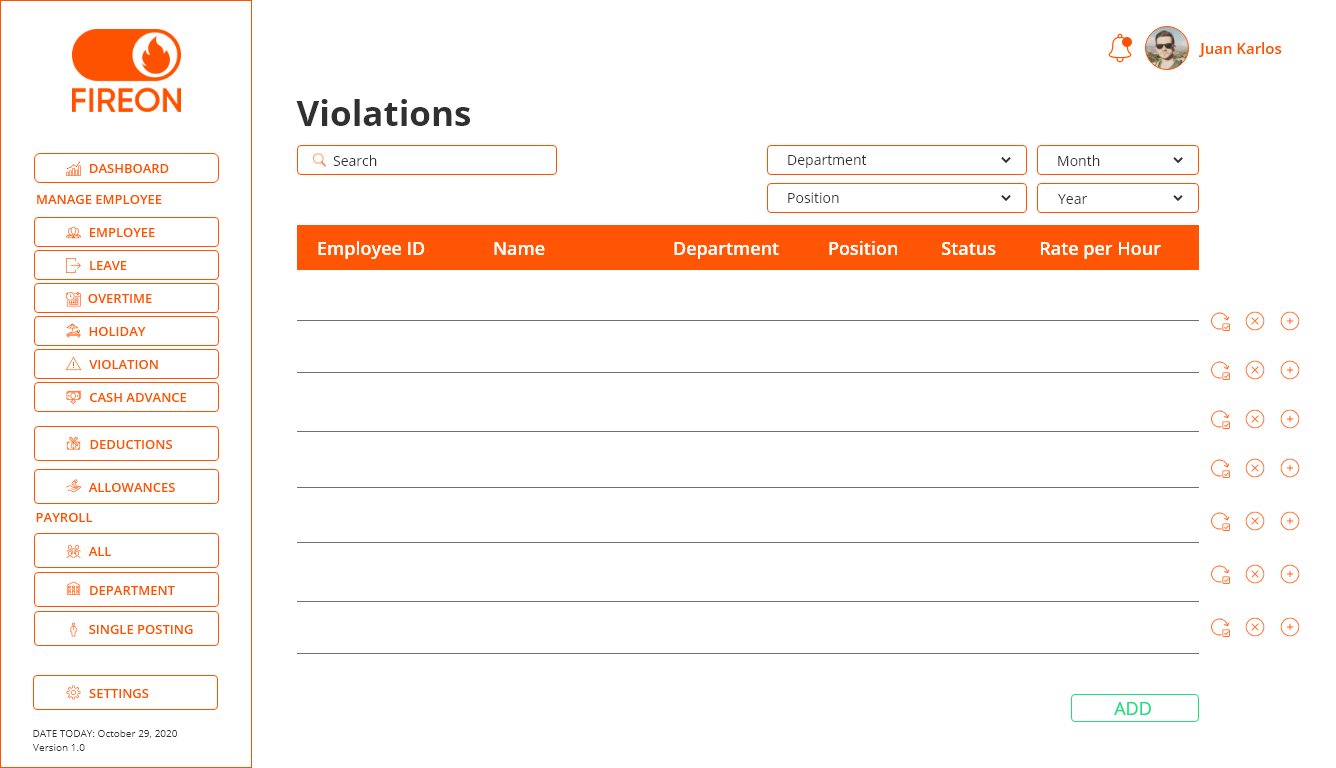
## **FORMULA**

* hourly rate \* 8 = daily rate \* 1 = amount

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| DATE | ID | Name | DEPARTMENT | POSITION | HOURLY RATE | DAILY RATE | AMOUNT |
| 12/25/2020 | 113 | Mary Rose Brigoli | IT | PROGRAMMER | 100 | 800 | 800 |

# **HOW DOES *VIOLATIONS* WORK?**

*Figure 6: Violations*



*Manages all the employee violations in the company.*

## **VIEWING TABLE**

* For specific viewing, payroll personnel can choose by department, position, month, or year.

## **ADDING EMPLOYEE VIOLATION**

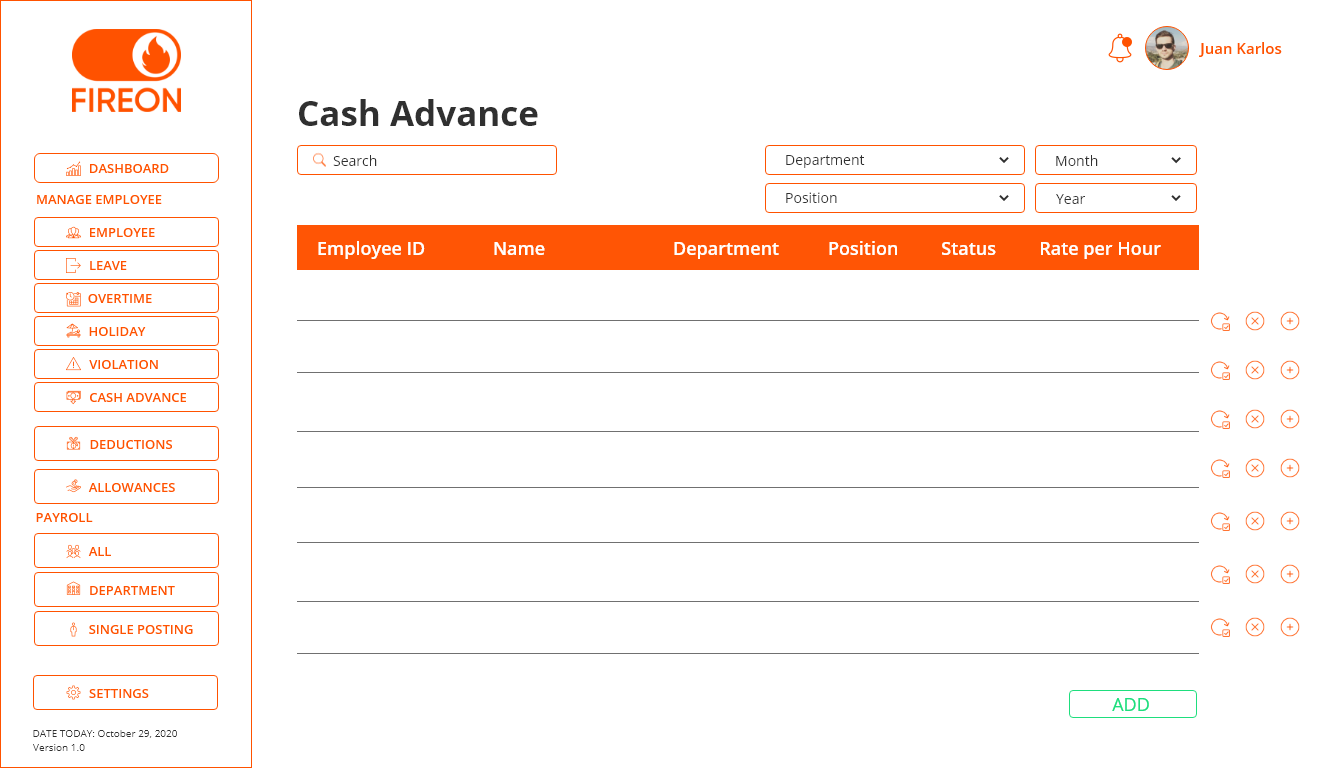
* The admin will only be typing the employee id, then the information like name, department, and position will automatically show.
* The admin will be the one to specify the type of violation and the corresponding value for that violation.
* The amount is deducted to the employee’s monthly net pay.

## **EXAMPLE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| DATE | ID | Name | DEPARTMENT | POSITION | VIOLATION | AMOUNT |
| 12/25/2020 | 113 | Mary Rose Brigoli | IT | PROGRAMMER | Broke the printer | 500 |

# **HOW DOES *CASH ADVANCE* WORK?**

*Figure 7: Cash Advance*



*Manages all the employee cash advances in the company.*

## **VIEWING TABLE**

* For specific viewing, payroll personnel can choose by department, position, month, or year.

## **ADDING EMPLOYEE CASH ADVANCE**

* The admin will only be typing the employee id, then the information like name, department, and position will automatically show.
* Every employee has a maximum amount for cash advance every month.

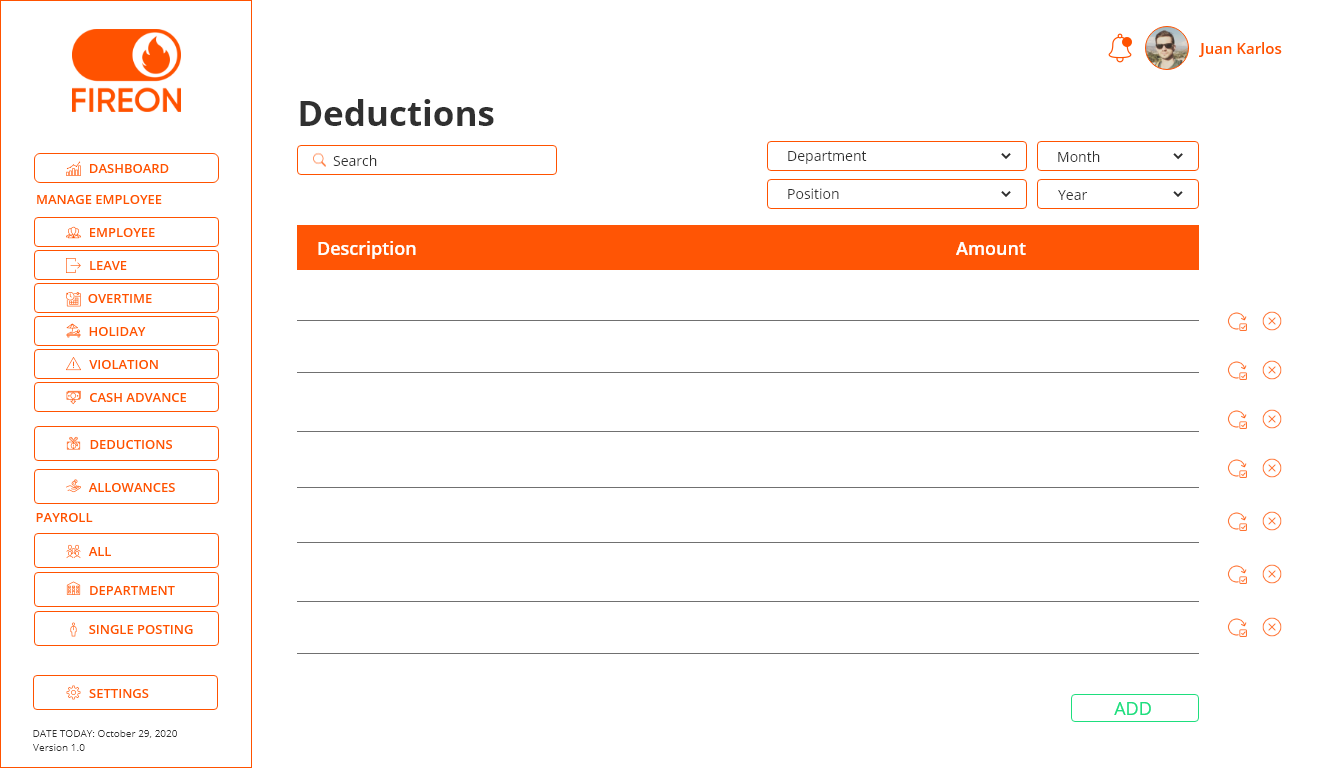
## **EXAMPLE**

* Maximum is 5000 per month.
* The employee is not allowed to advance cash worth 5001.
* The employee can request for cash advance once a month only.
* The amount is deducted to the employee’s monthly net pay.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATE | ID | Name | DEPARTMENT | POSITION | AMOUNT |
| 12/25/2020 | 113 | Mary Rose Brigoli | IT | PROGRAMMER | 5000 |

# **HOW DOES *DEDUCTIONS* WORK?**

*Figure 8: Deductions*



*Manages all Philippine deductions in different aspects.*

## **ADDING DEDUCTION**

* The payroll personnel should specify the type of deduction and set the value for it.
* The total will be deducted to the net pay of all the employees

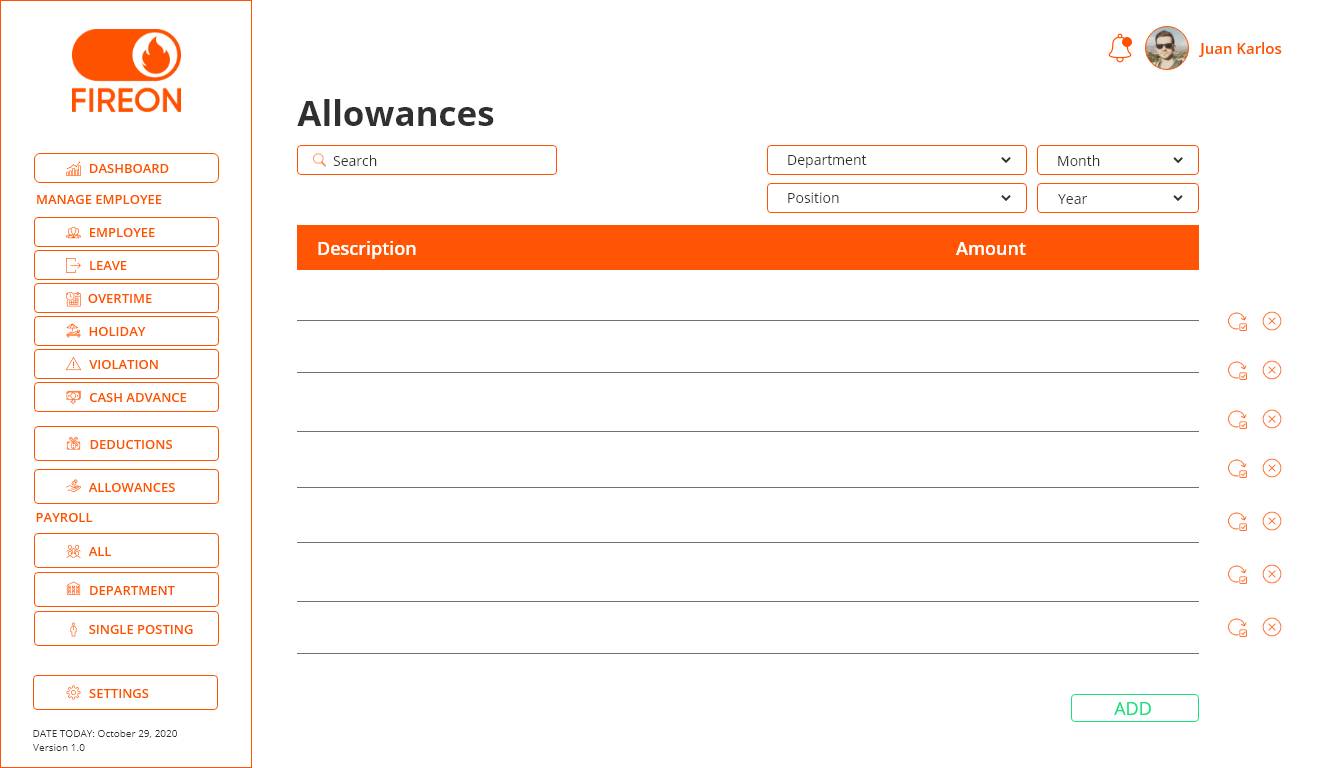
## **EXAMPLE**

|  |  |
| --- | --- |
| Description | Amount |
| Pag-Ibig | 200 |
| PhilHealth | 300 |

Total Deduction = 500

# **HOW DOES *ALLOWANCES* WORK?**

*Figure 9: Allowances*



*Manages all allowances issued by the company in different aspects.*

## **ADDING ALLOWANCES**

* The payroll personnel should set the value for every type of allowances.
* The total will be added to the net pay of all the employees.

## **EXAMPLE**

|  |  |
| --- | --- |
| Description | Amount |
| Food | 200 |
| Transportation | 300 |

Total Allowance = 500

# **HOW DOES *PAYROLL* WORK?**

* *Calculates the salary of employees.*
* In this part, the payroll personnel can only VIEW the table, the data is not editable. To update the data, the payroll personnel should go to ‘manage employee’.
* DATA: from manage employee page.

**FORMULA**

*Figure 10: Payroll Computation*

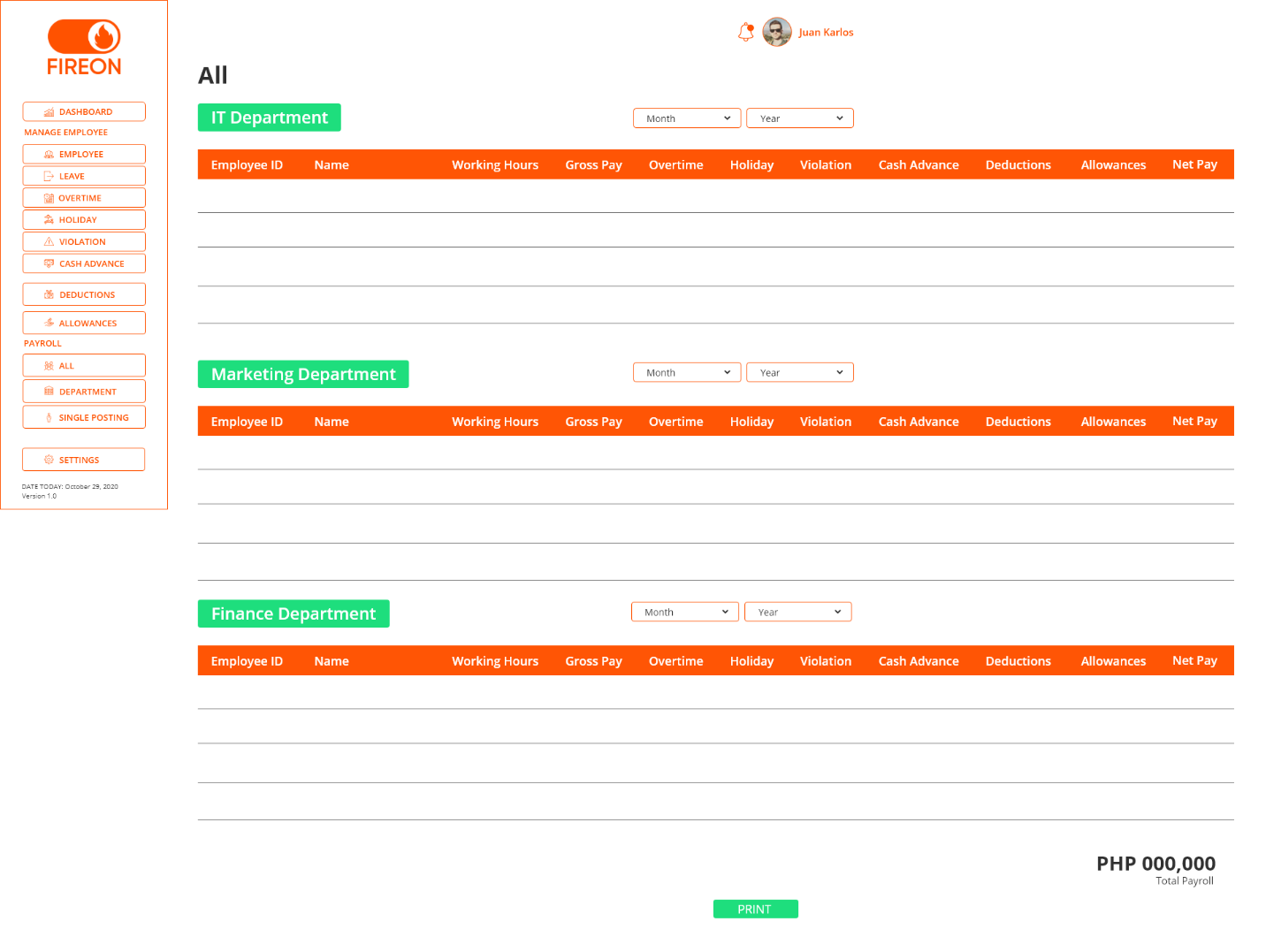
* Since we don’t have attendance monitoring, the working hours is fixed for all employees.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hours | Overtime | Total Working Hours | Hourly Rate | Basic Salary | Violation | Cash Advance | Deduction | Holiday | Allowance | Net Salary |
| 218 | 10 | 228 | 100 | 22,800 | 500 | 1000 | 500 | 800 | 500 | **22,100** |

# **EXAMPLE**

# **HOW DOES *ALL* WORK?**

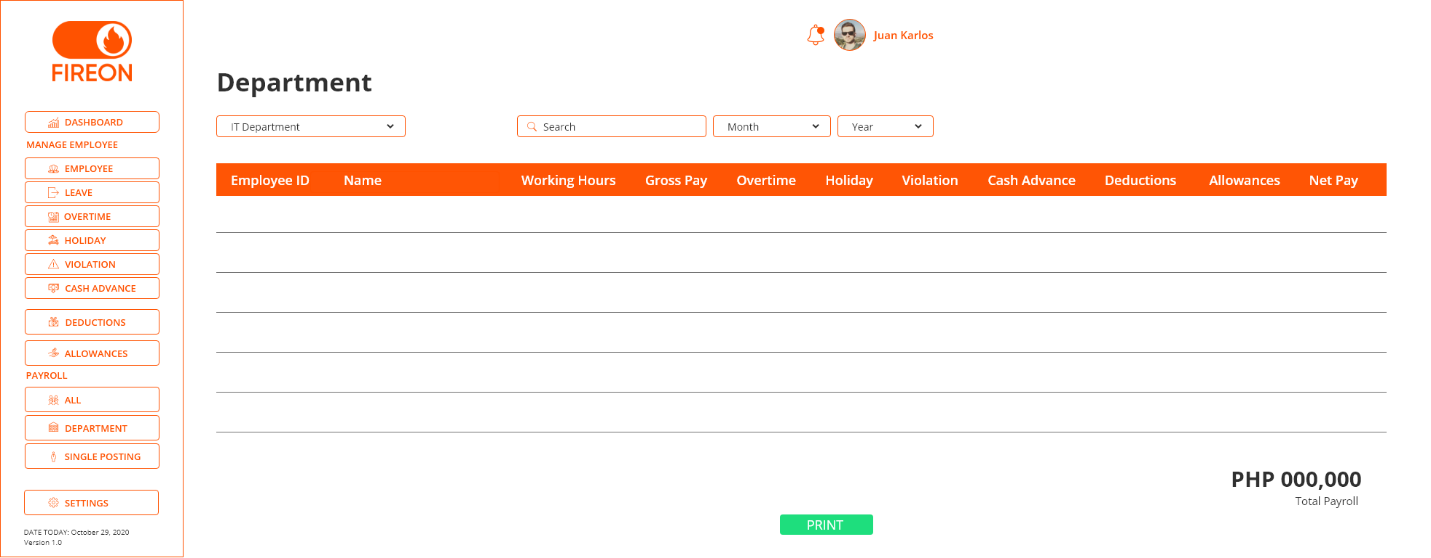
*Figure 11: All Data*



*Calculates the total net salary of all employees.*

# **HOW DOES *DEPARTMENT* WORK?**

*Figure 12: Department*



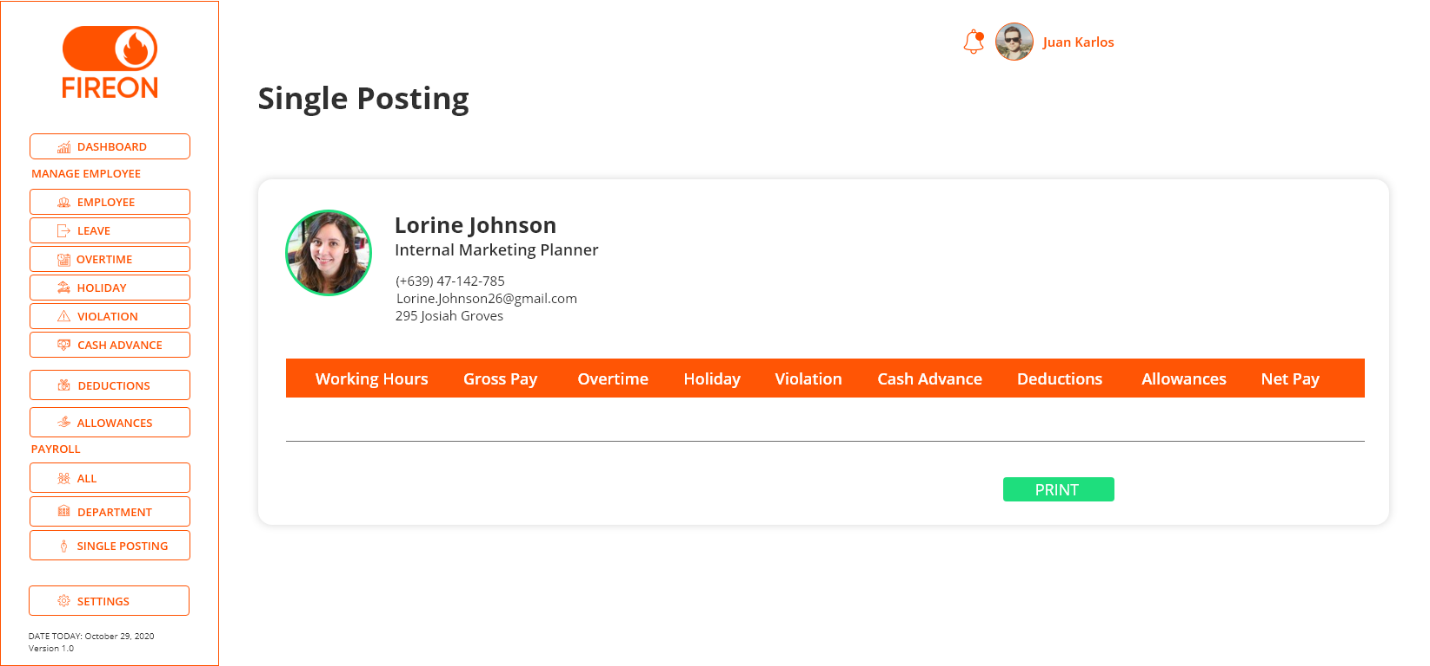
*Calculates the total net salary of every department.*

## **VIEWING TABLE**

* First, the payroll personnel should choose what department he/she wants to view.
* For specific viewing, payroll personnel can choose by month or year.

# **HOW DOES *SINGLE POSTING* WORK?**

*Figure 13: Single Posting*



*Manages the single posting of an employee.*

* Calculation of payroll for a single employee.
* The admin will only be typing the employee id, then the information like name, department, position, and rate per hour will automatically show.
* Add retirement fee if the employee will retire.

# **MAIN FUNCTION OF THE SYSTEM**

*Figure 14: Main Function of the System*

*The general flow of the system.*

* The payroll will get the total value of overtime, holiday, violation, cash advance, allowances, and deductions in order to calculate the net pay of employees.

# **DEPARTMENTS AND POSITIONS**

## **IT DEPARTMENT**

* IT Technician
* Network Administrator
* System Analyst
* IT Director
* IT Support Specialist
* Database Administrator
* Security Specialist
* Application Developer
* Web Developer

## **MARKETING DEPARTMENT**

* Marketing Director
* Marketing Manager
* Communication Manager
* Product Manager
* Marketing Consultant

## **FINANCE DEPARTMENT**

* Payroll Clerk
* Financial Analyst
* Payroll Assistant
* Finance Clerk
* Financial Advisor Assistant
* Purchasing Clerk
* Accountant
* Assistant Accountant
* Auditor

## **OPERATIONS DEPARTMENT**

* Operations Manager
* Operations Supervisor
* Operations Assistant
* Operations Analyst
* Facilities Coordinator
* Logistics Manager

## **SALES DEPARTMENT**

* Sales Collection Agent
* Sales Account Manager
* Sales Account Executive
* Sales Manager
* Sales Representative
* Sales Consultant

## **HUMAN RESOURCE DEPARTMENT**

* Human Resource Generalist
* Human Resource Assistant
* Human Resource Associate
* Human Resource Representative
* Human Resource Administrator
* Human Resource Analyst
* Human Resource Specialist
* Human Resource Supervisor
* Human Resource Manager
* Human Resource Director

## **CUSTOMER SERVICE DEPARTMENT**

* Customer Experience Specialist
* Customer Support Associate
* Customer Service Agent
* Retail Associate
* Telephone Support Specialist
* Customer Interaction Management Specialist
* Call Center Customer Support
* Customer Care Operator

## **RESEARCH AND DEVELOPMENT DEPARTMENT**

* Research Assistant
* R&D Manager
* R&D Supervisor
* R&D Specialist

## **ADMINISTRATIVE DEPARTMENT**

* Administrator
* Administrative Coordinator
* Administrative Director
* Administrative Manager
* Administrative Specialist
* Services Manager
* Secretary
* Administrative Assistant Director

## **PURCHASING DEPARTMENT**

* Purchasing Manager
* Materials Manager
* Purchasing Director
* Purchasing Supervisor
* Purchasing Agent
* Purchasing Assistant
* Purchasing Clerk
* Production Planner

## **LEGAL DEPARTMENT**

* Arbitrator
* Attorney
* Case Manager
* Jury Consultant
* Law ﬁrm Administrator
* Legal Analyst
* Legal Services Director

## **PRODUCTION DEPARTMENT**

* Robotics Technician
* Mechatronic Engineer
* Assembler
* Machinist
* Production Manager
* Quality Control Inspector
* Product Designer

# **PHILIPPINE HOLIDAYS**

## **NATIONAL REGULAR HOLIDAYS**

### **New Year’s Day** – January 1

### **Maundy Thursday** – April 1

### **Good Friday** – April 2

### **Araw ng Kagitingan** – April 9

### **Labor Day** – May 1

### **Independence Day** – June 12

### **National Heroes’ Day** – August 30

### **Bonifacio Day** – November 30

### **Christmas Day** – December 25

### **Rizal Day** – December 30

## **SPECIAL (NON-WORKING) HOLIDAYS**

### **Chinese New Year** – February 12

### **EDSA Revolution Anniversary** – February 25

### **Black Saturday** – April 3

### **Ninoy Aquino Day** – August 21

### **All Saints’ Day** – November 1

### **Feast of the Immaculate Conception of Mary** – December 8

### **Last Day of the Year** – December 31

# CLASS BASED DATABASE FUNCTION

## GOAL: Use one class file that will handle all the database operations.

### HOW IT WORKS

#### 1. Every time a form requires a database operation, it will just:

#### a. Create an instance of the class.

#### b. Use that class to perform database operations.

### WHY THIS METHOD?

#### 1. This method is neat and clean as you would only create 1 class that handles all the database operations

#### 2. In all parts of the system, you will just have to call that class to invoke that database capabilities.

# TITLE: LOGIN FEATURE

## LEVELS OF USERS

## 1. Super User (with administrative privileges)

## 2. Normal User (with limited privileges)

## FIRST TIME INSTALLATION

### 1. When the program is freshly installed on the machine, couple of things should happen:

### a. No accounts yet.

### b. Show "Create Account" form which requests the user (probably the super user) to create the 1st existing account within the system. Credentials include:

### i. First Name (optional)

### A. Max of 120 characters (15 bytes)

### ii. Last Name (optional)

### A. Max of 120 characters (15 bytes)

### iii. Username (required)

### A. Max of 32 characters (4 bytes).

### B. Alphanumeric characters only (A-Z, a-z, 0-9).

### iv. Password (required)

### A. Max of 32 characters (4 bytes).

### B. Any character is allowed.

## WHEN LOGIN BUTTON GETS CLICKED

### a. Validations

## NORMAL RUN

## 1. When the program is already installed and ran, the program should behave in these ways:

## a. Show the "LOGIN" form.

## b. Check for "Keep Me Logged In" variable.

## i. If true, then grant access for the LAST person who logged in.

## WHEN USER IS LOGGED IN THE SYSTEM

## 1. When the user clicks the "LOGOUT" button.

## a. Prompt a MessageBox dialog confirming the logout action.

## b. If yes then close the "FIREON" form and show the "LOGIN" form again.

## c. If no then just close the MessageBox and return to program.

## 

## 2. When the user clicks the "CLOSE" button (X).

## a. Prompt a MessageBox dialog confirming the closing action.

## b. If yes then just close the "FIREON" form and terminate the program.

## Title: Manage Employee Feature

## Only normal user have the access to this page

## WHEN USER HIRE AN EMPLOYEE

### 1. When filling up the form

### a. Credentials include:

### i. Image (required)

### ii. First Name (required)

### A. Max of 120 characters.

### iii. Middle Initial (optional)

### A. Max of 3 characters.

### iv. Last Name (required)

### A. Max of 120 characters.

### v. Gender (required)

### vi. Contact Number (required)

### A. Max of 11 integers.

### vii. Email Address (required)

### A. Max of 120 characters.

### vii. Birthdate (required)

### viii. Home Address (required)

### A. Max of 200 characters.

### ix. Marital Status (required)

### x. Nationality (required)

### xi. Date Employed (required)

### xii. Department (required)

### xiii. Position (required)

### xiv. Status (required)

### xv. Working Hours (required)

### A. If the status is regular, the value should be 216 hours by default.

### B. If the status is contractual, the user should set a value.

### C. Max of 11 integers.

### xvi. Hourly Rate (required)

### A. Max of 11 integers.

### xvii. Contract Duration

### A. If the status is regular then disabled this field.

### B. If the status is contractual then fill this field. (required)

### xviii. Mode of Payment (required)

### xix. Account Name (required)

### A. Max of 120 characters.

### xx. Account Number (required)

### A. Max of 11 integers.

##### b. Employee id format: 11220000

## 2. When the user clicks the HIRE button in form

### a. Prompt a MessageBox dialog if the information is added successfully or not.

### b. If succesful, the number of ‘Total Employees’ and ‘New Employees’ should increase on the employee page (located at bottom left) and dashboard.

### c. If not, go back to form.

### d. The information should be added in employee, payroll-all, payroll-department datagridview.

### i. Employee dtgv

### A. All information.

### ii. Payroll-all & Payroll-department dtgv

### A. Employee id, name, department, position, rate per hour, working hours.

## 3. When the user clicks the CANCEL button

### a. Prompt a MessageBox dialog for confirmation.

### b. If yes then go back to page and clear fields.

### c. If no then go back to form.

## 4. When the user clicks the SAVE AS DRAFT button

### a. Prompt a MessageBox dialog for confirmation.

### b. If yes then go back to page.

### i. The information should not be saved in the database and the fields will not clear.

### c. If no then go back to form.

## WHEN USER DELETE AN EMPLOYEE

### 1. When selecting an employee to delete

### a. Select the row you want to delete.

### 2. When the user clicks the DELETE BUTTON

### a. Prompt a MessageBox dialog for confirmation.

### b. If yes then delete the employee on the database and the number of ‘Total Employees’ or ‘New Employees’ should decrease on the employee page and dashboard.

### c. If no then go back to the page.

## WHEN USER UPDATE AN EMPLOYEE

### 1. When selecting an employee to update.

### a. Select the row you want to update.

### 2. When the user clicks the UPDATE button.

### a. Show the form with their existing data.

### b. Credentials include (read above).

### 3. When the user clicks the CANCEL button

### a. Prompt a MessageBox dialog for confirmation.

### b. If yes then go back to page.

### c. If no then go back to form.

### 4. When the user clicks the SAVE button

### a. Prompt a MessageBox dialog for confirmation.

### b. If yes then update the data.

### c. If no then go back to form.

## WHEN USER SEARCH DATA

### 1. By textbox

### a. Any character is accepted.

### 2. By Dropdown

### a. If department is chosen then show employee/s in that department.

### b. If positon is chosen then show employee/s in that position.

### c. If year is chosen then show employee/s employed in that year.

### d. If month is chosen then show employee/s employed in that month.

### e. If status is chosen then show employee/s in that status.

### f. To make it back to the default view, clear the data in all dropdown.

## PRINT FUNCTION

### 1. When the user clicks the CANCEL button

### a. Prompt a MessageBox dialog for confirmation.

### b. If yes then go back to page.

### c. If no then go back to options (print/cancel).

### 1. When the user clicks the PRINT button

### a. Prompt a MessageBox dialog for confirmation.

### b. If yes then save the file as pdf.

### c. If no then go back to page.

### Note: Since there are many job positions per department, I decided to make it general like: manager, administrator, director, assistant, supervisor, coordinator, specialist, analyst, associate, consultant

# **FEATURES**

[Dashboard](#dashboard)

ACCESS

* 1. Normal User

NEW EMPLOYEES

1. The value returns to 0 every day.

WHEN USER ADD THINGS TO DO

1. When filling up the form

##### a. Credentials include:

###### i. Task description (required)

A. Max of 120 characters.

###### ii. Task feature/page

###### iii. Status (required)

A. The default is ongoing.

#### 2. When user clicks the ADD button

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then add that task to things to do and increment the number of tasks.

##### c. If no then close the MessageBox and return to form.

#### 3. When the user clicks the CANCEL button

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then go back to dashboard and clear fields.

##### c. If no then close the MessageBox and return to form.

WHEN USER CLICKS THE TASK

1. Show that page/feature

WHEN USER DELETE THINGS TO DO

1. When the user clicks the DELETE button

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then delete the task, decrease number of things to do.

##### c. If no then return to dashboard.

WHEN USER EDIT THINGS TO DO

#### 1. When the user clicks the EDIT button.

##### a. Show the form with task data.

##### b. Credentials include (read above). i. If the status is done then delete it already in things to do and add it to done. Also, the number of task should decrease.

#### 3. When the user clicks the CANCEL button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to page.

c. If no then close the MessageBox and return to form.

4. When the user clicks the SAVE button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then update the data.

c. If no then close the MessageBox and return to form.

### WHEN USER ADD UPCOMING

#### 1. When filling up the form

a. Credentials include:

i. Task description (required)

A. Max of 120 characters.

ii. Task feature/page

iii. Date (required)

A. Invalid if current or past date.

B. The task should automatically go to ‘things to do’ if that day has come

#### 2. When user clicks the ADD button

##### a. Prompt a MessageBox dialog for confirmation.

b. If yes then add that task to upcoming and increment the number of tasks.

c. If no then close the MessageBox and return to form.

#### 3. When the user clicks the CANCEL button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to dashboard and clear fields.

c. If no then close the MessageBox and return to form.

WHEN USER CLICKS THE TASK

1. Show that page/feature

WHEN USER DELETE UPCOMING

1. When the user clicks the DELETE button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then delete the task, decrease number of things to do.

c. If no then go back to the dashboard.

WHEN USER EDIT UPCOMING

1. When the user clicks the EDIT button.

a. Show the form with task data.

b. Credentials include (read above).

2. When the user clicks the CANCEL button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to page.

c. If no then close the MessageBox and return to form.

4. When the user clicks the SAVE button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then update the data.

c. If no then close the MessageBox and return to form.

WHEN USER DELETE DONE

1. When the user clicks the DELETE button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then delete the task, decrease number of done.

c. If no then close the MessageBox and return to dashboard.

## [Employee](#employee)

### ACCESS

#### 1. Normal User

### WHEN USER HIRE AN EMPLOYEE

#### 1. When filling up the form

#### a. Credentials include:

#### i. Image (required)

#### ii. First Name (required)

##### A. Max of 120 characters.

#### iii. Middle Initial (optional)

##### A. Max of 3 characters.

#### iv. Last Name (required)

##### A. Max of 120 characters.

#### v. Gender (required)

#### vi. Contact Number (required)

##### A. Max of 11 integers.

#### vii. Email Address (required)

##### Max of 120 characters.

#### vii. Birthdate (required)viii. Home Address (required)

##### A. Max of 200 characters.

#### ix. Marital Status (required)

#### x. Nationality (required)

#### xi. Date Employed (required)

#### xii. Department (required)

#### xiii. Position (required)

#### xiv. Status (required)

#### xv. Working Hours (required)

##### A. If the status is regular, the value should be 216 hours by default.

##### B. If the status is contractual, the user should set a value.

##### C. Max of 11 integers.

#### xvi. Hourly Rate (required)

##### Max of 11 integers.

#### xvii. Contract Duration

##### A. If the status is regular then disabled this field.

##### B. If the status is contractual then fill this field. (required)

#### xviii. Mode of Payment (required)

#### xix. Account Name (required)

##### A. Max of 120 characters.

#### xx. Account Number (required)

##### A. Max of 11 integers.

##### b. Employee id format: 11220000

### 2. When the user clicks the HIRE button in form

#### a. Prompt a MessageBox dialog if the information is added successfully or not.

#### b. If successful, the number of ‘Total Employees’ and ‘New Employees’ should increase on the employee page (located at bottom left) and dashboard.

#### c. If not, close the MessageBox and return to form.

#### d. The information should be added in employee and payroll datagridview.

##### i. Employee dtgv

###### A. All information.

##### ii. Payroll dtgv

###### A. Employee id, name, department, position, rate per hour, working hours.

###### B. The value of basic salary is rate per hour multiplied by working hours.

###### C. The value of holiday, violation, cash advance, deduction, and allowance is 0.

### 3. When the user clicks the CANCEL button

#### a. Prompt a MessageBox dialog for confirmation.

#### b. If yes then go back to page and clear fields.

#### c. If no then close the MessageBox and return to form.

### 4. When the user clicks the SAVE AS DRAFT button

#### a. Prompt a MessageBox dialog for confirmation.

#### b. If yes then go back to page.

##### i. The information should not be saved in the database and the fields should not clear.

#### c. If no then close the MessageBox and return to form.

### WHEN USER DELETE AN EMPLOYEE

#### 1. When selecting an employee to delete

#### a. Select a row then click the delete button.

#### 2. When the user clicks the DELETE button

#### a. Prompt a MessageBox dialog confirming the deletion.

#### b. If yes then delete the employee on the employee and payroll database. Also, the number of ‘Total Employees’ or ‘New Employees’ should decrease on the employee page and dashboard.

#### c. If no then close the MessageBox and return to page

### WHEN USER UPDATE AN EMPLOYE

#### 1. When selecting an employee to update.

##### a. Select a row then click the update button.

#### 2. When the user clicks the UPDATE button.

##### a. Show the form with employees' existing data.

##### b. Credentials include (read above).

#### 3. When the user clicks the CANCEL button

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then go back to page.

##### c. If no then close the MessageBox and return to form.

#### 4. When the user clicks the SAVE button

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then update the data.

##### c. If no then close the MessageBox and return to form.

### WHEN USER SEARCH DATA

#### 1. By textbox

##### a. Any character is accepted.

#### 2. By Dropdown

##### a. If department is chosen then show employee/s in that department.

##### b. If positon is chosen then show employee/s in that position.

##### c. If year is chosen then show employee/s employed in that year.

##### d. If month is chosen then show employee/s employed in that month.

##### e. If status is chosen then show employee/s in that status.

##### f. To make it back to the default view, clear the data in all dropdown

### PRINT FUNCTION

#### 1. When the user clicks the PRINT button

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then save the file as pdf.

##### c. If no then close the MessageBox and return to page.

#### 2. Then the user clicks the CANCEL button

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then go back to page.

##### c. If no then go back to options (print/cancel).

Note: Since there are many job positions per department, I decided to make it general like: manager, administrator, director, assistant, supervisor, coordinator, specialist, analyst, associate, and consultant.

## Leave

### ACCESS

#### Normal User.

#### Contractual employee/s is/are not allowed to request a leave.

### TYPES OF LEAVE

#### SICK - 40 days per year

#### VACATION - 100 days per year

#### MATERNAL - 200 days per year

### WHEN USER ADD EMPLOYEE LEAVE

#### 1. When filling up the form

##### a. Credentials include:

###### i. Employee ID (required)

A. The employee name, department and position should automatically fill the text fields.

###### ii. Leave type (required)

1. If male, maternal leave should not be available.

###### iii. Leave date (from-to) (required)

###### iv. Paid working hours (required)

A. Automatic computation.

B. The total value is number of leave days multiplied by 8.

###### v. Date Approved (optional)

#### A. Should be before the leave date.

#### B. If approved, subtract the number of leave days to the number of remaining leave on database.

#### 2. When the user clicks the ADD button in form

##### a. Prompt a MessageBox dialog if the information is added successfully or not.

##### b. If successful, the information should be added in leave database.

##### c. If not, close the MessageBox and return to form.

#### 3. When the user clicks the CANCEL button in form

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then go back to page and clear fields.

##### c. If not, close the MessageBox and return to form.

### WHEN USER DELETE AN EMPLOYEE LEAVE

#### 1. When selecting an employee to delete

##### a. Select a row then click the delete button.

#### 2. When the user clicks the DELETE BUTTON

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then delete the employee on the leave database and the value of leave types should go back to its default value.

##### c. If no then close the MessageBox and return to page.

### WHEN USER UPDATE AN EMPLOYEE LEAVE

#### 1. When selecting an employee to update.

##### a. Select a row then click the delete button.

#### 2. When the user clicks the UPDATE button.

##### a. Show the form with employees' existing data.

##### b. Credentials include (read above).

#### 3. When the user clicks the CANCEL button

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then go back to page.

##### c. If no then close the MessageBox and return to form.

#### 4. When the user clicks the SAVE button

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then update the data.

##### c. If no then close the MessageBox and return to form.

### WHEN USER SEARCH DATA

#### 1. By textbox

#### a. Any character is accepted.

#### 2. By Dropdown

#### a. If department is chosen then show employee/s in that department.

#### b. If positon is chosen then show employee/s in that position.

#### c. If year is chosen then show employee/s request leave in that year.

#### d. If month is chosen then show employee/s request leave in that month.

#### e. To make it back to the default view, clear the data in all dropdown.

## Overtime

### ACCESS

Normal User

Contractual employee/s is/are not allowed to request overtime

### WHEN USER ADD EMPLOYEE OVERTIME

#### 1. When filling up the form

##### a. Credentials include:

###### i. Employee ID (required)

A. The employee name, department and position, and rate per hour should automatically fill the text fields.

###### ii. Date (required)

1. Current

###### iii. Additional hours (required)

1. Max of 5 hours per day.

###### iv. Amount (required)

A. Automatic computation.

B. The total value is additional hours multiplied by rate per hour.

#### 2. When the user clicks the ADD button in form

##### a. Prompt a MessageBox dialog if the information is added successfully or not.

##### b. If successful, the number of ‘Overtime Employees’ should increase on the dashboard and the value of additional hours should be also added to the value of working hours on payroll database.

##### c. If not, then close the MessageBox and return to form.

##### d. The information should be added in overtime and payroll database.

###### i. Overtime dtgv

A. All information in the form.

###### ii. Payroll dtgv

A. Additional hours.

#### 3. When the user clicks the CANCEL button in form

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then go back to page and clear fields.

##### c. If no then close the MessageBox and return to form.

### WHEN USER DELETE AN EMPLOYEE OVERTIME

#### 1. When selecting an employee to delete

##### a. Select a row then click the delete button.

#### 2. When the user clicks the DELETE BUTTON

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then delete the employee on the overtime database and the additional working hours in payroll should decrease.

##### c. If no then close the MessageBox and return to form.

### WHEN USER UPDATE AN EMPLOYEE OVERTIME

#### 1. When selecting an employee to update.

##### a. Select a row then click the delete button.

#### 2. When the user clicks the UPDATE button.

##### a. Show the form with employees' existing data.

##### b. Credentials include (read above).

#### 3. When the user clicks the CANCEL button

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then go back to page.

##### c. If no then close the MessageBox and return to form.

#### 4. When the user clicks the SAVE button

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then update the data.

##### c. If no then close the MessageBox and return to form.

### WHEN USER SEARCH DATA

#### 1. By textbox

##### a. Any character is accepted.

#### 2. By Dropdown

##### a. If department is chosen then show employee/s in that department.

##### b. If positon is chosen then show employee/s in that position.

##### c. If year is chosen then show employee/s who works overtime in that year.

##### d. If month is chosen then show employee/s who works overtime in that month.

##### e. To make it back to the default view, clear the data in all dropdown.

## Holiday

### ACCESS:

#### Normal User

### WHEN USER ADD EMPLOYEE HOLIDA

#### 1. When user clicks the ADD button in holiday page

##### a. Prompt a MessageBox dialog if that day is not holiday and confirmation to continue.

##### b. If yes then show the form.

##### c. If no then close the MessageBox and return to page.

#### 2. When filling up the form

##### a. Credentials include:

###### i. Employee ID (required)

A. The employee name, department and position, status, and rate per hour will automatically fill the text fields.

###### ii. Date (current)

###### iii. Working Hours per day (required)

A. If regular employee then the value is 8.

B. If contractual employee then set a value. Max of 8 hours.

###### iv. Amount (required)

A. Automatic computation.

B. If regular holiday, the total amount is rate per hour x working hours x 1.

C. If special non-working holiday, the total amount is rate per hour x working hours x .3

#### 3. When the user clicks the ADD button in form.

##### a. Prompt a MessageBox dialog if the information is added successfully or not.

##### b. If successful, the total amount will add to the value of net pay on payroll database.

##### c. If not, go back to form.

##### d. The information should be added in holiday and payroll database.

###### i. Holiday

A. All information in the form.

###### ii. Payroll

1. Amount

### WHEN USER DELETE AN EMPLOYEE HOLIDAY

#### 1. When selecting an employee to delete

##### a. Select a row then click the delete button.

#### 2. When the user clicks the DELETE BUTTON

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then delete the employee on the holiday database and the holiday and net pay amount on payroll should decrease.

##### c. If no then close the MessageBox and return to page.

### WHEN USER UPDATE AN EMPLOYEE HOLIDAY

#### 1. When selecting an employee to update.

##### a. Select a row then click the update button

#### 2. When the user clicks the UPDATE button.

##### a. Show the form with employees' existing data.

##### b. Credentials include (read above).

#### 3. When the user clicks the CANCEL button

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then go back to page.

##### c. If no then close the MessageBox and return to form.

#### 4. When the user clicks the SAVE button

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then update the data.

##### c. If no then close the MessageBox and return to form.

### WHEN USER SEARCH DATA

#### 1. By textbox

##### a. Any character is accepted

#### 2. By Dropdown

##### a. If department is chosen then show employee/s in that department.

##### b. If positon is chosen then show employee/s in that position.

##### c. If year is chosen then show employee/s who works during holiday in that year.

##### d. If month is chosen then show employee/s who works during holiday in that month.

##### e. To make it back to the default view, clear the data in all dropdown.

## Violation

### ACCESS

#### Normal User

### WHEN USER ADD EMPLOYEE VIOLATION

#### 1. When filling up the form

##### a. Credentials include:

##### i. Employee ID (required)

###### A. The employee name, department and position, rate per hour, and status will automatically fill the text fields.

##### ii. Date (current)

##### iii. Type of violation (required)

###### Max of 120 characters

##### iv. Amount (required)

###### A. Max of 11 integers.

#### 2. When the user clicks the ADD button in form

##### a. Prompt a MessageBox dialog if the information is added successfully or not.

##### b. If successful, the value of net pay should decrease on payroll database.

##### c. If not, then close the MessageBox and return to form.

##### d. The information should be added in violation and payroll database.

###### i. Violation dtgv

###### A. All information in the form.

###### ii. Payroll

A. Amount

#### 3. When the user clicks the CANCEL button in form

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then go back to page and clear fields.

##### c. If then close the MessageBox and return to form.

### WHEN USER DELETE AN EMPLOYEE VIOLATION

#### 1. When selecting an employee to delete

##### a. Select a row then click the delete button

#### 2. When the user clicks the DELETE BUTTON

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then delete the employee on the violation database and the amount of violation and net pay should increase in payroll.

##### c. If no then close the MessageBox and return to page.

### WHEN USER UPDATE AN EMPLOYEE LEAVE

#### 1. When selecting an employee to update

##### a. Select a row then click the update button

#### 2. When the user clicks the UPDATE button

##### a. Show the form with employees' existing data

##### b. Credentials include (read above)

#### 3. When the user clicks the CANCEL button

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then go back to page.

##### c. If no then close the MessageBox and return to form.

#### 4. When the user clicks the SAVE button

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then update the data.

##### c. If no then close the MessageBox and return to form.

### WHEN USER SEARCH DATA

#### 1. By textbox

##### a. Any character is accepted.

#### 2. By Dropdown

##### a. If department is chosen then show employee/s in that department.

##### b. If positon is chosen then show employee/s in that position.

##### c. If year is chosen then show employee/s who had violation in that year.

##### d. If month is chosen then show employee/s who had violation in that month.

##### e. To make it back to the default view, clear the data in all dropdown.

## Cash Advance

### ACCESS

#### Normal User

#### Contractual employee/s is/are not allowed to request cash advance

### WHEN USER ADD EMPLOYEE CASH ADVANCE

#### 1. When filling up the form

##### a. Credentials include:

###### i. Employee ID (required)

A. The employee name, department and position, rate per hour, and status will automatically fill the text fields.

###### ii. Date Requested (current)

###### iii. Date Approved (optional)

A. Should be on or before the date of request

B. If approved then the monthly net pay of employee should decrease.

###### iv. Amount (required)

A. Max of 10,000php.

B. Min of 1,000php.

#### 2. When the user clicks the ADD button in form

##### a. Prompt a MessageBox dialog if the information is added successfully or not.

##### b. If successful, the value of net pay should decrease on payroll database.

##### c. If not, close the MessageBox and return to form

##### d. The information should be added in cash advance and payroll database.

###### i. Cash Advance dtgv

A. All information in the form.

###### ii. Payroll dtgv

A. Amount

#### 3. When the user clicks the CANCEL button

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then go back to page and clear fields.

##### c. If no then close the MessageBox and return to form.

### WHEN USER DELETE AN EMPLOYEE CASH ADVANCE

#### 1. When selecting an employee to delete

##### a. Select a row then click the delete button.

#### 2. When the user clicks the DELETE BUTTON

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then delete the employee on the cash advance database and the value of net pay on payroll should increase.

##### c. If no then close the MessageBox and return to page.

### WHEN USER UPDATE AN EMPLOYEE CASH ADVANCE

#### 1. When selecting an employee to update.

##### a. Select a row then click the update button.

#### 2. When the user clicks the UPDATE button.

##### a. Show the form with employees' existing data.

##### b. Credentials include (read above)

#### 3. When the user clicks the CANCEL button

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then go back to page.

##### c. If no then close the MessageBox and return to form.

#### 4. When the user clicks the SAVE button

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then update the data.

##### c. If no then close the MessageBox and return to form.

### WHEN USER SEARCH DATA

#### 1. By textbox

##### a. Any character is accepted.

#### 2. By Dropdown

##### a. If department is chosen then show employee/s in that department.

##### b. If positon is chosen then show employee/s in that position.

##### c. If year is chosen then show employee/s who request cash advance in that year.

##### d. If month is chosen then show employee/s who request cash advance in that month.

## Allowance

ACCESS

### Normal User

### WHEN USER ADD AN ALLOWANCE

#### 1. When filling up the form

##### a. Credentials include:

###### i. Description (required)

A. Max of 120 characters.

###### ii. Amount (required)

A. Max of 11 integers.

#### 2. When the user clicks the ADD button in form

##### a. Prompt a MessageBox dialog if the information is added successfully or not.

##### b. If successful, the total value of allowance should be added to all employees' net pay.

##### c. If not, close the MessageBox and return to form.

##### d. The information should be added in allowance and payroll database.

###### i. Allowance dtgv

A. All information in the form.

###### ii. Payroll dtgv

1. Total amount

### WHEN USER DELETE AN ALLOWANCE

#### 1. When selecting an employee to delete

##### a. Select a row then click the delete button.

#### 2. When the user clicks the DELETE BUTTON

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then delete that allowance on the allowance database and the value of net pay on payroll should decrease.

##### c. If no then close the MessageBox and return to page.

### WHEN USER UPDATE AN ALLOWANCE

#### 1. When selecting an allowance to update.

##### a. Select a row then click the update button.

#### 2. When the user clicks the UPDATE button.

##### a. Show the form with existing data.

##### b. Credentials include (read above)

#### 3. When the user clicks the CANCEL button

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then go back to page.

##### c. If no then close the MessageBox and return to form.

#### 4. When the user clicks the SAVE button

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then update the data.

##### c. If no then close the MessageBox and return to form.

### WHEN USER SEARCH DATA

#### 1. By textbox

##### a. Any character is accepted.

## Deduction

### ACCESS

#### Normal User

### WHEN USER ADD A DEDUCTION

#### 1. When filling up the form

##### a. Credentials include:

###### i. Description (required)

A. Max of 120 characters.

###### ii. % (required)

A. Max of 11 integers.

#### 2. When the user clicks the ADD button in form

##### a. Prompt a MessageBox dialog if the information is added successfully or not.

##### b. If successful, the % of deduction should be deducted to all employees' net pay.

##### c. If not, close the MessageBox and return to form.

##### d. The information should be added in deduction and payroll database.

###### i. Deduction dtgv

A. All information in the form.

###### ii. Payroll

1. The amount of deduction is % multiplied by employees' net pay.

### WHEN USER DELETE A DEDUCTION

#### 1. When selecting an employee to delete

##### a. Select a row then click the delete button.

#### 2. When the user clicks the DELETE BUTTON

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then delete that deduction on the deduction database and the value of net pay on payroll should increase.

##### c. If no then close the MessageBox and return to page.

### WHEN USER UPDATE A DEDUCTION

#### 1. When selecting an allowance to update.

##### a. Select a row then click the update button

#### 2. When the user clicks the UPDATE button.

##### a. Show the form with existing data.

##### b. Credentials include (read above).

#### 3. When the user clicks the CANCEL button

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then go back to page.

##### c. If no then go back to form.

#### 4. When the user clicks the SAVE button

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then update the data.

##### c. If no then go back to form.

### WHEN USER SEARCH DATA

#### 1. By textbox

##### a. Any character is accepted.

## Payroll-Department

### ACCESS

#### Normal User

##### The table should be empty because the first step is to choose a department.

### WHEN USER WANT TO VIEW TABLE OF SPECIFIC DEPARTMENT

#### 1. When user has select a department in the dropdown

##### a. Show all employees employed in that department.

##### b. Automatic computation of payroll

###### i. Add all the net pay of employees in that department

### WHEN USER SEARCH DATA

#### 1. By textbox

##### a. Any character is accepted.

#### 2. By Dropdown

##### a. If year is chosen then show all employee/s employed in that year and in that department only.

##### b. If month is chosen then show all employee/s employed in that month and in that department only.

##### c. If status is chosen then show all employee/s in that status and in that department only.

##### d. To make it back to the default view, clear the data in all dropdown.

## Payroll-All

### ACCESS:

#### Normal User

##### Every month there is new computation of employees' net pay.

### COMPUTATION

#### 1. Total payroll

##### a. Add all the net pay of employees

#### 2. Contractual Employee

##### a. Basic Salary

###### i. Working hours multiplied by hourly rate

##### b. Monthly Net pay

###### i. Basic salary - Deduction - Violation + Holiday + Allowance

#### 3. Regular Employee

###### a. Basic Salary

i. Working hours multiplied by hourly rate

###### b. Monthly Net pay

i. Basic salary - Deduction - Violation - Cash Advance + Holiday + Allowance

### WHEN USER SEARCH DATA

#### 1. By textbox

##### a. Any character is accepted.

#### 2. By Dropdown

##### a. If department is chosen then show employee/s in that department

##### b. If position is chosen then show employee/s in that position.

##### c. If year is chosen then show employee/s earnings in that year.

##### d. If month is chosen then show employee/s earnings in that month.

##### e. To make it back to the default view, clear the data in all dropdown.

### Single-Posting

#### ACCESS

##### Normal User

#### WHEN USER TYPE THE EMPLOYEE ID IN THE TEXTBOX

##### 1. The employee name, department and position, rate per hour, and status will automatically show.

##### 2. Show the earnings of the employee on that month.

#### WHEN USER ADD RETIREMENT/SEPARATION FEE

##### 1. When filling up the form

###### a. Credential include:

i. Amount

A. Max of 11 integers.

#### PRINT FUNCTION

##### 1. When the user clicks the CANCEL button

###### a. Prompt a MessageBox dialog for confirmation.

###### b. If yes then go back to page.

###### c. If no then go back to options (print/cancel).

##### 2. When the user clicks the PRINT button

###### a. Prompt a MessageBox dialog for confirmation.

###### b. If yes then save the file as pdf.

###### c. If no then go back to page.

## Settings – Accounts

### ACCESS

#### Super User

### WHEN USER ADD AN ACCOUNT

#### 1. When filling up the form

##### a. Credentials include:

###### i. First Name

A. Max of 120 characters.

###### ii. Last Name

1. Max of 120 characters.

###### iii. Username

A. Max of 32 characters

B. Alphanumeric characters only

###### iv. Password

A. Max of 32 characters.

B. Any character is allowed

#### 2. When the user clicks the ADD button in form

##### a. Prompt a MessageBox dialog if the information is added successfully or not.

##### b. If successful, the information should be added to accounts database.

##### c. If not, close the MessageBox dialog and return to form.

### WHEN USER DELETE AN ACCOUNT

#### 1. When selecting an account to delete

##### a. Select a row then click the delete button

#### 2. When the user clicks the DELETE BUTTO

##### a. Prompt a MessageBox dialog for confirmation.

##### b. If yes then delete the account on database.

##### c. If no then close the MessageBox and return to page.

### WHEN USER UPDATE AN EMPLOYEE HOLIDAY

#### 1. When selecting an employee to update.

##### a. Select a row then click the update button.

#### 2. When the user clicks the UPDATE button.

##### a. Show the form with accounts' existing data.

##### b. Credentials include (read above).

###### i. Username should not be updatable.

###### ii. Current password and new password needed.

#### 3. When the user clicks the CANCEL button

##### a. Prompt a MessageBox dialog for confirmation

##### b. If yes then go back to page.

##### c. If no then close the MessageBox and return to form.

#### 4. When the user clicks the SAVE button

##### a. Prompt a MessageBox dialog for confirmation

##### b. If yes then update the data.

##### c. If no then close the MessageBox and return to form.

### WHEN USER SEARCH DATA

#### By textbox

## Settings – Notification

### ACCESS

#### Normal User

### WHEN USER ADD A NOTIFICATION

#### 1. When filling up the form

##### a. Credentials include:

###### i. Description

A. Max of 120 characters.

###### ii. Date

A. Invalid if past date.

B. Notify if that day has come.

###### iii. Time

A. Invalid if current date and time

#### 2. When the user clicks the ADD button in form.

##### a. Prompt a MessageBox dialog if the information is added successfully or not.

##### b. If successful, the information should be added to notification database.

##### c. If not, close the MessageBox dialog and return to form.

### WHEN USER DELETE A NOTIFICATION

#### 1. When selecting an account to delete

##### a. Select a row then click the delete button

###### 2. When the user clicks the DELETE BUTTO

a. Prompt a MessageBox dialog for confirmation.

b. If yes then delete the notification on database

c. If no then close the MessageBox and return to page.

### WHEN USER UPDATE A NOTIFICATION

#### 1. When selecting an employee to update.

##### a. Select a row then click the update button.

#### 2. When the user clicks the UPDATE button.

##### a. Show the form with notifications' existing data

##### b. Credentials include (read above).

#### 3. When the user clicks the CANCEL button

##### a. Prompt a MessageBox dialog for confirmation

##### b. If yes then go back to page.

##### c. If no then close the MessageBox and return to form.

#### 4. When the user clicks the SAVE button

##### a. Prompt a MessageBox dialog for confirmation

##### b. If yes then update the data.

##### c. If no then close the MessageBox and return to form.

### WHEN USER SEARCH DATA

#### 1. By textbox

##### a. Any character is accepted.