

User Documentation

Login to the Application with default user 1 and password is admin123 as the below.

```
D:\payroll-system\Payroll-system>python cli.py --login
```

```
  Login to the Payroll System
```

```
Enter your User ID: 1
```

```
Enter your password:
```

```
  Logged in as HR (User ID: 1)
```

```
  MAIN MENU
```

```
1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout
6. Assign Shifts
7. Approve/Reject Leave Requests
8. Onboard Employee
9. Offboard Employee
10. Process Payroll & Send Payslips
11. Add Holiday
12. Delete Holiday
13. View Holiday Calendar
Enter your choice:
```

1. Use Onboard Option and onboard an HR employee of the organization as part of the workflow because HR only can only do the Onboarding and the process to all the Employees. Below is the screen

```
MAIN MENU
1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout
6. Assign Shifts
7. Approve/Reject Leave Requests
8. Onboard Employee
9. Offboard Employee
10. Process Payroll & Send Payslips
11. Add Holiday
12. Delete Holiday
13. View Holiday Calendar
Enter your choice: 8

Employee Onboarding
Enter Employee Name: kiran
Enter Employee Email: nmkiran2608@gmail.com
Enter Employee Designation (Employee/Project Manager/HR): HR
Enter Employee Annual Salary: 120000
Enter Employee IRD Number: 235-946-782
Enter Employee Bank Name: ANZ
Enter Employee Bank Account Number: 825-963-852-410
Enter Employee Nationality (e.g., New Zealand, Australia, USA): New Zealand
Enter Employee Region (e.g., Auckland, Wellington, Sydney): Auckland
Enter Employee Ethnicity (e.g., Māori, Pākehā, Pacific Islander, Asian): Maori

Available Reporting Managers:
ID: 1, Name: Default HR
ID: 4, Name: kiran
ID: 19, Name: lakshmi
Enter Reporting Manager ID from the list above (or leave blank for default HR): 1
kiran has been onboarded successfully!
```

This will send an email notification to the Employee as per the Onboard email.
Please refer to the below



Welcome to the Company!

Inbox x

carrental2608@gmail.com

to me ▼

Kia ora kiran,

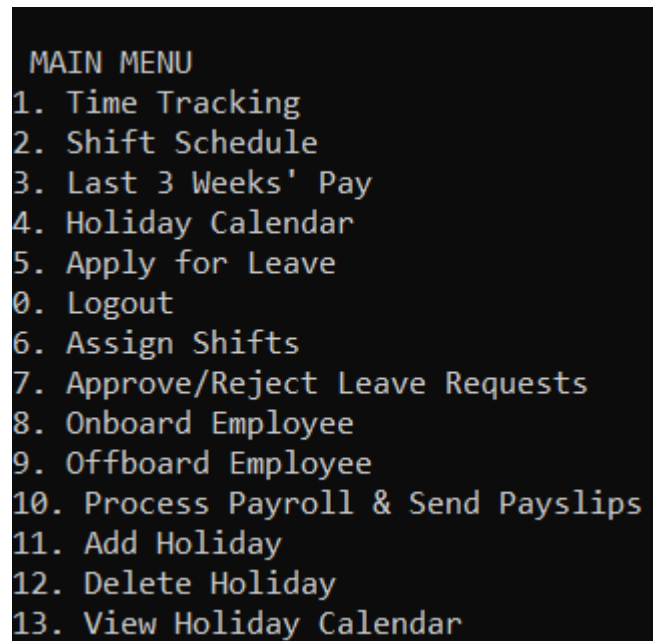
You have been successfully onboarded. Your initial login details are:

- Email: nmkiran2608@gmail.com
- Default Password: CarRental123
- Designation: HR
- Nationality: New Zealand
- Region: Auckland
- Ethnicity: Maori
- IRD Number: 235-946-782
- Bank Name: ANZ
- Bank Account: 825-963-852-410
- Reporting Manager: Default HR

Please log in and update your password.

Best Regards,
HR Team

2. Below are the options to the HR role.



Option Onboard Employee, Offboard Employee, Process Payroll and send Payslips, Add Holiday, Delete Holiday are exclusive Option to HR apart from the other Employees.

3. HR can Offboard employee if employee is leaving the organization or getting terminated. Please refer to the below screen

```
D:\payroll-system\Payroll-system>python cli.py --login

Login to the Payroll System
Enter your User ID: 1
Enter your password:

Logged in as HR (User ID: 1)

MAIN MENU
1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout
6. Assign Shifts
7. Approve/Reject Leave Requests
8. Onboard Employee
9. Offboard Employee
10. Process Payroll & Send Payslips
11. Add Holiday
12. Delete Holiday
13. View Holiday Calendar
Enter your choice: 9

Offboard Employee
Enter Employee ID to remove: 5
Employee maruthikiran (ID: 5) offboarded successfully.
Offboarding email sent to maruthikiran at nmkiran2608@gmail.com.
```

An email to the Employee will be sent as below

Offboarding Notice Inbox x



carrental2608@gmail.com

to me ▼

Dear maruthikiran,

Your offboarding process has been completed.

If you need any further information, please contact HR.

Regards,

HR Team

Car Rental Payroll System

4.Hr will generate the Payroll for the Employee's who have worked on that week based on the time tracking.

```
MAIN MENU
1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout
6. Assign Shifts
7. Approve/Reject Leave Requests
8. Onboard Employee
9. Offboard Employee
10. Process Payroll & Send Payslips
11. Add Holiday
12. Delete Holiday
13. View Holiday Calendar
Enter your choice: 10
Skipping payroll for kiron (ID: 13) - No valid work hours this week.
Skipping payroll for lakshmi (ID: 19) - No valid work hours this week.
Skipping payroll for kiran (ID: 20) - No valid work hours this week.
Payroll processed successfully. Payslips have been emailed to employees who worked.
```

An Email Notification With attached payslip is sent to the Employees based on their Ethnicity. Please refer below



Your Weekly Payslip



Inbox x



carrental2608@gmail.com

to me ▼

Hello kiran,

Your payroll for the week 2025-03-10 to 2025-03-15 has been processed.
Please find your payslip attached.

Best Regards,
Payroll System

One attachment • Scanned by Gmail ⓘ



Attachment:

Car Rental Corporation

Pūkete Utu Kaimahi

Kaimahi	kiran
Tūranga Mahi	Employee
IRN Nama	132-715-817
Pūkete Peeke	189-623-8526-36
Tīmatanga Wiki	2025-03-10
Mutunga Wiki	2025-03-15

Ngā Moni whiwhi	Amount (\$)
Rahi Utu ā-haora	38.46
Ngā haora mahi katoa	2.64 hrs
Utu auau	101.36
Utu haora taapiri	0.00
Utu Hararei	0.00
Tāpirihanga Māori	5.07
Utu pō	0.00
Tapeke whiwhinga	106.42

Utu tīmata	\$90.46
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In English:

Car Rental Corporation

Employee Payslip

Employee	kiran
Designation	HR
IRD Number	132-715-817
Bank Account	189-623-8526-36
Week Start	2025-03-10
Week End	2025-03-16

Earnings	Amount (\$)
Hourly Rate	48.08
Total Hours Worked	26.73 hrs
Regular Pay	1285.16
Overtime Pay	0.00
Holiday Pay	0.00
Māori Bonus	0.00
Night Shift Allowance	0.00
Total Earnings	1285.16

Net Salary	\$1092.39
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5.HR Can Add holiday and Delete the Holiday as per the organization policy.

```
MAIN MENU
1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout
6. Assign Shifts
7. Approve/Reject Leave Requests
8. Onboard Employee
9. Offboard Employee
10. Process Payroll & Send Payslips
11. Add Holiday
12. Delete Holiday
13. View Holiday Calendar
Enter your choice: 11

Add New Holiday
Enter Holiday Name: xyz
Enter Holiday Date (YYYY-MM-DD): 2025-08-26
Enter Applicable Ethnicity ('All' for public holidays, or specific group like 'Māori'): All
Holiday 'xyz' added successfully!
```

Every employee can view this holiday using View holiday calendar

MAIN MENU

1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout
6. Assign Shifts
7. Approve/Reject Leave Requests
8. Onboard Employee
9. Offboard Employee
10. Process Payroll & Send Payslips
11. Add Holiday
12. Delete Holiday
13. View Holiday Calendar

Enter your choice: 13

Upcoming Holidays:

- New Year's Day on 2025-01-01
- New Year Day on 2025-01-01
- Day after New Year's Day on 2025-01-02
- Wellington Anniversary Day on 2025-01-20
- Northland Anniversary Day on 2025-01-27
- Auckland Anniversary Day on 2025-01-27
- Waitangi Day on 2025-02-06
- Waitangi Day on 2025-02-06
- Taranaki Anniversary Day on 2025-03-10
- Otago Anniversary Day on 2025-03-31
- Southland Anniversary Day on 2025-04-07
- Good Friday on 2025-04-18
- Easter Monday on 2025-04-21
- ANZAC Day on 2025-04-25
- King's Birthday on 2025-06-02
- Queen's Birthday Holiday (Chatham Islands) on 2025-06-03
- xyz on 2025-08-26
- South Canterbury Anniversary Day on 2025-09-23
- Labour Day on 2025-10-27
- Hawke's Bay Anniversary Day on 2025-10-28
- Marlborough Anniversary Day on 2025-11-04
- Canterbury Anniversary Day on 2025-11-15
- Westland Anniversary Day on 2025-12-01
- Christmas on 2025-12-25
- Christmas Day on 2025-12-25
- Boxing Day on 2025-12-26

6.HR can delete any holiday as per the organization policy. Please refer below

```
23. View Holiday Calendar
Enter your choice: 12

**Available Holidays:**

Upcoming Holidays:
• New Year's Day on 2025-01-01
• New Year Day on 2025-01-01
• Day after New Year's Day on 2025-01-02
• Wellington Anniversary Day on 2025-01-20
• Northland Anniversary Day on 2025-01-27
• Auckland Anniversary Day on 2025-01-27
• Waitangi Day on 2025-02-06
• Waitangi Day on 2025-02-06
• Taranaki Anniversary Day on 2025-03-10
• Otago Anniversary Day on 2025-03-31
• Southland Anniversary Day on 2025-04-07
• Good Friday on 2025-04-18
• Easter Monday on 2025-04-21
• ANZAC Day on 2025-04-25
• King's Birthday on 2025-06-02
• Queen's Birthday Holiday (Chatham Islands) on 2025-06-03
• xyz on 2025-08-26
• South Canterbury Anniversary Day on 2025-09-23
• Labour Day on 2025-10-27
• Hawke's Bay Anniversary Day on 2025-10-28
• Marlborough Anniversary Day on 2025-11-04
• Canterbury Anniversary Day on 2025-11-15
• Westland Anniversary Day on 2025-12-01
• Christmas on 2025-12-25
• Christmas Day on 2025-12-25
• Boxing Day on 2025-12-26

Enter the Holiday Name to Delete: xyz
Are you sure you want to delete 'xyz'? (yes/no): yes
```

7.Once HR logs in to the system needs to do his/her own time tracking using option 1. Time Tracking. Time Tracking is based on the shift for HR default is General. If You are logging after the shift start time you need to enter the reason why you are logging late, and it will send notification to Reporting manager.

```
MAIN MENU
1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout
6. Assign Shifts
7. Approve/Reject Leave Requests
8. Onboard Employee
9. Offboard Employee
10. Process Payroll & Send Payslips
11. Add Holiday
12. Delete Holiday
13. View Holiday Calendar
Enter your choice: 1
You are logging in late! Please select a reason:
1. Personal Emergency
2. Medical Issue
3. Technical Issues
4. Unexpected Work Commitment
5. Other
Enter your choice (1-5): 2
Time tracking started at 2025-03-16 12:19:33. Late reason recorded: Medical Issue.

MAIN MENU
1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout
6. Assign Shifts
7. Approve/Reject Leave Requests
8. Onboard Employee
9. Offboard Employee
10. Process Payroll & Send Payslips
11. Add Holiday
12. Delete Holiday
13. View Holiday Calendar
```

8.HR can view the Shift Schedule by using option 2.Shift schedule

```
MAIN MENU
1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout
6. Assign Shifts
7. Approve/Reject Leave Requests
8. Onboard Employee
9. Offboard Employee
10. Process Payroll & Send Payslips
11. Add Holiday
12. Delete Holiday
13. View Holiday Calendar
Enter your choice: 2
Shift Schedule: 2025-03-10 to 2025-03-16, Shift Code: G
```

9.HR can view the last 3 week's pay by using Option 3. Last 3 Weeks' Pay

```
MAIN MENU
1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout
6. Assign Shifts
7. Approve/Reject Leave Requests
8. Onboard Employee
9. Offboard Employee
10. Process Payroll & Send Payslips
11. Add Holiday
12. Delete Holiday
13. View Holiday Calendar
Enter your choice: 3
No payroll history available for the last 3 weeks.
```

10.HR can apply for a leave and leave notification will be sent to reporting manager.

```
MAIN MENU
1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout
6. Assign Shifts
7. Approve/Reject Leave Requests
8. Onboard Employee
9. Offboard Employee
10. Process Payroll & Send Payslips
11. Add Holiday
12. Delete Holiday
13. View Holiday Calendar
Enter your choice: 5
Enter Start Date (YYYY-MM-DD): 2025-03-17
Enter End Date (YYYY-MM-DD): 2025-04-17
Enter Leave Reason: Medical
Leave request submitted for 2025-03-17 to 2025-04-17.
```

11.HR can Logout from the Application by using Option 0 if the shift of the HR ends. If logging out before the shift ends it will send notification to the reporting manager .

```
MAIN MENU
1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout
6. Assign Shifts
7. Approve/Reject Leave Requests
8. Onboard Employee
9. Offboard Employee
10. Process Payroll & Send Payslips
11. Add Holiday
12. Delete Holiday
13. View Holiday Calendar
Enter your choice: 0

Logging out...

You are logging out early! Please select a reason:
1. Personal Emergency
2. Medical Issue
3. Technical Issues
4. Unexpected Work Commitment
5. Other
Enter your choice (1-5): 1
Logout recorded. Early logout reason: Personal Emergency.
```

Project Manager Menu:

```
MAIN MENU
1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout
6. Assign Shifts
7. Approve/Reject Leave Requests
Enter your choice:
```

1.Option 1: Time Tracking. Time tracking is based on the shift .Need to login in in the shift time and log out after the shift .Refer below screen

```
MAIN MENU
1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout
6. Assign Shifts
7. Approve/Reject Leave Requests
Enter your choice: 1
You are logging in late! Please select a reason:
1. Personal Emergency
2. Medical Issue
3. Technical Issues
4. Unexpected Work Commitment
5. Other
Enter your choice (1-5): 2
Time tracking started at 2025-03-16 17:52:05. Late reason recorded: Medical Issue.
```

2.Shift Schedule Project Manager and HR will be in General shift

```
MAIN MENU
1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout
6. Assign Shifts
7. Approve/Reject Leave Requests
Enter your choice: 2
Shift Schedule: 2025-03-16 to 2025-03-22, Shift Code: G
```

3.Option Three which shows the pay roll history of last 3 Week's

```
MAIN MENU
1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout
6. Assign Shifts
7. Approve/Reject Leave Requests
Enter your choice: 3
No payroll history available for the last 3 weeks.
```


4. Project Manager can view the holiday calendar by using option 4

```
MAIN MENU
1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout
6. Assign Shifts
7. Approve/Reject Leave Requests
Enter your choice: 4

Upcoming Holidays:
• New Year's Day on 2025-01-01
• New Year Day on 2025-01-01
• Day after New Year's Day on 2025-01-02
• Wellington Anniversary Day on 2025-01-20
• Northland Anniversary Day on 2025-01-27
• Auckland Anniversary Day on 2025-01-27
• Waitangi Day on 2025-02-06
• Waitangi Day on 2025-02-06
• Taranaki Anniversary Day on 2025-03-10
• Otago Anniversary Day on 2025-03-31
• Southland Anniversary Day on 2025-04-07
• Good Friday on 2025-04-18
• Easter Monday on 2025-04-21
• ANZAC Day on 2025-04-25
• King's Birthday on 2025-06-02
• Queen's Birthday Holiday (Chatham Islands) on 2025-06-03
• South Canterbury Anniversary Day on 2025-09-23
• Labour Day on 2025-10-27
• Hawke's Bay Anniversary Day on 2025-10-28
• Marlborough Anniversary Day on 2025-11-04
• Canterbury Anniversary Day on 2025-11-15
• Westland Anniversary Day on 2025-12-01
• Christmas Day on 2025-12-25
• Christmas on 2025-12-25
```

5. Project Manager can apply for a leave, and it will be approved by his reporting manager.

```
MAIN MENU
1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout
6. Assign Shifts
7. Approve/Reject Leave Requests
Enter your choice: 5
Enter Start Date (YYYY-MM-DD): 2025-03-17
Enter End Date (YYYY-MM-DD): 2025-03-21
Enter Leave Reason: Personal
Leave request submitted for 2025-03-17 to 2025-03-21.
```

6. Project Manager will assign shifts to Employees by end of every week. The notification will be sent to employee reporting to them in an Email format.

```
MAIN MENU
1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout
6. Assign Shifts
7. Approve/Reject Leave Requests
Enter your choice: 6

Employees Reporting to You:
- Employee ID: 13, Name: kiron
Enter Employee ID to assign a shift: 13
Enter Shift Code (M, G, S, N): S
Shift S assigned to Employee ID 13.
```

7. Approve/Reject Leaves: A project Manager can Approve or Reject leaves that employee raises. The status will be sent to Employee using email. Refer the below screen

```

MAIN MENU
1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout
6. Assign Shifts
7. Approve/Reject Leave Requests
Enter your choice: 7

**Pending Leave Requests:**

-----
**Leave ID**: 6
**Employee**: kiron (ID: 13)
**Leave Dates**: 2025-03-18 to 2025-03-25
**Reason**: Personal
**Status**: Pending
-----

Enter the Leave ID to Approve/Reject: 6
Approve (A) / Reject (R): A
Leave request Approved successfully. Email sent to 270543985@yoobeestudent.ac.nz.

```

Employee Menu:

```

MAIN MENU
1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout

```

Once Employee login in successfully. You can see the Role as below

```

D:\payroll-system\Payroll-system>python cli.py --login

Login to the Payroll System
Enter your User ID: 13
Enter your password: 
Password verification successful.

Logged in as Employee (User ID: 13)

```

1.Option 1 is for Time Tracking of the Employee. Employee should Press option 1 once they login in the system.

```
MAIN MENU
1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout
Enter your choice: 1
You are logging in late! Please select a reason:
1. Personal Emergency
2. Medical Issue
3. Technical Issues
4. Unexpected Work Commitment
5. Other
Enter your choice (1-5): 1
Time tracking started at 2025-03-16 18:13:13. Late reason recorded: Personal Emergency.
```

2.Option 2 is for Viewing Shift Schedule

```
MAIN MENU
1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout
Enter your choice: 2
Shift Schedule: 2025-03-16 to 2025-03-22, Shift Code: S
MAIN MENU
```

3.Option 3 is for Checking Last 3 Week's pay

```
MAIN MENU
1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout
Enter your choice: 3
No payroll history available for the last 3 weeks.
```

4.Option 4 is for viewing the Holidays:

MAIN MENU

1. Time Tracking
 2. Shift Schedule
 3. Last 3 Weeks' Pay
 4. Holiday Calendar
 5. Apply for Leave
 0. Logout
- Enter your choice: 4

Upcoming Holidays:

- New Year's Day on 2025-01-01
- New Year Day on 2025-01-01
- Day after New Year's Day on 2025-01-02
- Wellington Anniversary Day on 2025-01-20
- Northland Anniversary Day on 2025-01-27
- Auckland Anniversary Day on 2025-01-27
- Waitangi Day on 2025-02-06
- Waitangi Day on 2025-02-06
- Taranaki Anniversary Day on 2025-03-10
- Otago Anniversary Day on 2025-03-31
- Southland Anniversary Day on 2025-04-07
- Good Friday on 2025-04-18
- Easter Monday on 2025-04-21
- ANZAC Day on 2025-04-25
- King's Birthday on 2025-06-02
- Queen's Birthday Holiday (Chatham Islands) on 2025-06-03
- South Canterbury Anniversary Day on 2025-09-23
- Labour Day on 2025-10-27
- Hawke's Bay Anniversary Day on 2025-10-28
- Marlborough Anniversary Day on 2025-11-04
- Canterbury Anniversary Day on 2025-11-15
- Westland Anniversary Day on 2025-12-01
- Christmas Day on 2025-12-25
- Christmas on 2025-12-25

5.Option 5 is for Apply for leave which approval request will redirect to reporting manager. Once manager Approves or Reject the leave notification will be sent to user.

MAIN MENU

1. Time Tracking
2. Shift Schedule
3. Last 3 Weeks' Pay
4. Holiday Calendar
5. Apply for Leave
0. Logout

Enter your choice: 5

Enter Start Date (YYYY-MM-DD): 2025-03-18

Enter End Date (YYYY-MM-DD): 2025-03-25

Enter Leave Reason: Personal

Leave request submitted for 2025-03-18 to 2025-03-25.