

Indian Institute of Information Technology, Vadodara

# College HR Management and Payroll System

## Draft User Manual

CS301 Software Engineering Project – Autumn 2015

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# Abstract

Our system provides a solution for the HR management and the payroll system. This document explains the basic functionality of the system to help the user to grasp the idea and functioning of the system. The permissions and rights of each kind of user is well defined in the document to provide an overview of the working of the system.

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# **1. Introduction**

## **1.1 Intended readership**

This document covers the use for the following users of the HR management and Payroll system:

- Administration of HR department
- Accountant
- Employees

## **1.2 Applicability**

This Software User Manual applies to the HR management and Payroll System software, version 1.0.

## **1.3 Purpose**

The purpose of the User Manual is to guide the user in the better understanding of the system.



## 3. Getting Started

The section provides a general walk through of the system from start to end. The arrangement of the information will help to understand the flow of the system.

### 3.1 Access

Access the portal through \_\_\_\_\_

### 3.2 System Structure

The system is divided into three modules:

- HR Admin
- Accountant
- Employee

Different kinds of rights are provided to different kinds of users.

### 3.3 Logging In

After getting access to the portal, the user sees a login page.

- An employee can log in the system using employee ID. When an employee sign up for the first time, an email will be sent to his/her mail ID with the password generated by the system. Employee can now log in using the employee ID and the password.
- The HR admin and the accountant will be provided with a login ID and a password. They can access the system using there ID and password.

If user forgets the password, he/she can request a new password by clicking on the Forgot Password link. A mail will be sent to his/her registered email id with the new system generated password.

Once the login is successful, the user will be redirected to the respective pages according to the rights given to them.

By default, the username and passwords are:

**Admin:**      **username - 2, password - pswd2**

**Accountant:**      **username - 1, password – pswd3**

**Employee:**      **username - 1001, password - p1**

## 4. HR Admin

The following services are provided to the Admin of the Human Resource:

The admin can check details of the employee by entering the name or ID of the employee. He'll get all the relevant details about the employee.

The screenshot shows a web browser window with the address bar displaying 'file:///home/student/SEN project/Admin/index.html'. The page header features the IIITV logo and the text 'INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, VADODARA' and 'HR and Payroll Management System'. On the left, a sidebar menu lists various administrative functions: Admin, Add New Employee, Loans (with a circled '1'), Leaves (with a circled '4'), Salary Component Details, Employee Profile, Increment/ Promotions/ Overtime, Investments/ Recovery/ Penalty, Bonus, Remove Employee, Change Password, and Logout. The main content area is titled 'Check Details' and contains a form with a label 'Employee Name/ID' and an adjacent text input field. Below the input field is a 'Get Details' button.

### 4.1 Add new Employee

When a new employee recruited in the institute, the Admin can add his/her records to the existing database. These are the details the Admin needs to mention when adding a new employee:

- **Personal Details**
  - Full Name
  - Address



- Date of Birth
- Phone1
- Phone2
- Email ID
- Aadhar Number
- Emergency Contact Details
  - Name
  - Address
  - Phone1
  - Phone2
  - Relationship
- **Official Details**
  - Employee ID
  - Designation
  - PAN No.
  - Official Email
  - Date of Joining
  - Experience (Years)
- **Bank Details**
  - Name of the bank
  - Branch
  - Address
  - IFSC Code
  - Account Holder's Name
  - Account Number

After providing the necessary details, the employee can be made a part of the payroll system by clicking on the 'Save and Add Employee' button in the Bank Details tab.

The screenshot displays the 'IIITV Admin' web interface. On the left is a sidebar menu with options: Admin, Add New Employee, Loans, Leaves, Salary Component Details, Employee Profile, Increment/ Promotions/ Overtime, Investments/ Recovery/ Penalty, Bonus, Remove Employee, Change Password, and Logout. The main content area has three tabs: Personal Details (selected), Official Details, and Bank Details. The Personal Details tab contains the following form fields:

- Name:
- Address:
- DOB:
- Phone 1:
- Phone 2:
- E-mail:
- Aadhar No.:

Below these fields is the 'Emergency Contact' section with the following fields:

- Name:
- Address:
- Phone 1:
- Phone 2:
- Relationship:

At the bottom of the form are two buttons: 'Save' and 'Next'.

IIITV Admin

file:///home/student/SEN project/Admin/admin\_files/add\_employee.html

ADMIN

- Add New Employee
- Loans
- Leaves
- Salary Component Details
- Employee Profile
- Increment/ Promotions/ Overtime
- Investments/ Recovery/ Penalty
- Bonus
- Remove Employee
- Change Password
- Logout

Personal Details   Official Details   Bank Details

ID:

Designation:

PAN No. :

Official E-mail :

Date of Joining :

Experience (Years) :

Save   Next

IIITV Admin

file:///home/student/SEN project/Admin/admin\_files/add\_employee.html

ADMIN

- Add New Employee
- Loans
- Leaves
- Salary Component Details
- Employee Profile
- Increment/ Promotions/ Overtime
- Investments/ Recovery/ Penalty
- Bonus
- Remove Employee
- Change Password
- Logout

Personal Details   Official Details   Bank Details

Name of Bank :

Branch:

Address :

Account Holder's Name :

Account Number :

Save and Add Employee

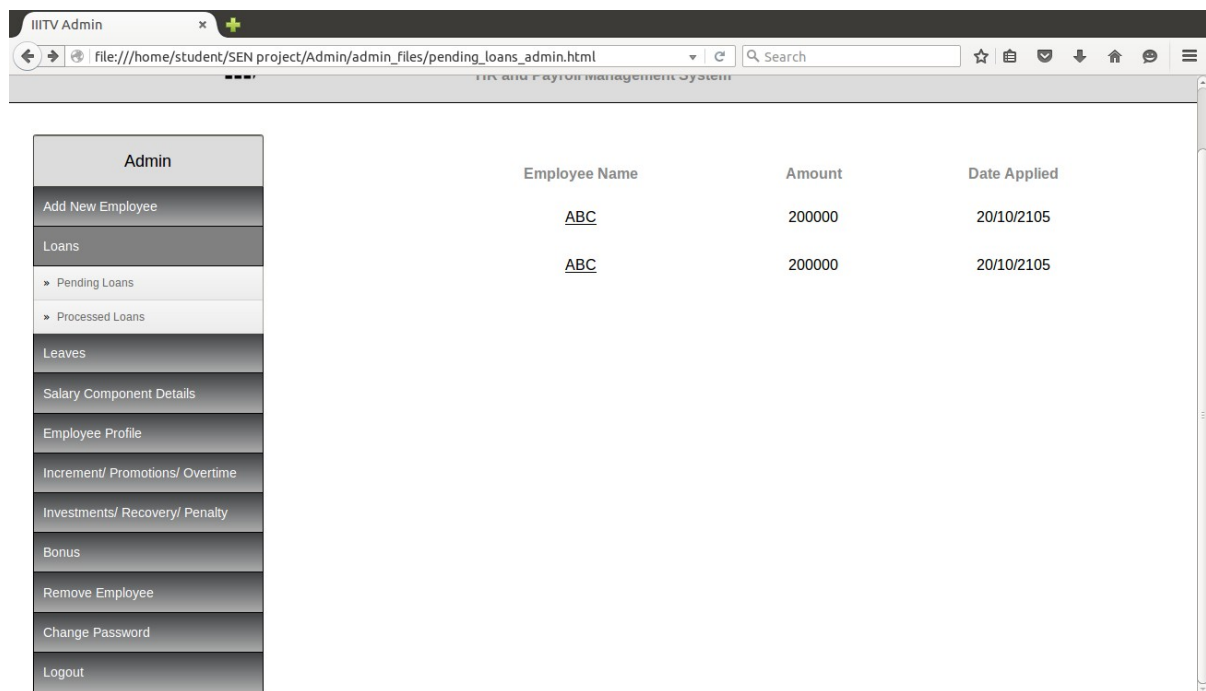
## 4.2 Loan Records

When an employee applies for a loan, a request is received by the Admin. Admin can grant the loan or reject it. The total loans can be categorized in two categories:

- **Pending Requests**

Whenever any employee applies for a loan, the Admin gets a notification of the same. Admin can see the details of the request and take the decision accordingly whether to grant the request or reject it.

Loan applications can be seen here.



The screenshot shows a web browser window with the address bar displaying 'file:///home/student/SEN project/Admin/admin\_files/pending\_loans\_admin.html'. The page title is 'IITV Admin'. On the left is a sidebar menu with the following items: Admin, Add New Employee, Loans (with sub-items '» Pending Loans' and '» Processed Loans'), Leaves, Salary Component Details, Employee Profile, Increment/ Promotions/ Overtime, Investments/ Recovery/ Penalty, Bonus, Remove Employee, Change Password, and Logout. The main content area displays a table with the following data:

Employee Name	Amount	Date Applied
<a href="#">ABC</a>	200000	20/10/2105
<a href="#">ABC</a>	200000	20/10/2105

By clicking on the name of the employee, the details can be seen. It can be accepted by clicking on the 'Accept' button and rejected by clicking on the 'Reject' button. A confirmation box will open. Enter the reason for rejection (if any) and click reject to confirm rejection.

IIITV Admin

file:///home/student/SEN project/Admin/admin\_files/pend\_loan\_detail.html

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, VADODARA  
HR and Payroll Management System

**Admin**

- Add New Employee
- Loans
- Leaves
- Salary Component Details
- Employee Profile
- Increment/ Promotions/ Overtime
- Investments/ Recovery/ Penalty
- Bonus
- Remove Employee
- Change Password
- Logout

Employee Name : ABC

Amount : 200000

Date Applied : 20/05/2015

Designation : Professor

E-mail : abc@gmail.com

Accept Reject

## • Processed Requests

In this section the details of all the previous loan applications whether sanctioned or rejected can be seen. The Admin can keep a track of all the loan related activities. A list of applicants appear, and by clicking on the name of the applicant, the details can be viewed.

IIITV Admin

file:///home/student/SEN project/Admin/admin\_files/proc\_loans\_admin.html

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, VADODARA  
HR and Payroll Management System

**Admin**

- Add New Employee
- Loans
  - » Pending Loans
  - » Processed Loans
- Leaves
- Salary Component Details
- Employee Profile
- Increment/ Promotions/ Overtime
- Investments/ Recovery/ Penalty
- Bonus
- Remove Employee
- Change Password

Employee Name	Amount	Date Applied	Date Processed	Status
<a href="#">ABC</a>	200000	20/10/2105	21/10/2105	Approved
<a href="#">ABC</a>	200000	2/11/2105	5/11/2105	Disapproved

The screenshot shows a web browser window with the address bar displaying a file path. The page header includes the IIITV logo and the text 'INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, VADODARA HR and Payroll Management System'. The main content area is divided into two sections. On the left is a vertical sidebar menu with the following items: Admin, Add New Employee, Loans, Leaves, Salary Component Details, Employee Profile, Increment/ Promotions/ Overtime, Investments/ Recovery/ Penalty, Bonus, Remove Employee, Change Password, and Logout. On the right is a form for loan approval with the following fields and values: Employee Name : ABC, Amount : 200000, Date Applied : 20/05/2015, Date Processed : 20/05/2015, Designation : Professor, Status : Approved, Total Amount : 200000, Amount Repaid : 100000, Balance Amount : 100000, and Interest Rate : 10.3%.

Field	Value
Employee Name	ABC
Amount	200000
Date Applied	20/05/2015
Date Processed	20/05/2015
Designation	Professor
Status	Approved
Total Amount	200000
Amount Repaid	100000
Balance Amount	100000
Interest Rate	10.3%

## 4.3 Leave Records

- **Non-paid leaves**

When an employee takes a leave without providing prior information, this kind of leave is counted here. Then the information is passed on to the accountant for further processing. The admin has to enter the employee name/ID and the dates on which he has taken the leave without informing. On clicking the 'Update' button, the request is forwarded to the accountant.

The screenshot shows the 'nonpaid\_leaves\_admin.html' page. On the left is a sidebar menu with options: Admin, Add New Employee, Loans, Leaves, Salary Component Details, Employee Profile, Increment/ Promotions/ Overtime, Investments/ Recovery/ Penalty, Bonus, Remove Employee, Change Password, and Logout. The main area contains a form with the following fields: 'Employee ID/Name:' (text input), 'From Date:' (calendar icon), 'To Date:' (calendar icon), and 'No. of Days:' (text input). Each date field has sub-inputs for Day, Month, and Year. An 'Update' button is located at the bottom right of the form.

## - Pending Requests

Whenever any employee applies for a leave, the Admin gets a notification of the same. Admin can see the details of the request and take the decision accordingly whether to grant the request or reject it.

A list of pending leaves appear. On clicking on the employee's name, details of the application can be seen and the decision can be taken accordingly.

The screenshot shows the 'pending\_leave\_detail\_admin.html' page. The sidebar menu is identical to the previous page. The main area displays details for a pending leave request for an employee named 'ABC'. The fields are: 'Employee Name : ABC', 'No. of Days : 2', 'Type of Leave : Parental Leave', 'Date Applied : 20/05/2015', 'Designation : Professor', and 'E-mail : abc@gmail.com'. The 'Other Details' field contains the text 'I want this leave because...'. Below these fields are 'Accept' and 'Reject' buttons. A 'Confirm Rejection' link is positioned above a 'Reason for rejection / Comments :' text area, which has a 'Reject' button below it. A 'Close' link is located at the top right of the main content area.

- **Processed Requests**

The details of all the previous leave applications, whether granted or rejected can be seen. The Admin can keep a track of all the leave related activities, which employee has taken leave of how many days and of which category.

A list of applicants can be seen, and by clicking on the name of the applicant, the details can be viewed.

The screenshot shows a web browser window with the address bar displaying 'file:///home/student/SEN project/Admin/admin\_files/proc\_leave\_detail\_admin.html'. The page header includes the IIITV logo and the text 'INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, VADODARA HR and Payroll Management System'. On the left, there is a vertical menu with options: Admin, Add New Employee, Loans, Leaves, Salary Component Details, Employee Profile, Increment/ Promotions/ Overtime, Investments/ Recovery/ Penalty, Bonus, Remove Employee, Change Password, and Logout. The main content area displays the following details for a leave application:

Employee Name :	ABC
Date Applied :	20/05/2015
Date Processed :	20/05/2015
No. of Days :	4
To :	12/12/2015
From :	17/12/2015
Status :	Disapproved
Comments :	The reason for rejection was .....

## 4.4 Salary Component Details

The Admin can modify the percentages of different allowances or deductions of the salary of the employees. Once the changes are made here, the new salary that will be computed after the modification, will be computed on the basis of the modified values.

The components that can be modified by the admin are

- DA (Dearness Allowance)
- HRA (House Rent Allowance)
- Transport Allowance
- DA on TA
- CPF (Central Provident Fund)

- GPF (general Provident Fund)
- Licence Fee
- Pay and Allow (Recovery of erroneous payments)
- Profession Tax
- Revenue Stamp

The admin can enter the new values for these components and click on 'Update Policy' to change the policy for all the employees.

The screenshot shows the IIITV Admin interface for managing salary components. The sidebar menu on the left includes options like Admin, Add New Employee, Loans, Leaves, Salary Component Details, Employee Profile, Increment/ Promotions/ Overtime, Investments/ Recovery/ Penalty, Bonus, Remove Employee, Change Password, and Logout. The main area displays a form for updating salary components. The form includes labels for DA (%), HRA (%), Transport Allowance (%), DA on TA (%), CPF (%), GPF (%), Licence Fee (%), Pay and Allow (%), Profession Tax (%), and Rev. Stamp (Rs.), each followed by a dropdown menu. An 'Update Policy' button is located at the bottom right of the form.

## 4.5 Employee Profile

The details of all the employees can be seen here. Employees personal, official and bank details as well as current leave and loan status can be monitored. The list of employees is sorted by their designations. By clicking on the designation list on the left side of the window, only the employees of that designation can be seen. By clicking on the name of the employee, all the details of that employee can be seen, his personal, official and bank details, his leaves and loans details, his salary details, penalty and bonus.



IITV Admin

file:///home/student/SEN project/Admin/admin\_files/employee\_detail.html

HR and Payroll Management System

**Admin**

- Add New Employee
- Loans
- Leaves
- Salary Component Details
- Employee Profile
- Increment/ Promotions/ Overtime
- Investments/ Recovery/ Penalty
- Bonus
- Remove Employee
- Change Password
- Logout

**Details**

- Leaves
- Loans
- Salary Details
- Penalty
- Bonus

**Personal Details** | Official Details | Bank Details

Name: ABC

Address: ahdsjkh

DOB: 12/12/321

Phone 1 : 99032847

Phone 2 : 9487238

E-mail: deszkdldfh

Aadhar No. : 2345et

**Emergency Contact :**

Name: sdef

Address : dsvgsxcb

Phone 1: 234567

Phone 2: 987532435

## 4.6 Increments/ Promotions/ Overtime

The Admin can add the increments given to the employees by entering the employee ID, percentage increment and the details of the increment. On clicking the 'Add Increment' button, the updates will be saved.

IITV Admin

file:///home/student/SEN project/Admin/admin\_files/increment\_admin.html

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, VADODARA

HR and Payroll Management System

**Admin**

- Add New Employee
- Loans
- Leaves
- Salary Component Details
- Employee Profile
- Increment/ Promotions/ Overtime
- Investments/ Recovery/ Penalty
- Bonus
- Remove Employee
- Change Password
- Logout

**Increment** | Promotions | Overtime

Employee ID:

% Increment (On payband)

Comments:

**Add Increment**

The Admin update promotions given to the employees by entering the employee ID, percentage increment on basic salary and the comments on the promotion(if any). On clicking the 'Update Status' button, the updates will be saved.

The screenshot displays the IITV Admin web application. The browser address bar shows the file path: file:///home/student/SEN project/Admin/admin\_files/increment\_admin.html. The header features the IITV logo and the text "INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, VADODARA" and "HR and Payroll Management System". A left sidebar menu lists various administrative functions: Admin, Add New Employee, Loans, Leaves, Salary Component Details, Employee Profile, Increment/ Promotions/ Overtime, Investments/ Recovery/ Penalty, Bonus, Remove Employee, Change Password, and Logout. The main content area has three tabs: Increment, Promotions (which is active), and Overtime. The Promotions form includes an "Employee ID:" input field, a "% Increment (On Basic Salary)" dropdown menu, a "Comments:" text area, and an "Update Status" button.

The Admin update overtime done by the employees by entering the employee ID, starting date, end date, effective no of days(number of days whose salary is to be paid; can be in fraction also), total amount to be paid and the details of the overtime(if any). On clicking the 'Add Overtime' button, the updates will be saved.

The screenshot shows the IITV Admin web application. The browser address bar displays 'file:///home/student/SEN project/Admin/admin\_files/increment\_admin.html'. The header includes the IITV logo and the text 'INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, VADODARA HR and Payroll Management System'. On the left is a vertical sidebar menu with the following items: Admin, Add New Employee, Loans, Leaves, Salary Component Details, Employee Profile, Increment/ Promotions/ Overtime (highlighted), Investments/ Recovery/ Penalty, Bonus, Remove Employee, Change Password, and Logout. The main content area has three tabs: Increment, Promotions, and Overtime. The Overtime tab is active, showing a form with the following fields: Employee ID, From Date, To Date, Effective Date, Amount, and a Details text area. An 'Add Overtime' button is located at the bottom right of the form.

## 4.7 Investments/ Recovery/ Penalty

The Admin can add the investments made by the employees by entering the employee ID, from date, to date, investment no, monthly amount and the details of the increment(if any). On clicking the 'Add Investment' button, the updates will be saved.

The screenshot shows the IITV Admin web application. The browser address bar displays 'file:///home/student/SEN project/Admin/admin\_files/reductions\_admin.html'. The header is identical to the previous screenshot. The sidebar menu is also identical, with 'Investments/ Recovery/ Penalty' highlighted. The main content area has three tabs: Investments, Recovery, and Penalty. The Investments tab is active, showing a form with the following fields: Employee ID, From Date, To Date, Investment No, Monthly Amount, and a Specifications text area. An 'Add Investment' button is located at the bottom right of the form.

The Admin can add the recovery details of the loan or advance taken by the employees by entering the employee ID, from date, to date, loan or advance number, monthly amount and the details of the recovery(if any). On clicking the 'Add Recovery' button, the updates will be saved.

The screenshot displays the IIITV Admin web application. The browser address bar shows the file path: file:///home/student/SEN project/Admin/admin\_files/reductions\_admin.html. The header features the IIITV logo and the text "INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, VADODARA" and "HR and Payroll Management System". A sidebar on the left lists administrative functions: Admin, Add New Employee, Loans, Leaves, Salary Component Details, Employee Profile, Increment/ Promotions/ Overtime, Investments/ Recovery/ Penalty, Bonus, Remove Employee, Change Password, and Logout. The main content area has three tabs: Investments, Recovery (selected), and Penalty. The 'Add Recovery' form includes fields for Employee ID, From Date, To Date, Loan or Advance No, Monthly Amount, and a Specifications text area. An 'Add Recovery' button is located at the bottom right of the form.

The Admin can add the penalty details(in case of disciplinary actions) of the employees by entering the employee ID, date, penalty number, amount and the details of the penalty(if any). On clicking the 'Update Penalty' button, the updates will be saved.

IIITV Admin

file:///home/student/SEN project/Admin/admin\_files/reductions\_admin.html

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, VADODARA  
HR and Payroll Management System

Admin

Add New Employee

Loans

Leaves

Salary Component Details

Employee Profile

Increment/ Promotions/ Overtime

Investments/ Recovery/ Penalty

Bonus

Remove Employee

Change Password

Logout

Investments Recovery Penalty

Employee ID:

Date :

Penalty No:

Amount:

Specifications:

Update Penalty

## 4.8 Bonus

The Admin can add the bonus details (when bonus is granted by the organization) of the employees by entering the employee ID, date, amount and the details of the bonus(if any). On clicking the 'Add Bonus' button, the updates will be saved.

IIITV Admin

file:///home/student/SEN project/Admin/admin\_files/bonus\_admin.html

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, VADODARA  
HR and Payroll Management System

Admin

Add New Employee

Loans

Leaves

Salary Component Details

Employee Profile

Increment/ Promotions/ Overtime

Investments/ Recovery/ Penalty

Bonus

Remove Employee

Change Password

Logout

Employee ID:

From Date :

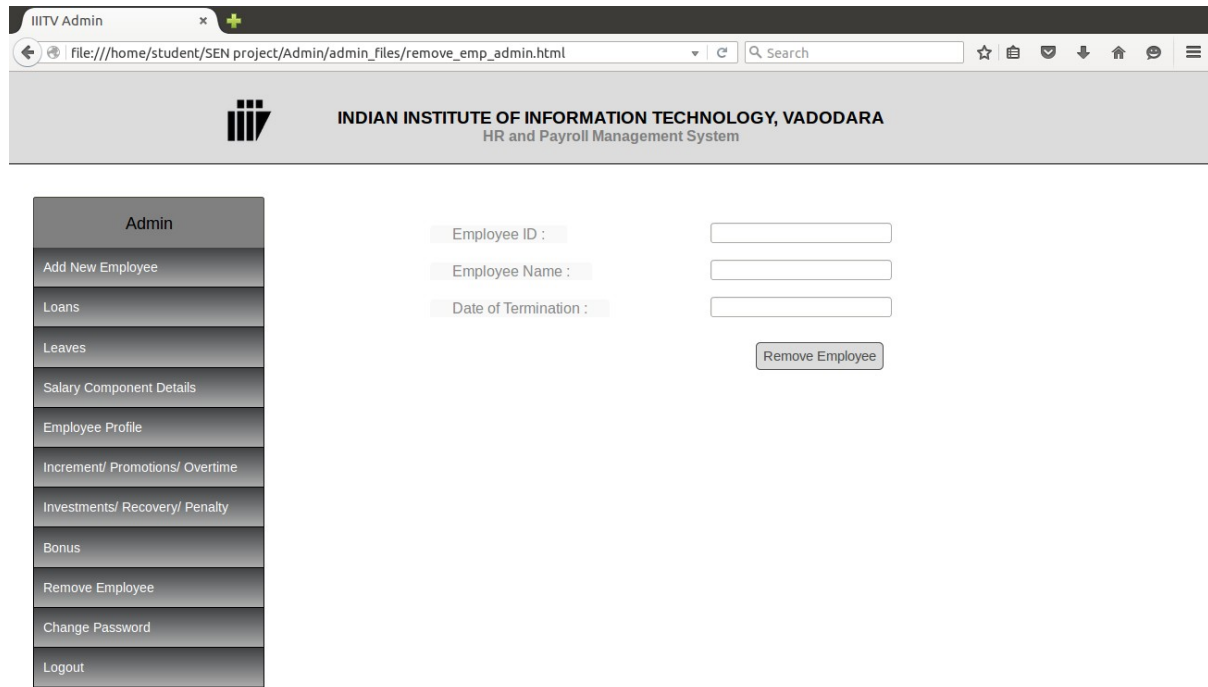
Amount:

Details:

Add Bonus

## 4.9 Remove Employee

When an employee leaves the institute, his/her salary calculation should be ceased. In order to do so, the Admin can remove the name of the employee from the list of the current employees. This will not delete the previous data of the employee but only stop the further salary calculations of the employee. The Admin can remove the employee by entering the employee ID, employee name and the date of termination. On clicking the 'Remove Employee' button, the employee will be removed.



The screenshot shows a web browser window with the address bar displaying 'file:///home/student/SEN project/Admin/admin\_files/remove\_emp\_admin.html'. The page header includes the IITV logo and the text 'INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, VADODARA HR and Payroll Management System'. On the left, there is a vertical sidebar menu with the following items: Admin, Add New Employee, Loans, Leaves, Salary Component Details, Employee Profile, Increment/ Promotions/ Overtime, Investments/ Recovery/ Penalty, Bonus, Remove Employee, Change Password, and Logout. The main content area contains three input fields labeled 'Employee ID :', 'Employee Name :', and 'Date of Termination :'. Below these fields is a button labeled 'Remove Employee'.

## 4.10 Change Password

For general security reasons, admin may periodically change login password. The admin need to provide current password for validation purpose if it is not correct, the system will not process the request to change the password. This check is to protect current user's confidentiality. The Admin can enter his old password, then a new password and confirm the new password by entering it again. On clicking the 'Update Password' button, the password will be updated.

The screenshot displays the IITV Admin web application. At the top, the browser address bar shows the file path: `file:///home/student/SEN project/Admin/admin_files/change_pd_admin.html`. The header features the IITV logo and the text "INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, VADODARA" and "HR and Payroll Management System".

On the left, a vertical menu lists the following options: Admin, Add New Employee, Loans, Leaves, Salary Component Details, Employee Profile, Increment/ Promotions/ Overtime, Investments/ Recovery/ Penalty, Bonus, Remove Employee, Change Password, and Logout.

The main content area contains a "Change Password" form with the following fields and controls:

- Old Password :
- New Password :
- Confirm Password :
- 

## 4.11 Logout

To exit from the system click on the Logout option.

## 5. Accountant

### 5.1 Leaves Accepted

Once the leave of an employee is accepted by the HR admin, a notification is received by the Accountant. Accountant can update the leave record of the employee accordingly. When the leave record is updated, the salary is calculated on the basis of the new details.

The leaves that are already updated are marked as 'Seen' and those which need to be updated are marked 'Unseen'. By clicking on the employee's name, the details of the application can be seen. If the leave is unseen, then by clicking on the 'Update Profile' option, the details can be updated in the employee's account, or else the data is visible without any update option.

IIITV Admin    Leave Account

file:///home/student/SEN project/Accountant/accountant\_files/leave\_account.html

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, VADODARA  
HR and Payroll Management System

Accountant Name	Leave : Sick Leave
Leaves Accepted	Application Date : 20/10/2015
Loans Accepted	Name : ABC
Generate Payslips	Designation : Professor
Generate Bank Payslips	From Date : 20/10/2015
Change Password	To Date : 22/10/2015
Logout	Total days : 2
	Reason : This leave is taken because of....

Update Profile

### 5.2 Loans Accepted

When the HR Admin accepts a loan request, a notification is received by the Accountant. Accountant updates the loan account of the employee. Monthly instalments are calculated on the basis of the amount of the loan and the duration for which it is taken. The amount is deducted from the employee's salary while generating the monthly payslip.

The loans that are already updated are marked as 'Seen' and those which need to be



updated are marked 'Unseen'. By clicking on the employee's name, the details of the application can be seen. If the loan is unseen, then by clicking on the 'Update Profile' option, the details can be updated in the employee's account, or else the data is visible without any update option.

The screenshot shows a web application interface for IIITV Admin. The browser tab is 'Loan Account'. The address bar shows the file path: file:///home/student/SEN project/Accountant/accountant\_files/loan\_account.html. The header includes the IIITV logo and the text 'INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, VADODARA' and 'HR and Payroll Management System'. The sidebar on the left contains a list of navigation options: 'Accountant Name', 'Leaves Accepted', 'Loans Accepted', 'Generate Payslips', 'Generate Bank Payslips', 'Change Password', and 'Logout'. The main content area displays the details of a loan for an employee named ABC, Designation: Professor, Loan Type: Home Loan, Amount: 200000, Rate: 3.14%, and Monthly Deduction: 3000. There is an 'Update Profile' button at the bottom right of the details section.

## 5.3 Generate Payslips

The Accountant can generate the payslips of all the employees at once. At the end of the month, the payslips of all the employees can be generated and they can be informed by a mail that will be sent to their mail ids with the details of the payslip. The list of all the employees can be seen with the names of the employees, their Ids, designations and the net amount that is to be paid. By clicking on the 'Generate' button, a pdf will be generated with the details shown on the screen.

IIITV Admin | Leaves Detail

file:///home/student/SEN project/Accountant/accountant\_files/generate\_payslip.html

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, VADODARA  
HR and Payroll Management System

Accountant Name		Payslip : (May, 2015)			
		Employee_ID	Name	Designation	Amount
		1234	ABCD	Professor	300000

Generate

## 5.4 Generate Bank Payslips

After transferring the amount to the employee's bank accounts, a payslip can be generated as a proof of the payment made by the institute. The bank payslip will contain the transaction number along with the details of the employee. The list of all the employees can be seen with the names of the employees, their Ids, account number, IFSC Code, Branch name and the net amount that is to be paid. By clicking on the 'Generate' button, a pdf will be generated with the details shown on the screen, so that it could be sent to the bank for payment accordingly.

The screenshot shows a web browser window with the URL `file:///home/student/SEN project/Accountant/accountant_files/bank_payslip.html`. The page header includes the IITV logo and the text "INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, VADODARA" and "HR and Payroll Management System".

On the left, there is a sidebar menu for the Accountant with the following options: "Leaves Accepted" (1), "Loans Accepted" (0), "Generate Payslips", "Generate Bank Payslips", "Change Password", and "Logout".

The main content area displays a table of bank pay slips:

S.No.	Name	ID	Account No.	IFSC Code	Branch Name	Amount
1	ABC	22132	2132436457	MAHA234	drstrese	1231342354

Below the table, there is a "Generate" button.

## 5.5 Change Password

By clicking on this option, the Accountant can change password. The Accountant need to provide current password for validation purpose if it is not correct, the system will not process the request to change the password, the new password will be updated and the Accountant can log in the system using new password. Accountant can enter his old password, then a new password and confirm the new password by entering it again. On clicking the 'Update Password' button, the password will be updated.

## 5.6 Logout

When the Accountant clicks on the logout option, he/she exits the system and can no longer access the system.

# 6. Employee

When an employee logs in the system, he can see his most recent payslip. He can also see his other previous payslips by selecting the month and year from the dropdown at the top of the page. By clicking on the 'Print' button on the bottom of the page, this page can be printed.

The screenshot shows a web browser window with three tabs: 'IIITV Admin', 'IIITV Accounts', and 'IIITV Employee'. The address bar shows the file path: 'file:///home/student/SEN project/Employee/index.html'. The page title is 'HR and Payroll Management System'. On the left, there is a sidebar menu with the following options: 'Employee Name', 'Leave Account', 'Loan Account', 'Update Profile', and 'Logout'. The main content area displays the 'Payslip' form. At the top, there are dropdowns for 'Month' and 'Year'. Below these are input fields for 'ID', 'Name', and 'Payslip\_Date'. The 'Earnings' section contains a table with columns: Pay, Grade Pay, D.A, H.R.A, Arrears, Transport Allowance, D.A on T.A, and Gross Total. The 'Deduction' section contains a table with columns: Income tax, C.PF/G.PF, Licence Fee, Extra Charges, Pay And Allow, Profession Tax, Rev. Stamp, Other Recovery, and Total Deduction. At the bottom, there is a 'Net Amount' field with the value 'netamount' and a 'Print' button.

## 6.1 Leave Account

The user can check their leave status. User can keep a track of the number of leaves taken, the dates on which the leaves were taken and the category of the leave. User can also monitor the number of leaves still left in their leave account along with the category of leave remaining. User can also apply for a leave by filling out the leave application form which will be forwarded to the HR Admin for further processing. Once the leave is processed, the user will receive a notification for the same. The user can apply for the leave by selecting the type from the dropdown list, entering the from and to dates, total number of days and the reason for the leave. By clicking on the 'Apply for Leave' button, an application will be sent to the HR Admin with the above details for approval.

Available Leaves :		
Type	No. of Days	Valid till
Sick Leave	15	12/12/2015

## 6.2 Loan Account

The user can check his loan status, if he/she has taken a loan from the institute. User can check the amount he/she has already paid and the dates that has paid the instalments. User can see the balance amount to be paid. The user can also apply for a loan by filling out the loan application form which will be forwarded to the HR Admin for further processing. Once the request for the loan is processed, the user will receive a notification form the same. The User can apply for loan by clicking on the 'Apply for Loan' button on the top of the page and filling out the form with loan type, amount and details of the loan. The Previous loans details can be seen just below the 'Apply for Loan' button.

## 6.3 Update Profile

The user can edit the personal details that provided at the time of registration. User can edit his current address, phone, email id and the emergency contact details. User can also change password by entering current password. As soon as user changes his/her password, the new password will be updated and user can log in the system using new password. On clicking the 'Save' button, the updates will be saved.

## **6.4 Logout**

When the user clicks on the logout option, he/she exits the system. User can no longer access the system.