Title: PayHours Software User Manual

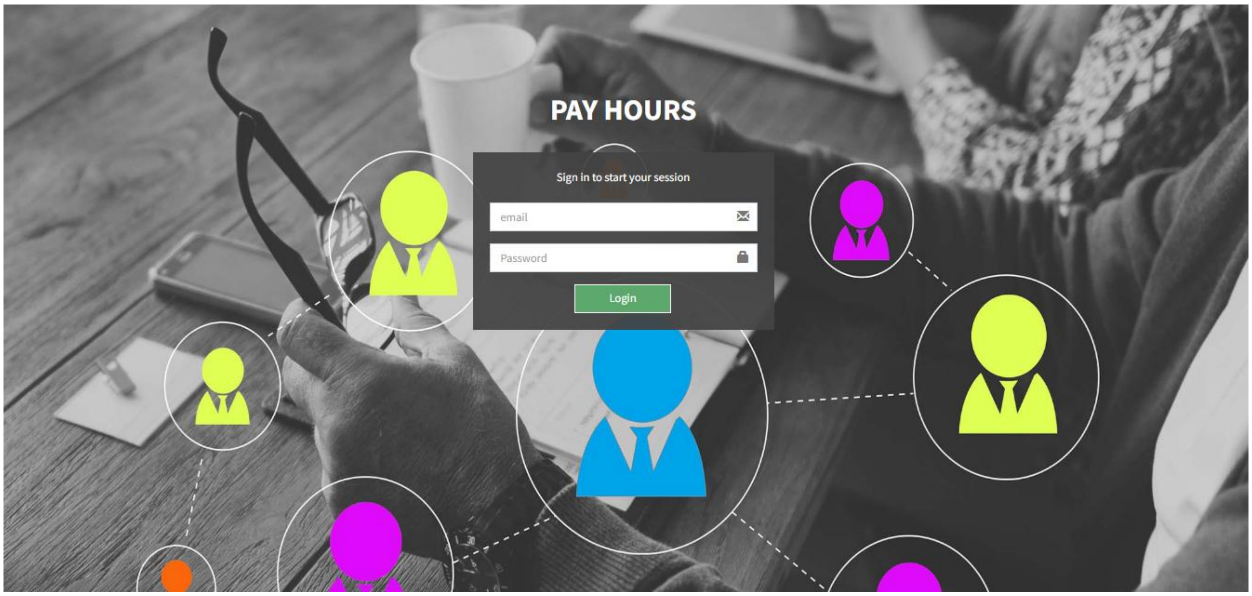
Version: 2024

PAYHOURS

Table of Contents:

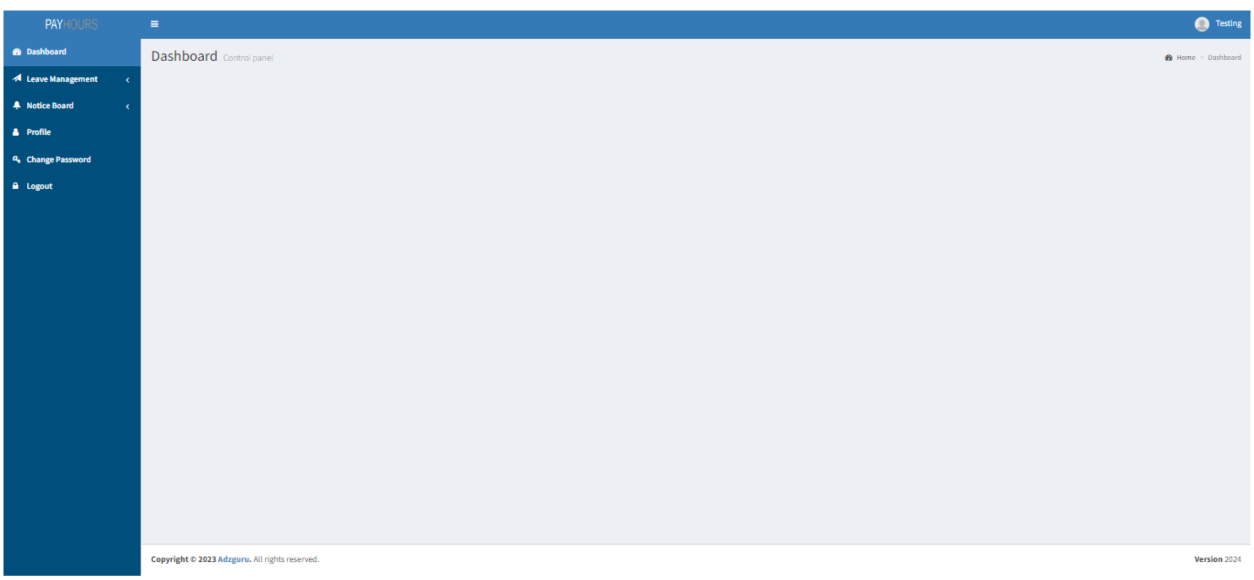
Employee Login:

After opening the website, put your employee credentials to login .



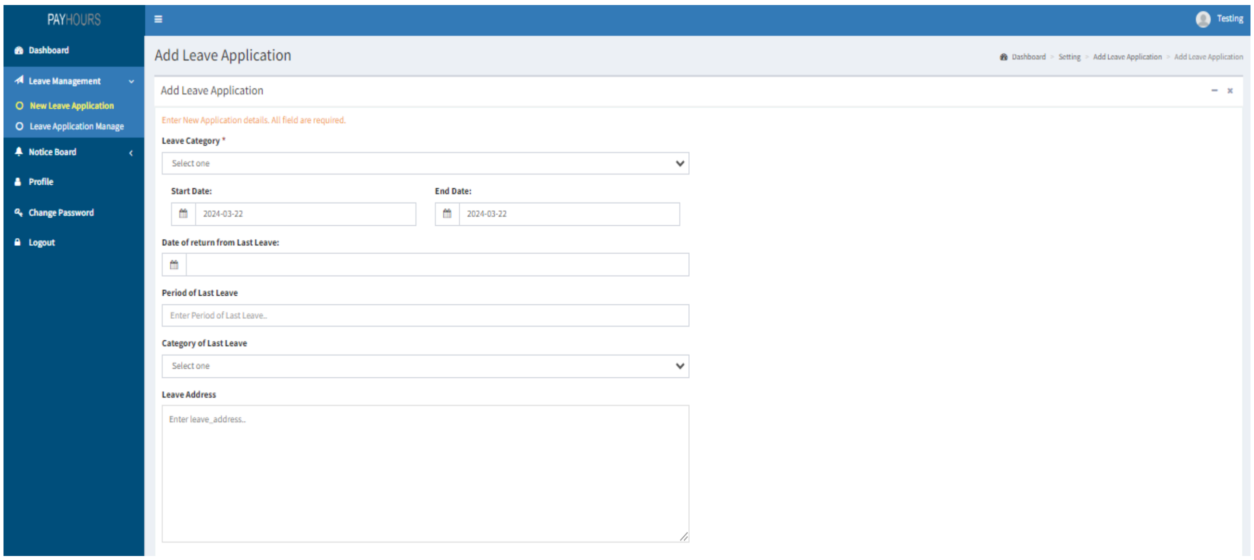
Employee Dashboard:

After login, you will be redirected to employee dashboard section.

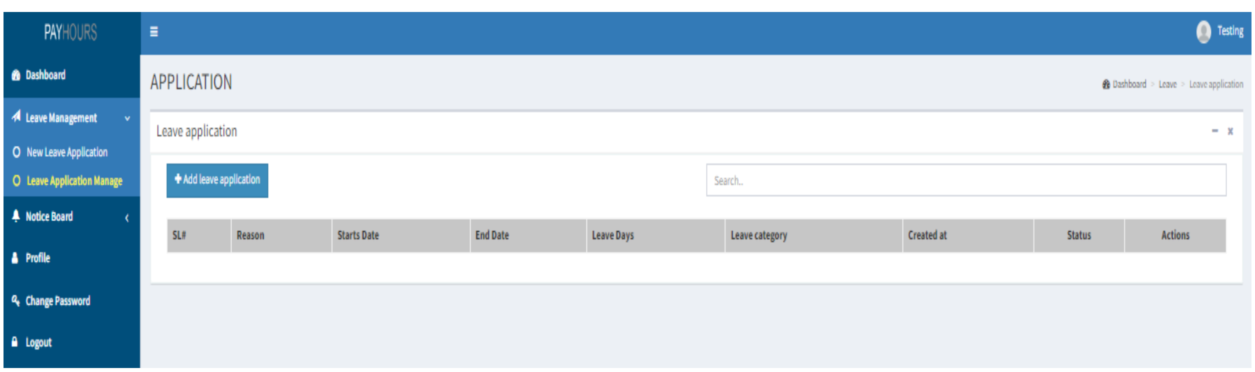


Leave management:

a) If you click on Leave Management, the first option will be “New Leave Application”. Clicking here will open the following page, where you have to choose leave category like, Casual Leave, Sick Leave, Paid Leave etc., then have to choose the leave period (start date and end date). Date of return of employee’s last taken leave, Period of last taken leave, Category of last taken leave, next is to add a brief description on taking the leave, Name of the performing person during your leave (the person who will take care of your ongoing work during your leave period), lastly reason of the leave. After that click on Add leave application.

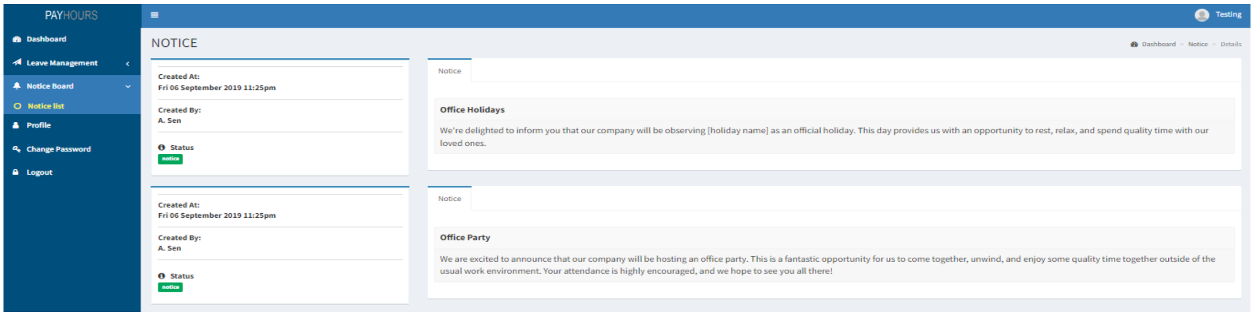


b) Under Leave management, the 2nd option is leave application manage, from this section employee’s can found the number of leave they have taken for the month and year. From this section by clicking Add leave application employees can add a new leave request just like the above section.



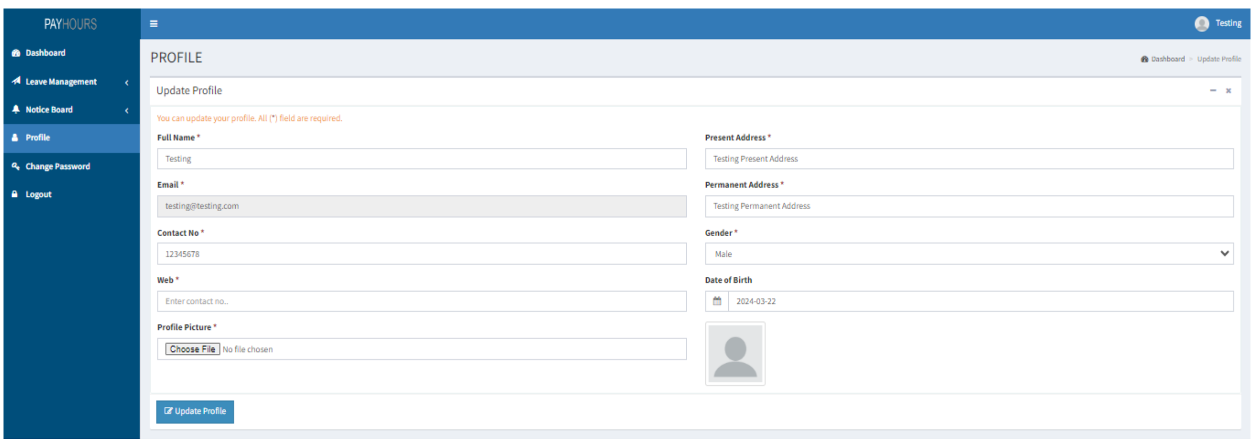
Notice Board:

In this section employees can check the notices, which company HR or Management uploads

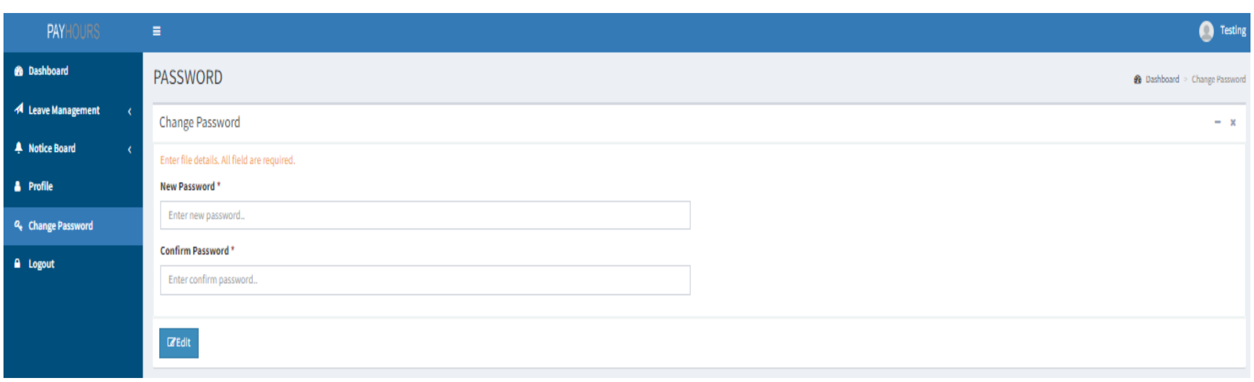


Profile:

In this section employee can add his/her full name, present residential address, personal email, permanent residential address, contact no, gender, website(if any), date of birth, profile picture. After fillup all the information, to save the details employee must click on update profile button.



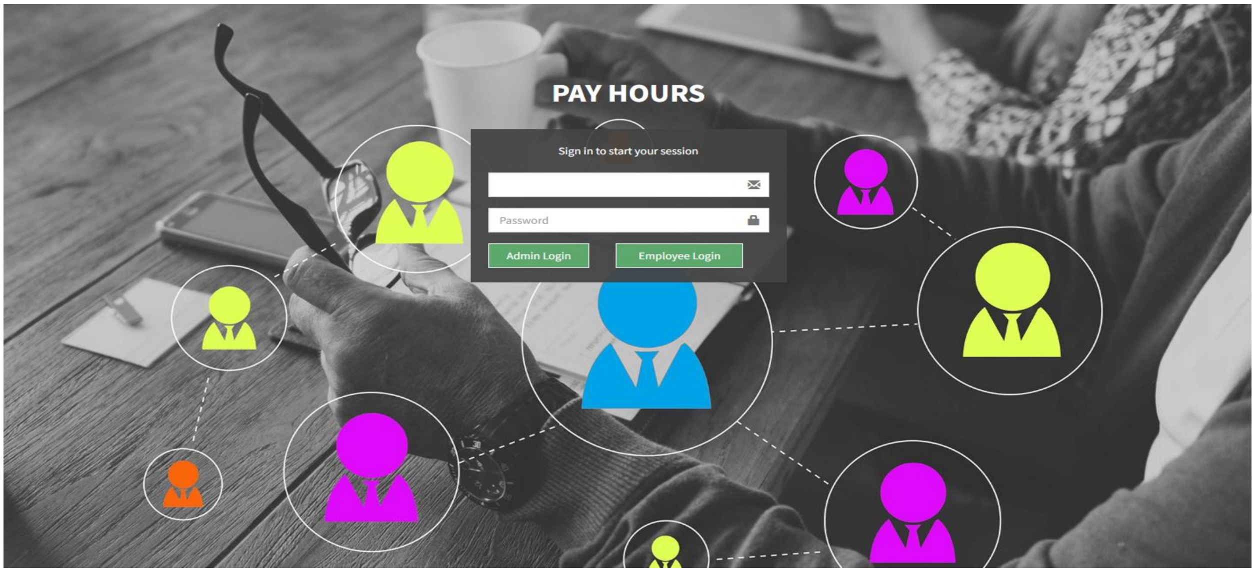
Change Password:
In this section employee can set their employee password to login their own dashboard.



Lastly, to exit from the dashboard, employee has to click the final left side button LOGOUT.

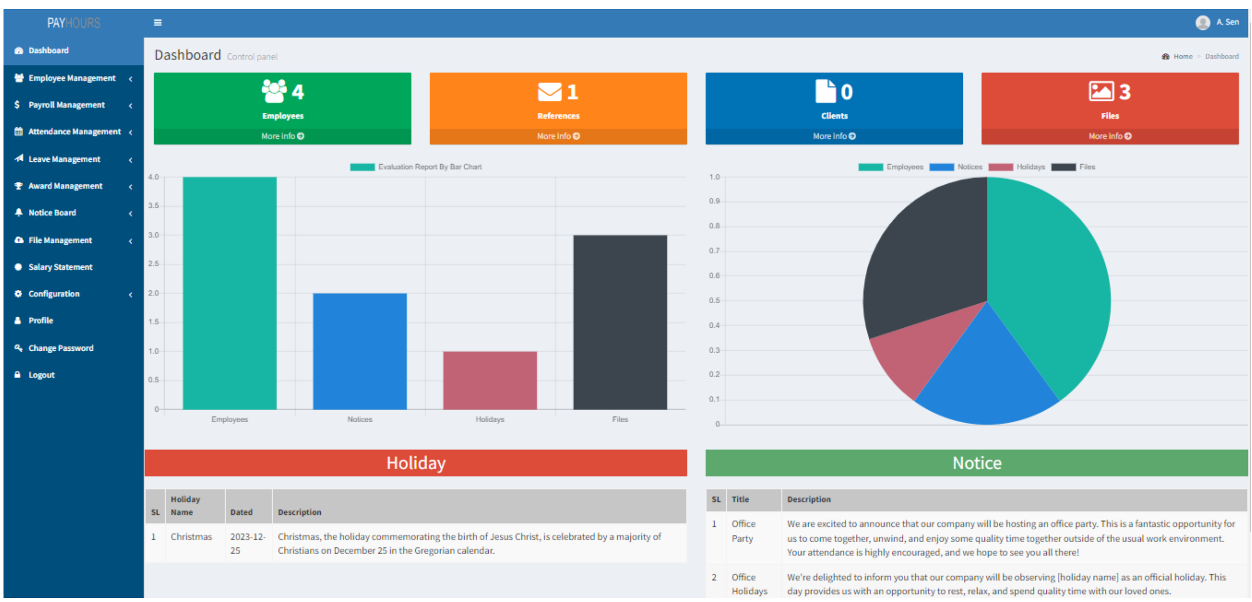
Admin Login:

After opening the website, put your admin credentials to login.



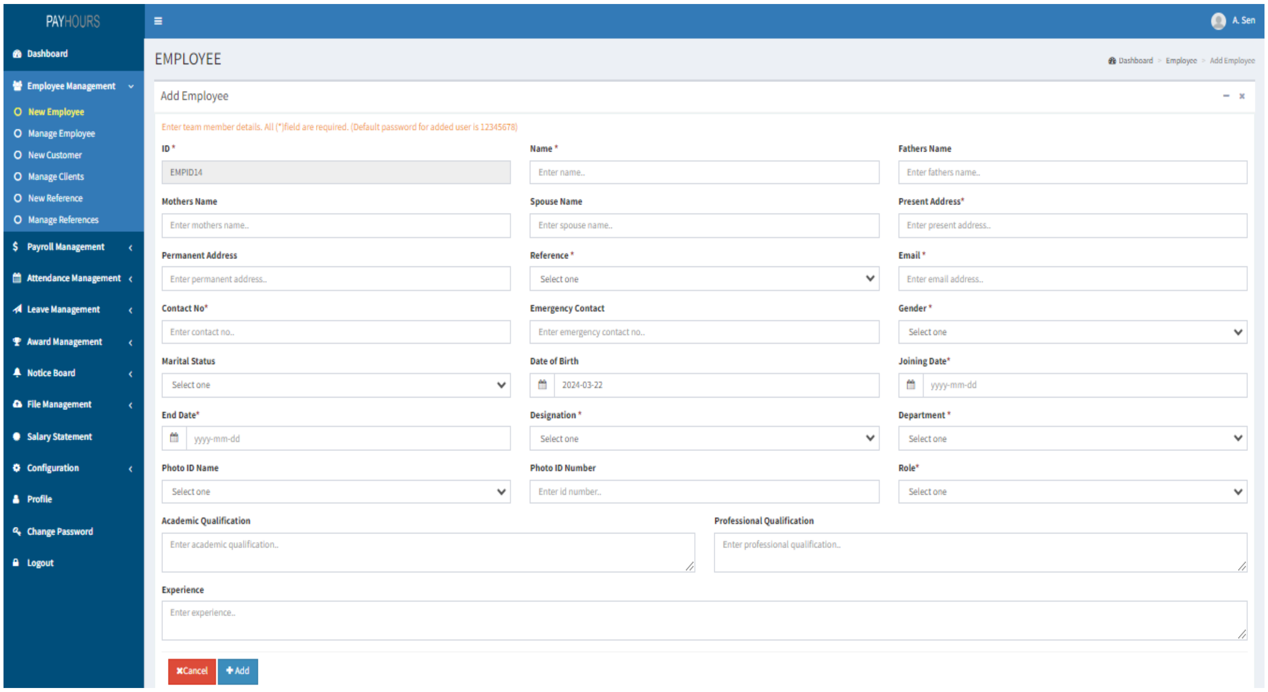
Admin Dashboard:

Here in this dashboard section admin can have the overview of no. of employees, references, no. of clients, no of files, upcoming holidays and notice (in a chart).



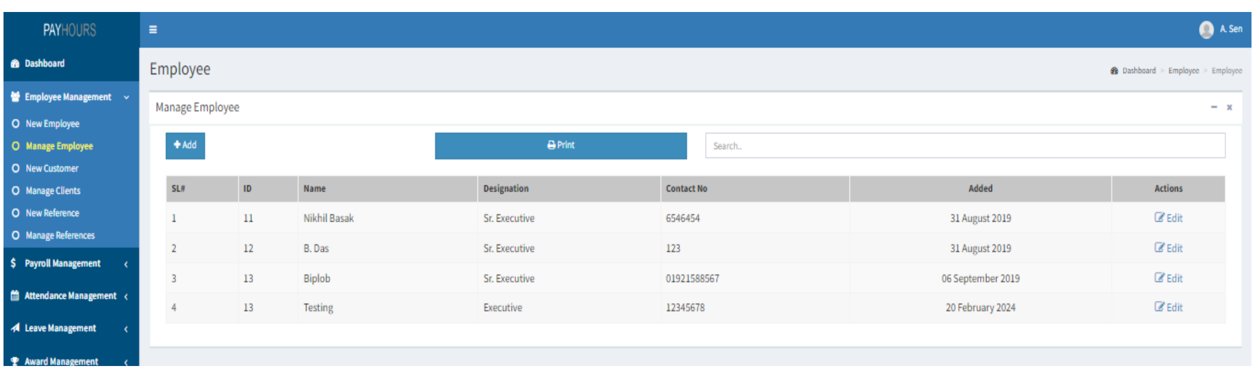
Employee Management:

Under employee management admin can add new employee ID (auto generated), along with employee's full details like Name, Address, Department, Academic and Professional Qualification, Experience and many more. Click on Add button below to save the details.



Manage Employee:

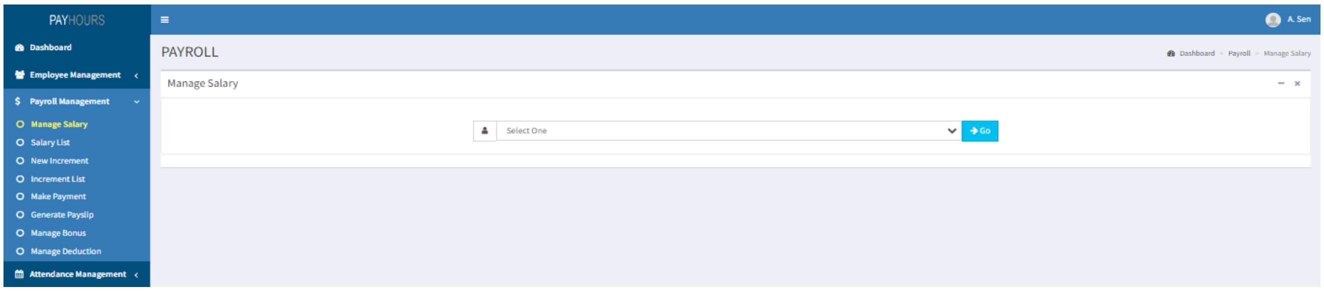
At manage employee section admin can edit any employee details by clicking edit on the right hand side button also can add new employee details by clicking add in the add button (left side top)



Payroll Management:

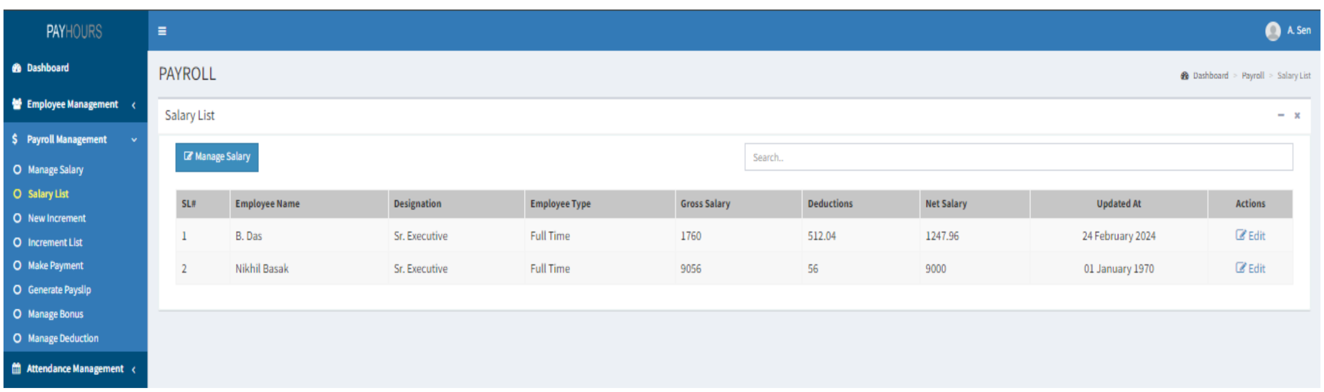
Manage Salary:

Under payroll management the first point is manage salary. In this section admin have to choose the employee name from the drop down section and click on GO button.



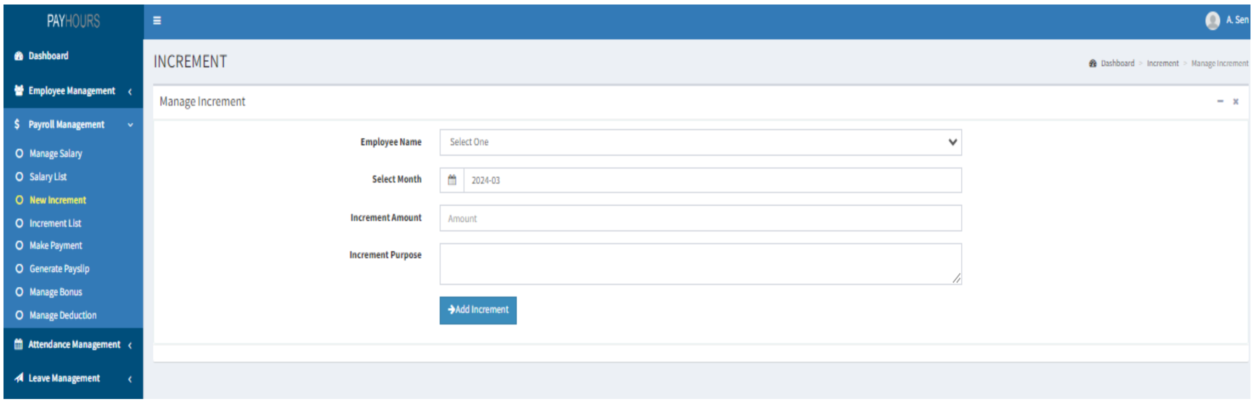
Salary List:

In this section, admin will get the employee list, where admin can manage the employee salary by clicking edit from the right side button.



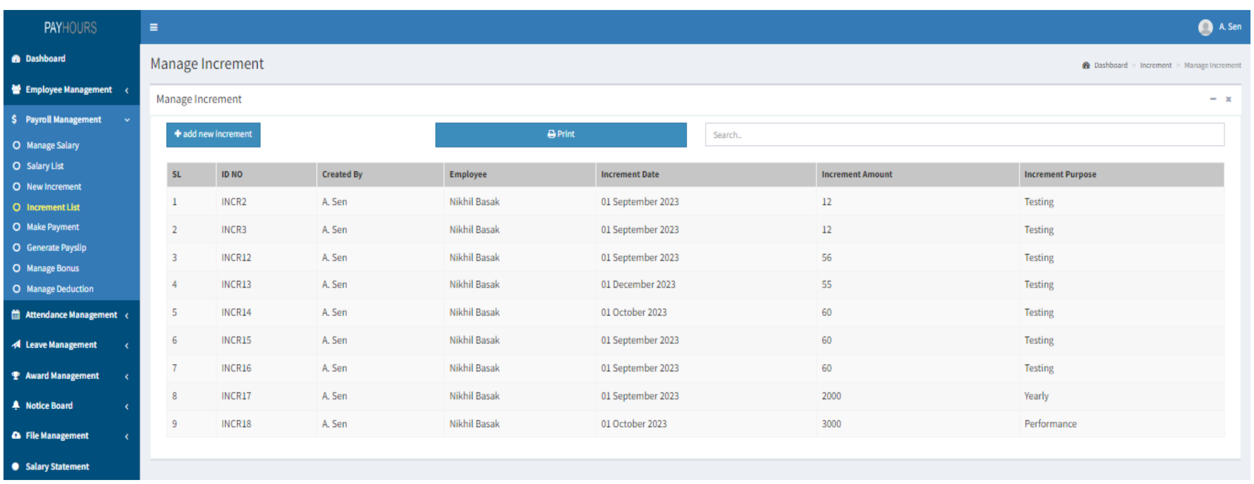
New Increment:

In this section, admin can select the employee name from the drop down section, then have to select the month (from which date of month it will be implement), next have to put the increment amount, and then purpose of the increment of that selected employee. Lastly click add increment button to save the details.



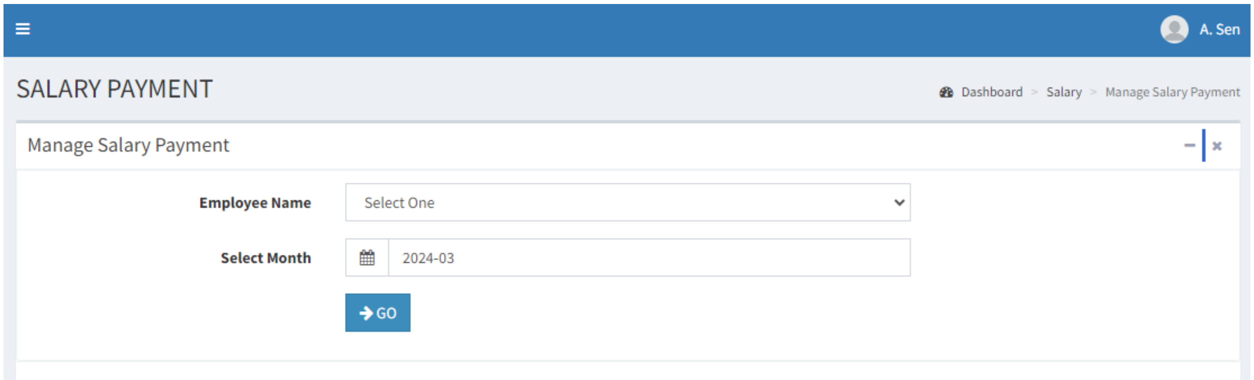
Increment List:

In this section, admin can check the entire members/candidates ID, Created y, Employee name, Increment date, Increment amount & Increment purpose at once. By clicking the print button the entire data will be ready for print.

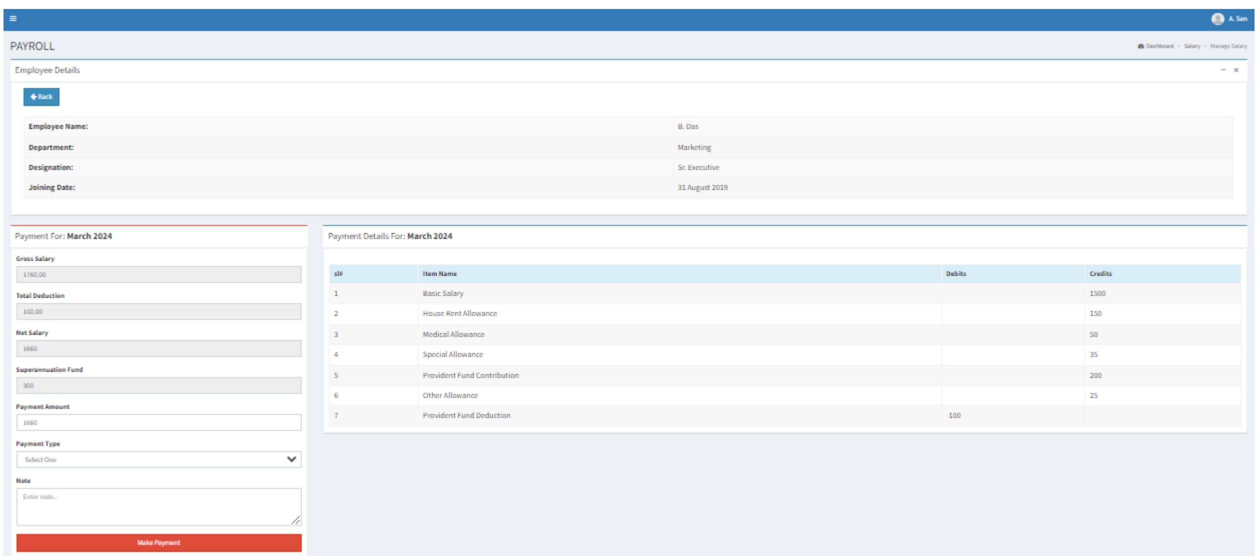


Make Payment:

In this section, you have to choose an employee name from the drop down section and select month to process the payment by clicking Go button.

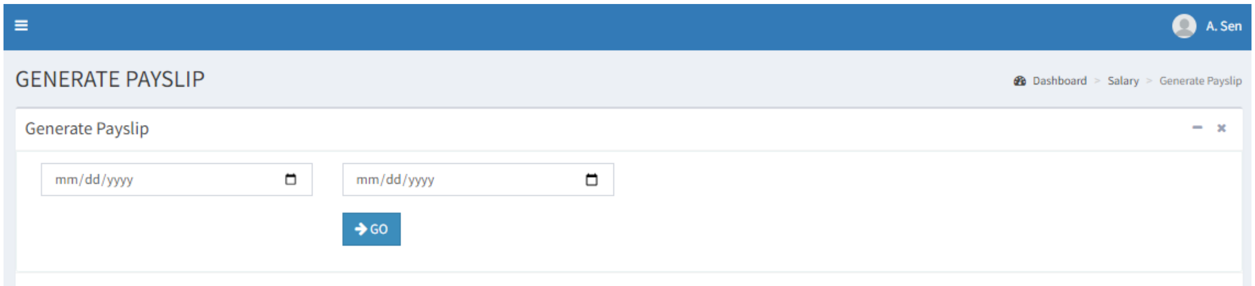


After clicking go button, the following window will open, where you can see the payment details page of that selected employee. Here you can add final payment amount, Payment type and note. And finally click the make payment option to pay the employee.



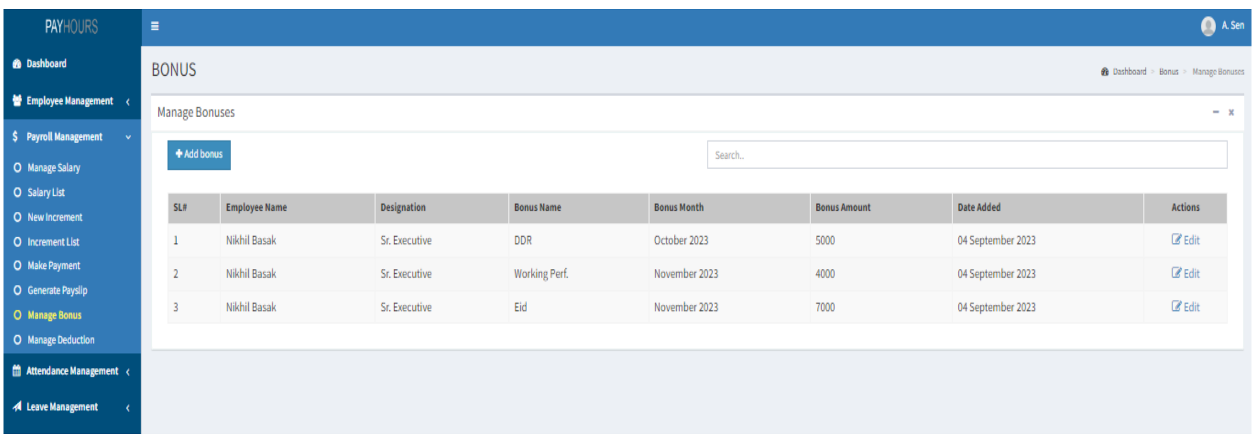
Generate Payslip:

In this section select the date, month and year and select Go button, after that for that selected month you can see the employees' details and create payslip accordingly.



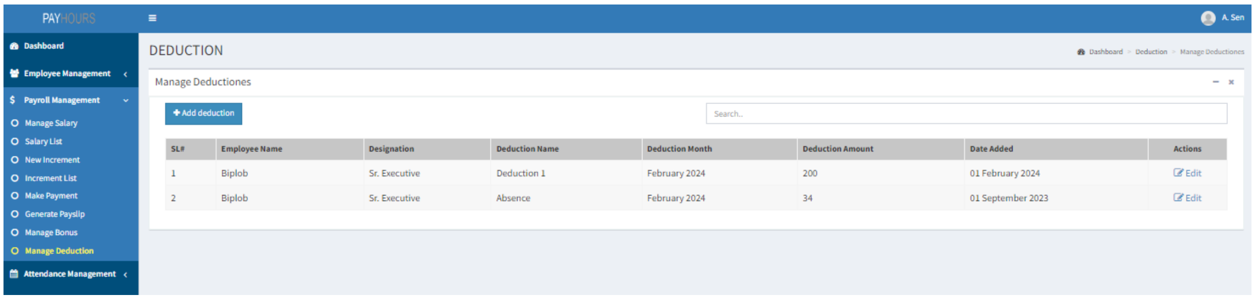
Manage Bonus:

In this section admin can add bonus to an employee. After clicking add bonus button, select the employee name from the dropdown, Can add bonus name, month, Bonus amount and Bonus description. Click on add bonus button from below to save the bonus or cancel to exit from the section.



Manage Deduction:

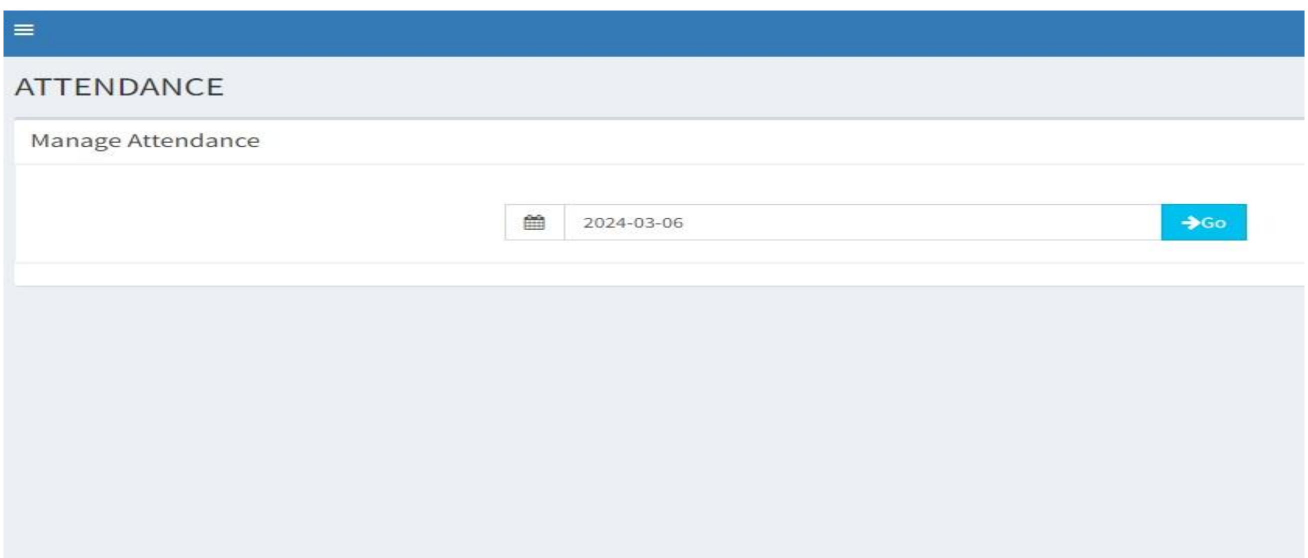
In this section, admin can deduct the employee salary(if any). After clicking the add deduction button select the employee name from the dropdown section, Deduction name, deduction month, deduction amount and a brief details on deduction reason and click on add deduction button to save it or click on cancel to exit from the section.



Attendance Management:

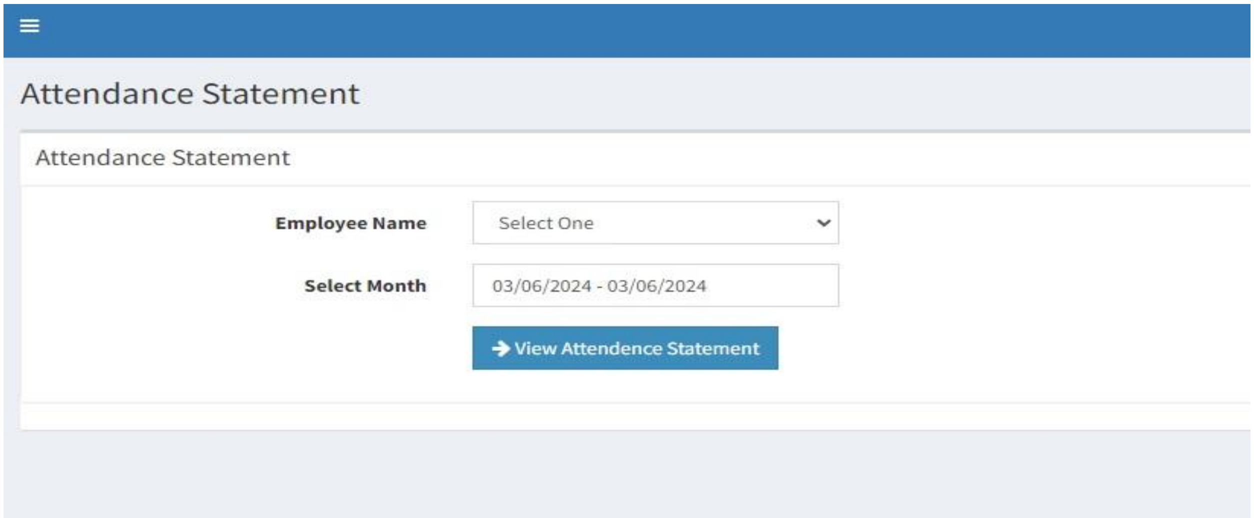
Manage Attendance:

In this section, admin have to select a date and click on “Go” button to check and view the attendance of the employee. If any employee is absent and take leave, admin can uncheck the attendance and can also select a leave reason from the dropdown. And click on Save button to save the data.



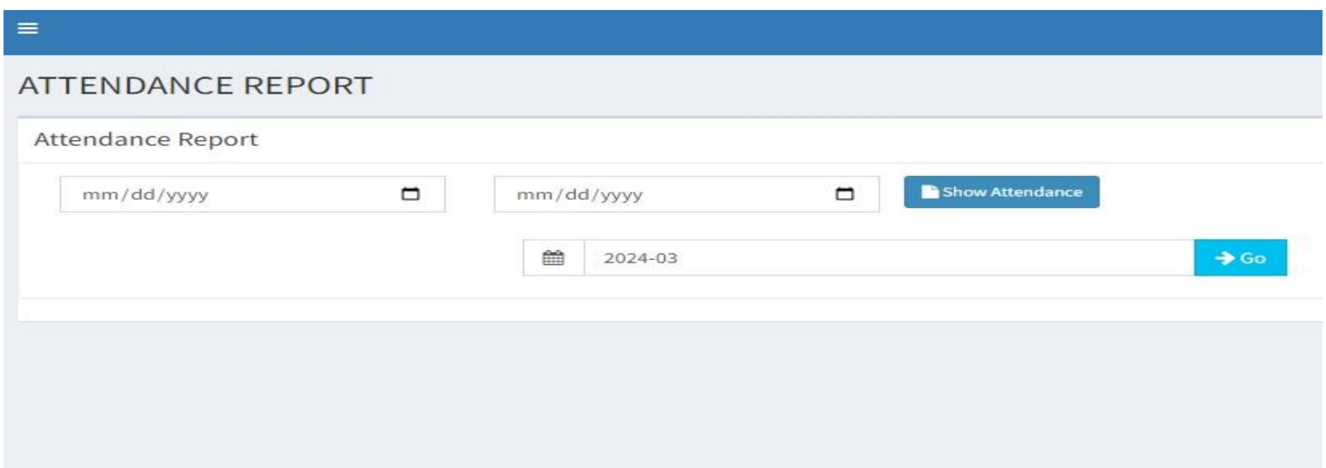
Attendance Statement:

In this section, admin have to check an employee name from the drop-down section and select the date range from select month section. After clicking “View Attendance Statement” button admin can view the entire attendance statement of the selected employee.



Attendance Report:

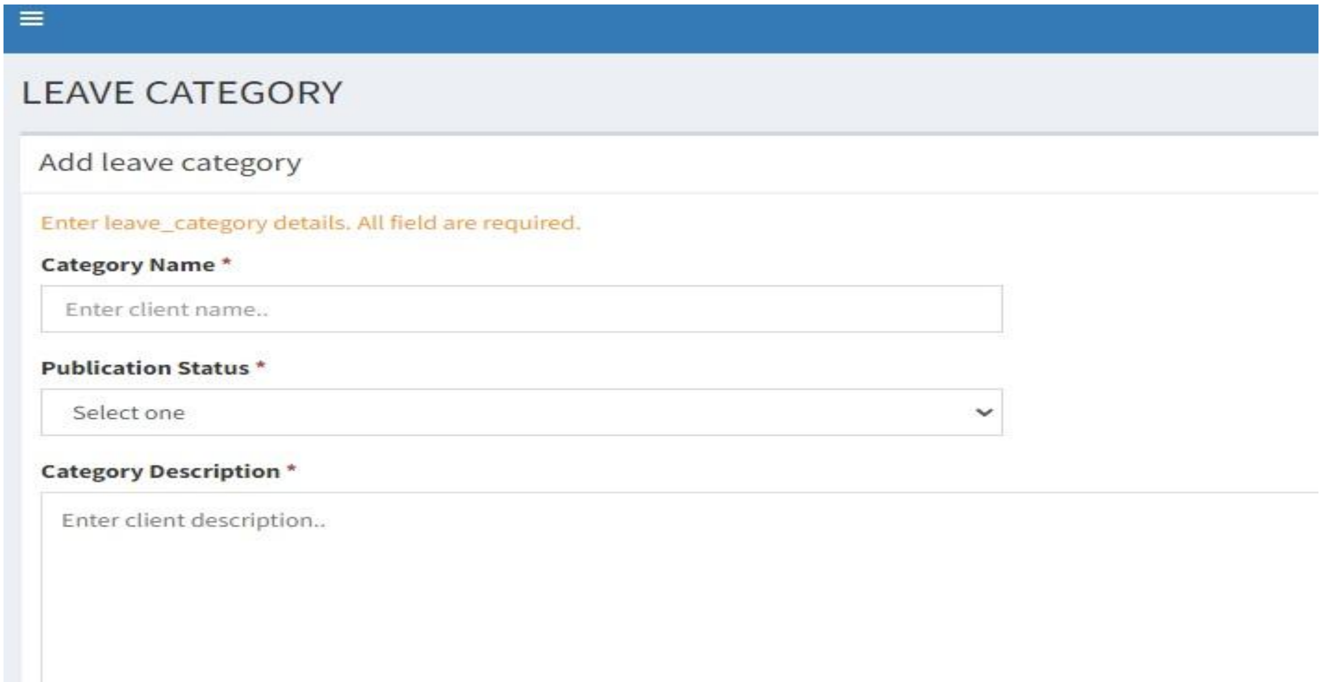
In this section, admin have to select the month and then click on Go button to check the attendance report of all the employee’s at once.



Leave Management:

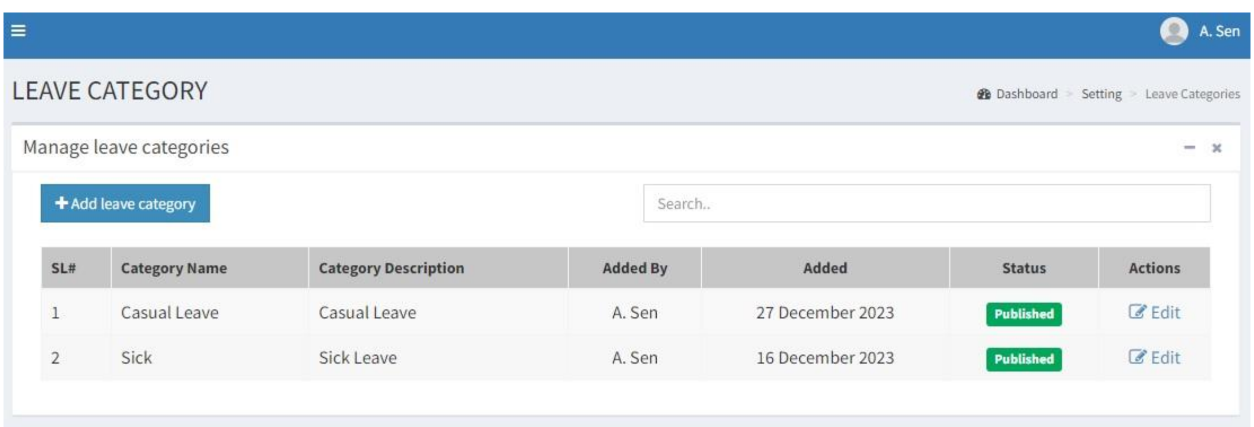
New Leave Category:

Here in leave category section, if admin wants to add leave category, only then admin have to enter the leave category name, publication status and a brief description of the new leave category then click on Add leave Category button to save the details.



Leave Category List:

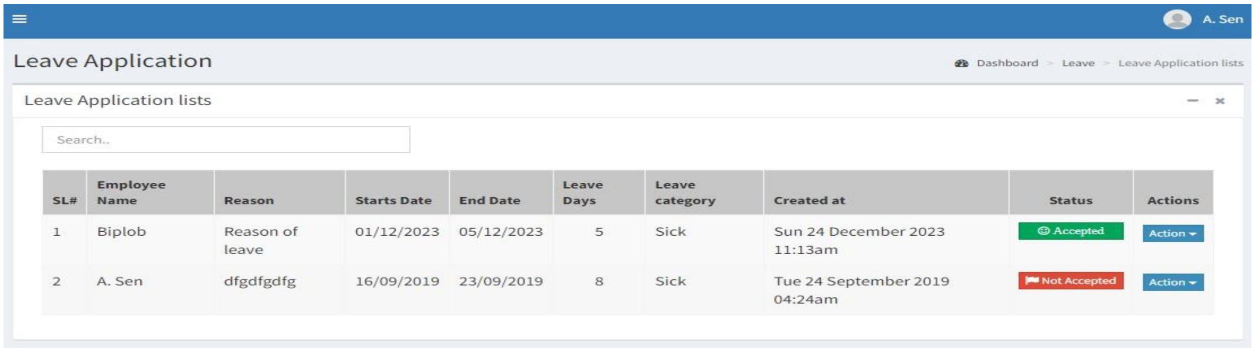
In this section, admin can view all the leave category at once and what are the status of the category.



SL#	Category Name	Category Description	Added By	Added	Status	Actions
1	Casual Leave	Casual Leave	A. Sen	27 December 2023	Published	Edit
2	Sick	Sick Leave	A. Sen	16 December 2023	Published	Edit

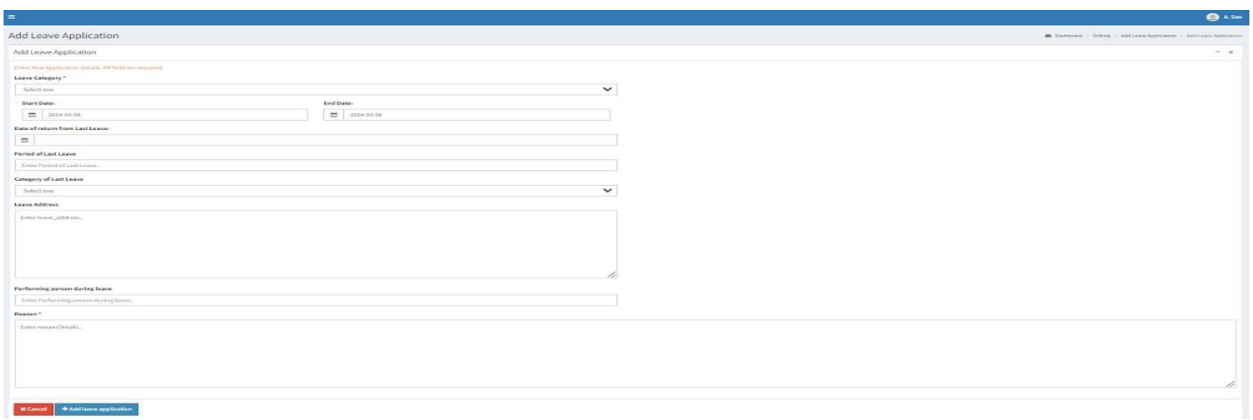
Leave Application List:

In this section, admin can view and change the leave application status of the employee's(by clicking the action button)



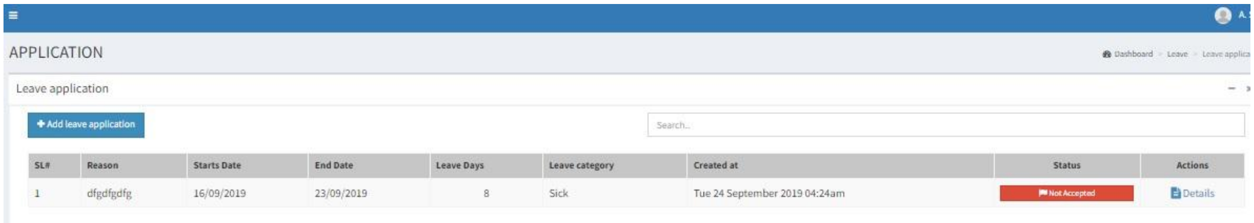
New Leave Application:

In this section an employee can add their leave application. First they have to select the leave category, leave date and leave end date, date of last leave return, time of last leave, category of last taken leave, leave reason, during leave the person name who will manage his/her work and reasons. Click on add leave application to proceed.



Leave Application Manage:

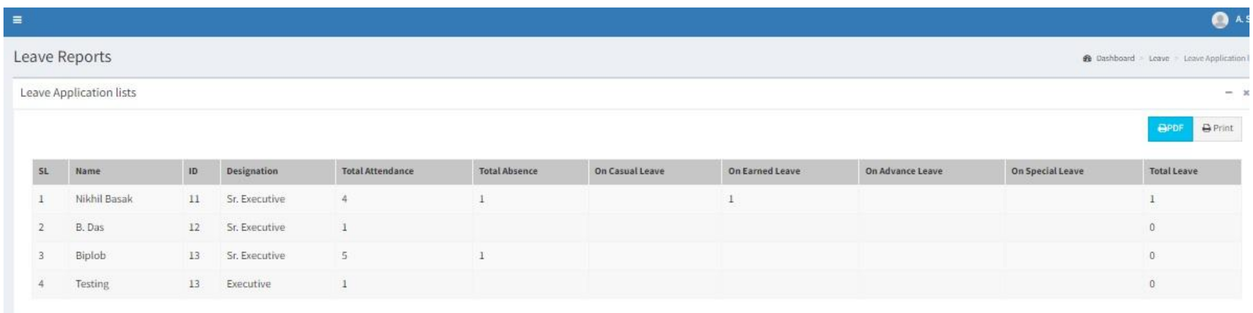
In this section, leave status and details can be seen, also from this section, can add new leave application by clicking add leave application button from upper right hand side.



SL#	Reason	Starts Date	End Date	Leave Days	Leave category	Created at	Status	Actions
1	dfgdfgdfg	16/09/2019	23/09/2019	8	Sick	Tue 24 September 2019 04:24am	Not Accepted	Details

Leave Reports:

In this section admin can see all the employess's leave application at once as well as attendance.

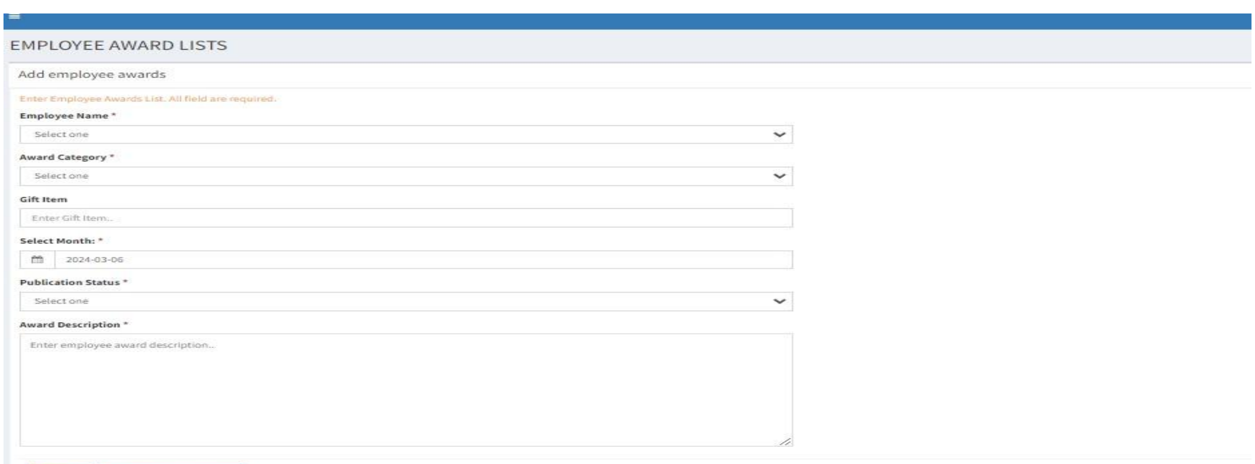


SL	Name	ID	Designation	Total Attendance	Total Absence	On Casual Leave	On Earned Leave	On Advance Leave	On Special Leave	Total Leave
1	Nikhil Basak	11	Sr. Executive	4	1		1			1
2	B. Das	12	Sr. Executive	1						0
3	Biplob	13	Sr. Executive	5	1					0
4	Testing	13	Executive	1						0

Award Management:

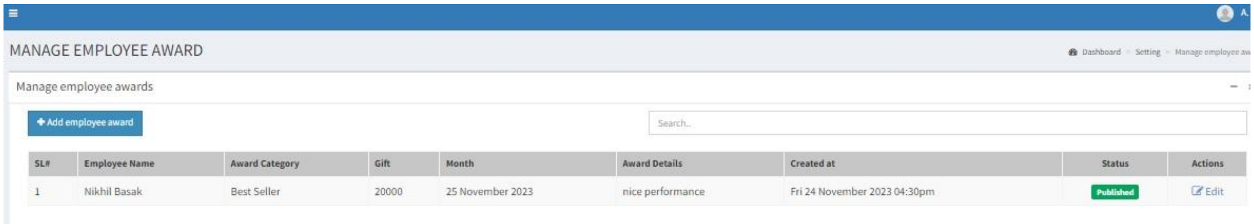
New Award:

In this section, admin can add the employee name from the drop down section, award category, name of the gift item, select the month of award, publication status, award description and then click on the following button named add employee award to add the award.



Manage Award:

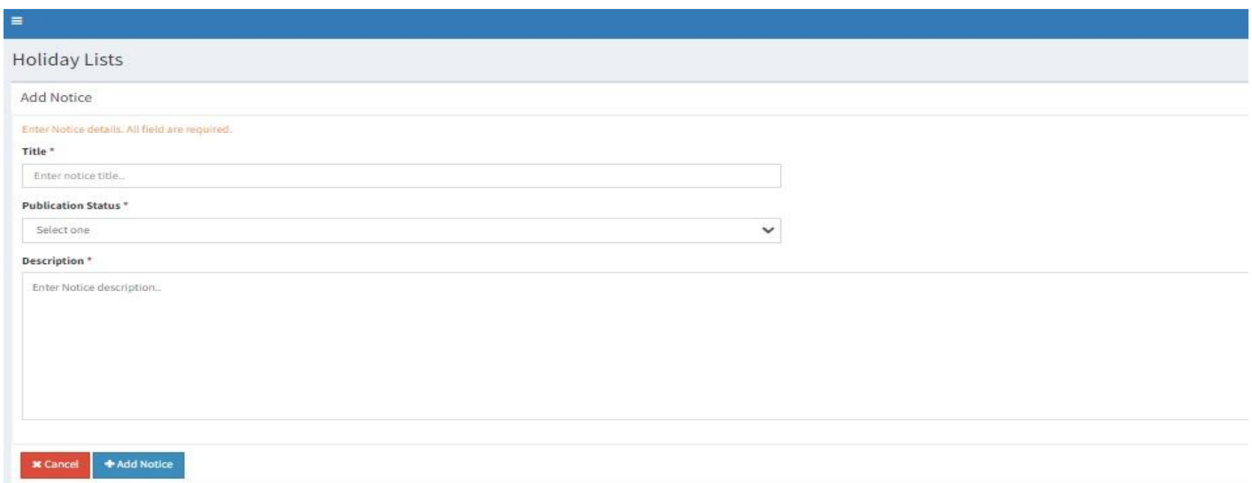
In this section, admin can see the employee's name at once (those who selected/given the awards). From this section admin can add new award by clicking the upper button named add employee award.



Notice Board:

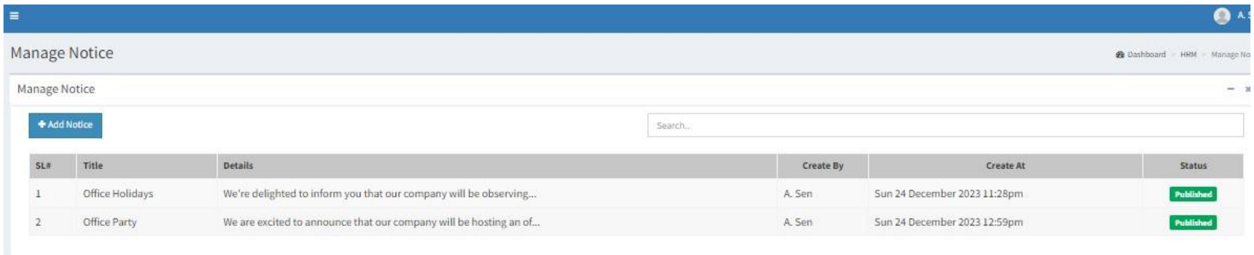
New Notice:

In this section, admin can add any kind of notice on behalf of the organization. First he/she has to put the notice title, then publications status, and then brief details of the notice. After that click on Add Notice button below to proceed.



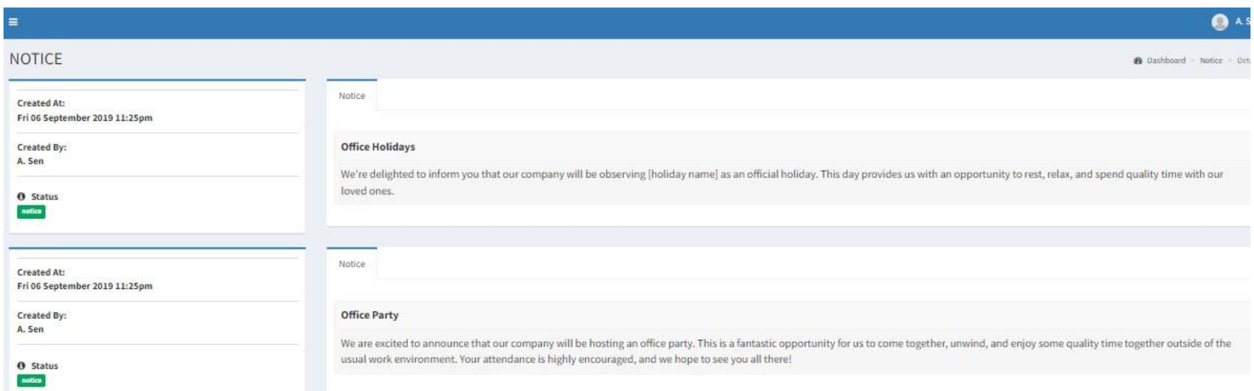
Manage Notice:

In this section admin can view all the notice which is published and unpublished at once. From upper right hand button add notice, admin can also add a new notice.



Notice List:

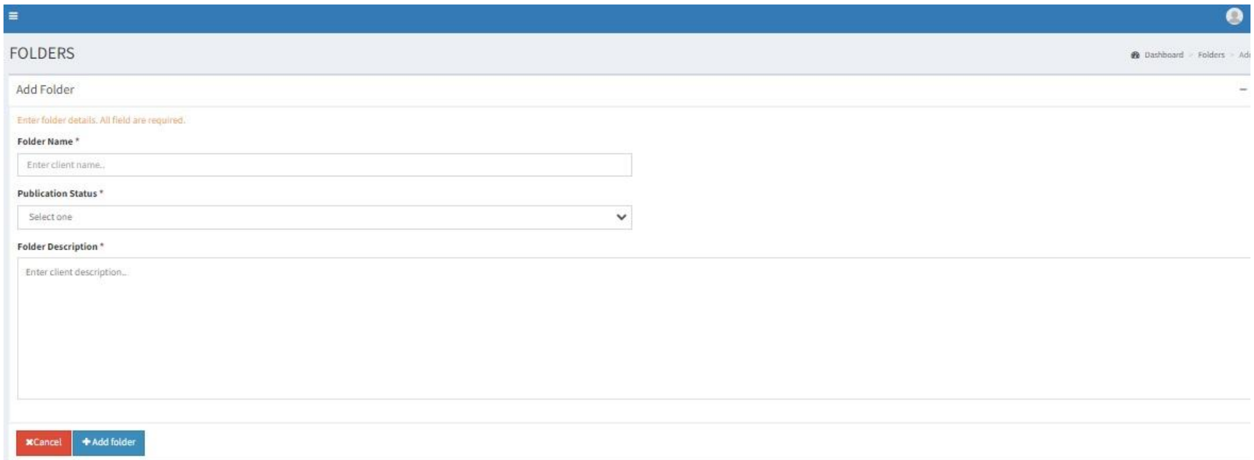
In this section admin and employee’s can check the entire notice list at once.



File Management:

New Upload:

In this section, employee and admin both can add client name under folder name, publication status should be published, and a brief description should write under folder description section. Click on add folder button .

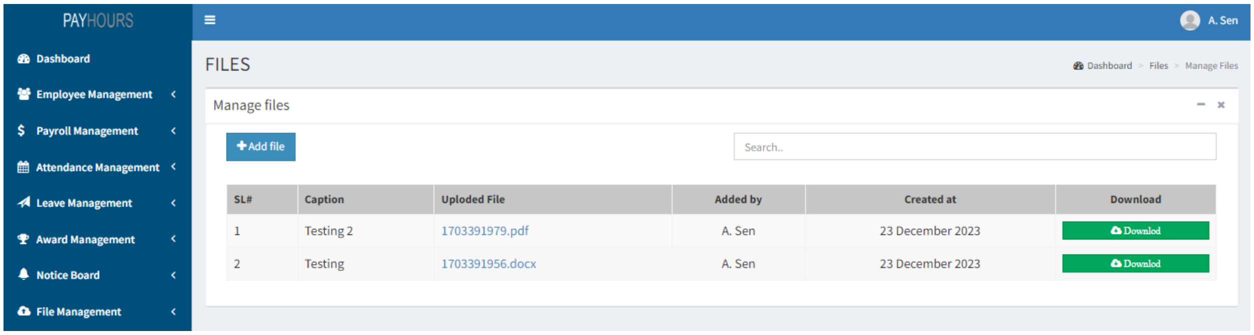


File List:

Now on file list section, you can see the entire created folder list.

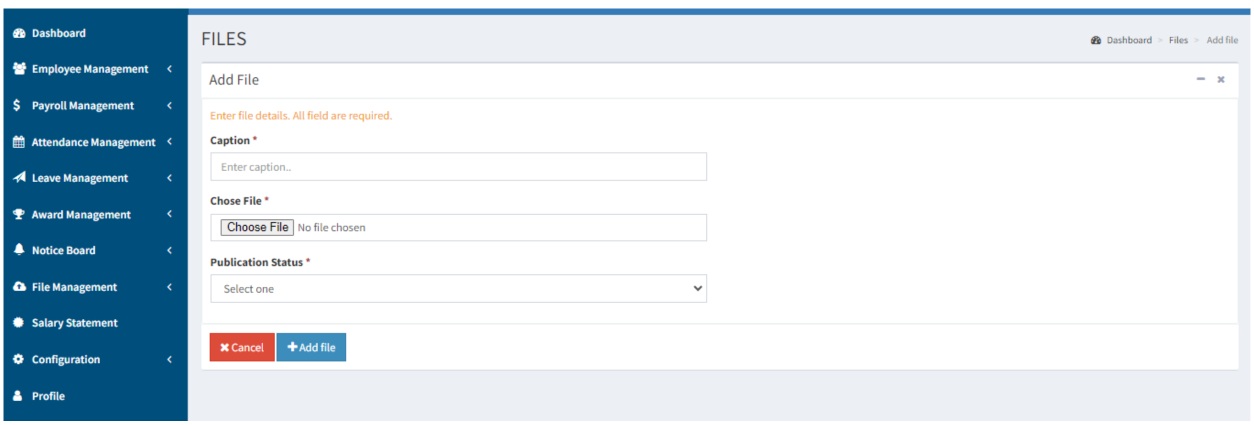
How to upload a file for each Folder (Client):

Click on the folder name from the file list section, then you can see the following section (Which is under each folder list)



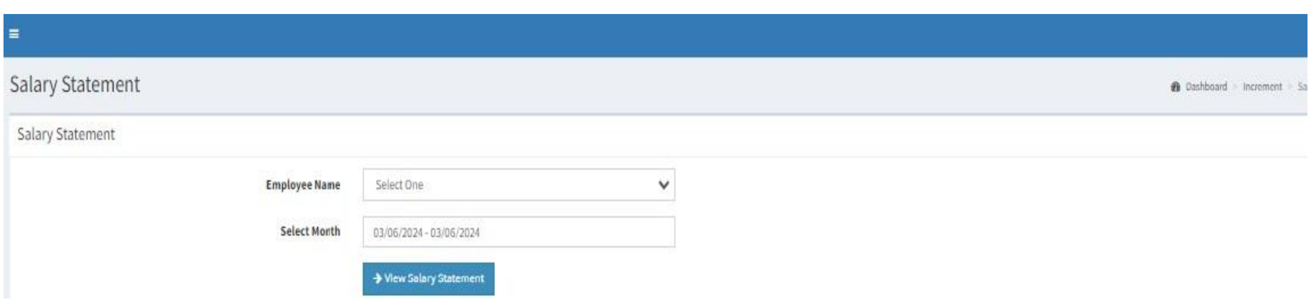
How to add file under each folder:

Click on Add File button to view the upload section (picture given below). Here you can add caption, choose file and publication status for each folder (clients). After uploading click on add file button to finish the process.



Salary Statement:

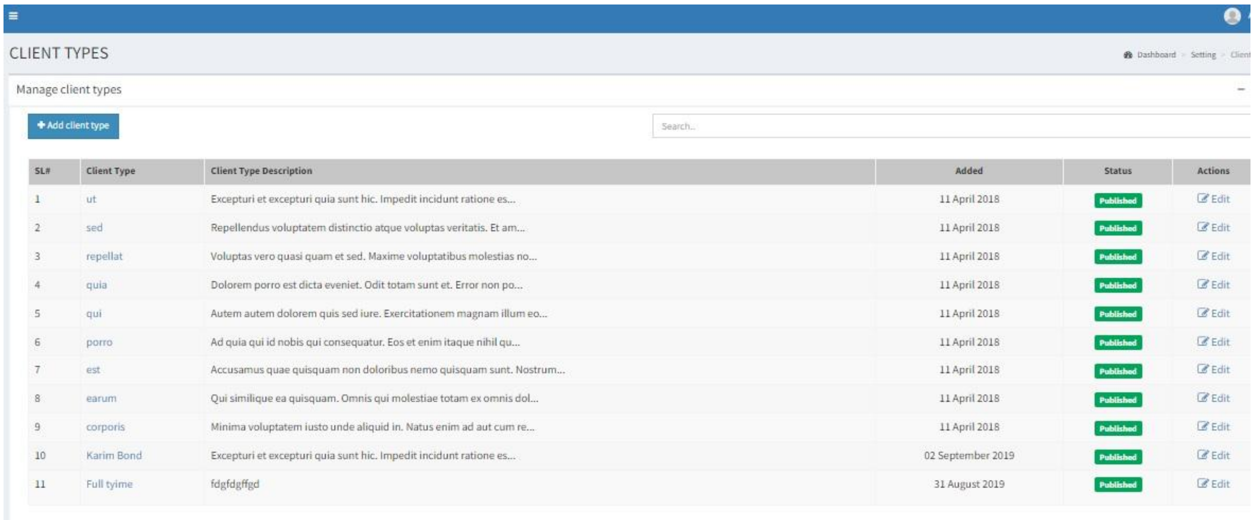
In this section, select the employee name from the drop down section and select month to view the salary statement of that selected employee.



Configuration:

Manage Client Types:

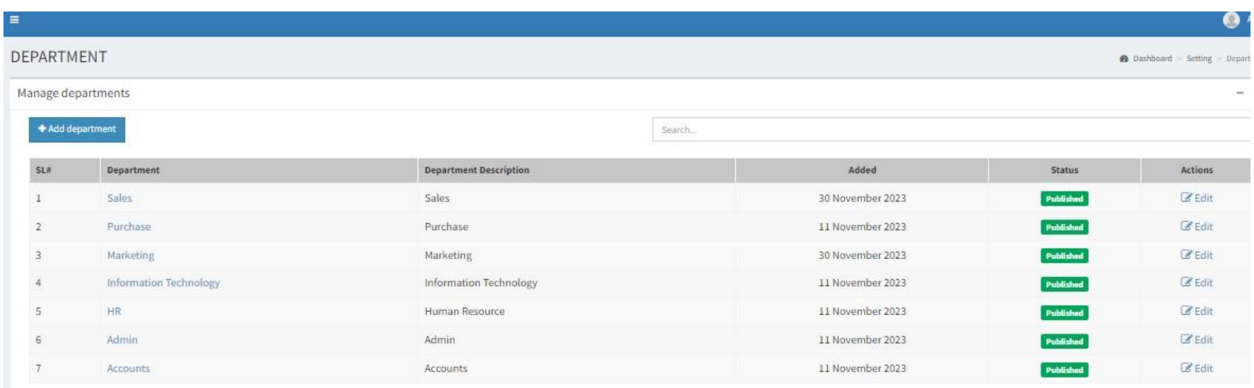
In this section admin can see all the clients details at once, and if want to add new clients details, click on add client type button from upper section and then fill up the form and submit.



SL#	Client Type	Client Type Description	Added	Status	Actions
1	ut	Excepturi et excepturi quia sunt hic. Impedit incidunt ratione es...	11 April 2018	Published	Edit
2	sed	Repellendus voluptatem distinctio atque voluptas veritatis. Et am...	11 April 2018	Published	Edit
3	repellat	Voluptas vero quasi quam et sed. Maxime voluptatibus molestias no...	11 April 2018	Published	Edit
4	quia	Dolorem porro est dicta eveniet. Odit totam sunt et. Error non po...	11 April 2018	Published	Edit
5	qui	Autem autem dolorem quis sed iure. Exercitationem magnam illum eo...	11 April 2018	Published	Edit
6	porro	Ad quia qui id nobis qui consequatur. Eos et enim itaque nihil qu...	11 April 2018	Published	Edit
7	est	Accusamus quae quisquam non doloribus nemo quisquam sunt. Nostrum...	11 April 2018	Published	Edit
8	earum	Qui similique ea quisquam. Omnis qui molestiae totam ex omnis dol...	11 April 2018	Published	Edit
9	corporis	Minima voluptatem iusto unde aliquid in. Natus enim ad aut cum re...	11 April 2018	Published	Edit
10	Karim Bond	Excepturi et excepturi quia sunt hic. Impedit incidunt ratione es...	02 September 2019	Published	Edit
11	Full tyime	fdgfdgffgd	31 August 2019	Published	Edit

Manage Departments:

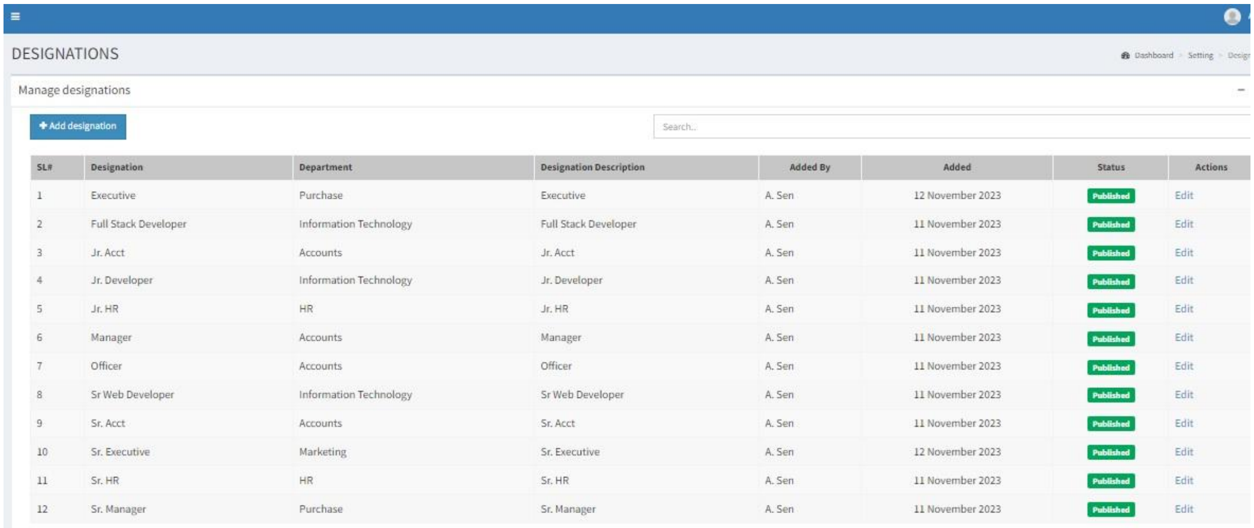
In this section, admin can check the entire clients/projects departments at once. Also by clicking add department button, can add new department.



SL#	Department	Department Description	Added	Status	Actions
1	Sales	Sales	30 November 2023	Published	Edit
2	Purchase	Purchase	11 November 2023	Published	Edit
3	Marketing	Marketing	30 November 2023	Published	Edit
4	Information Technology	Information Technology	11 November 2023	Published	Edit
5	HR	Human Resource	11 November 2023	Published	Edit
6	Admin	Admin	11 November 2023	Published	Edit
7	Accounts	Accounts	11 November 2023	Published	Edit

Manage Designations:

In this section, admin can view all the projects and who is responsible person of that project including his/her designation. If needed then can also add new project with a new member with his/her designation by clicking add designation button.



SL#	Designation	Department	Designation Description	Added By	Added	Status	Actions
1	Executive	Purchase	Executive	A. Sen	12 November 2023	Published	Edit
2	Full Stack Developer	Information Technology	Full Stack Developer	A. Sen	11 November 2023	Published	Edit
3	Jr. Acct	Accounts	Jr. Acct	A. Sen	11 November 2023	Published	Edit
4	Jr. Developer	Information Technology	Jr. Developer	A. Sen	11 November 2023	Published	Edit
5	Jr. HR	HR	Jr. HR	A. Sen	11 November 2023	Published	Edit
6	Manager	Accounts	Manager	A. Sen	11 November 2023	Published	Edit
7	Officer	Accounts	Officer	A. Sen	11 November 2023	Published	Edit
8	Sr Web Developer	Information Technology	Sr Web Developer	A. Sen	11 November 2023	Published	Edit
9	Sr. Acct	Accounts	Sr. Acct	A. Sen	11 November 2023	Published	Edit
10	Sr. Executive	Marketing	Sr. Executive	A. Sen	12 November 2023	Published	Edit
11	Sr. HR	HR	Sr. HR	A. Sen	11 November 2023	Published	Edit
12	Sr. Manager	Purchase	Sr. Manager	A. Sen	11 November 2023	Published	Edit

Leave Category List:

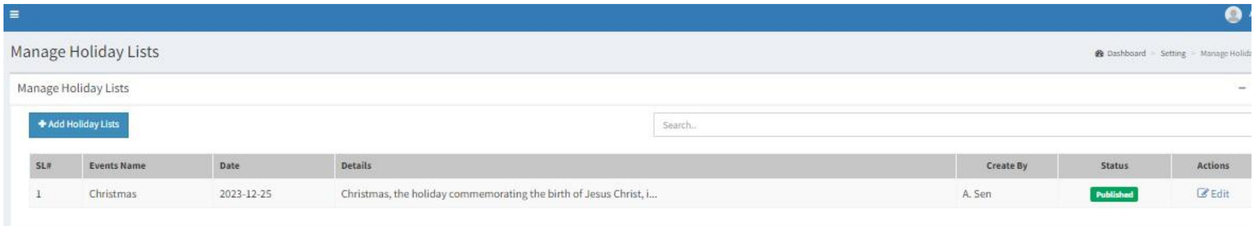
In this section, by clicking the same window will open which opens under leave management, leave category list.

Set Working Day:

In this section admin can set the upcoming working days by clicking check box and clicking update button.

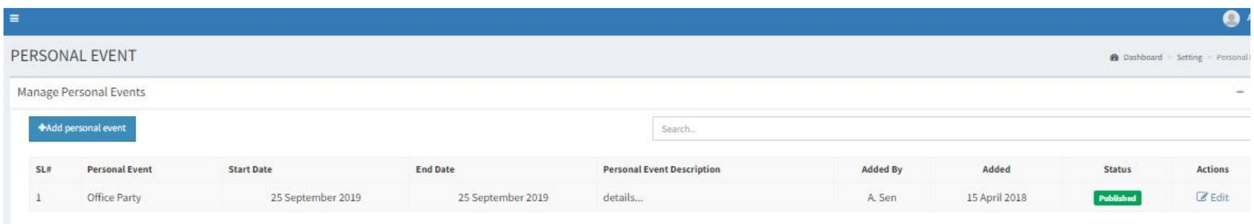
Holiday List:

In this section admin can add upcoming holiday list or full year holiday list at once with date and description and click on add holiday list button.



Personal Event:

In this section admin can add if there will be any upcoming events like, office party, employee birthday celebration, etc. Clicking on add personal event button to add the same and see the lists here.

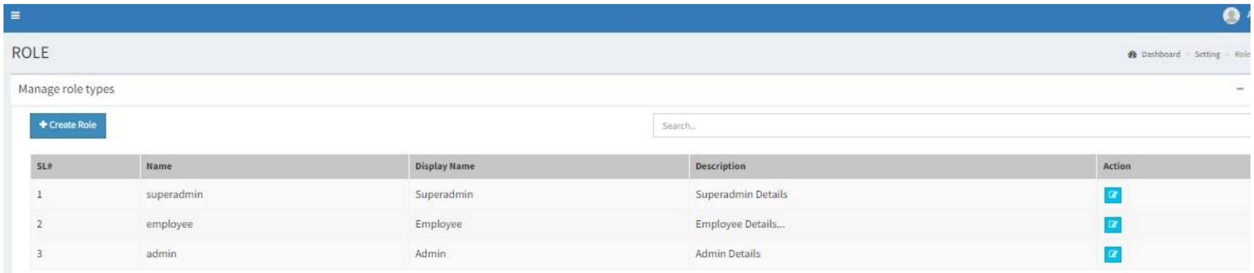


Manage Award Category:

In this section, admin can see all the names of the employees who are or will be given award on behalf of the organization. To enlist a new name for this category, simply click on add award category list button and fill up the box and click on add award list.

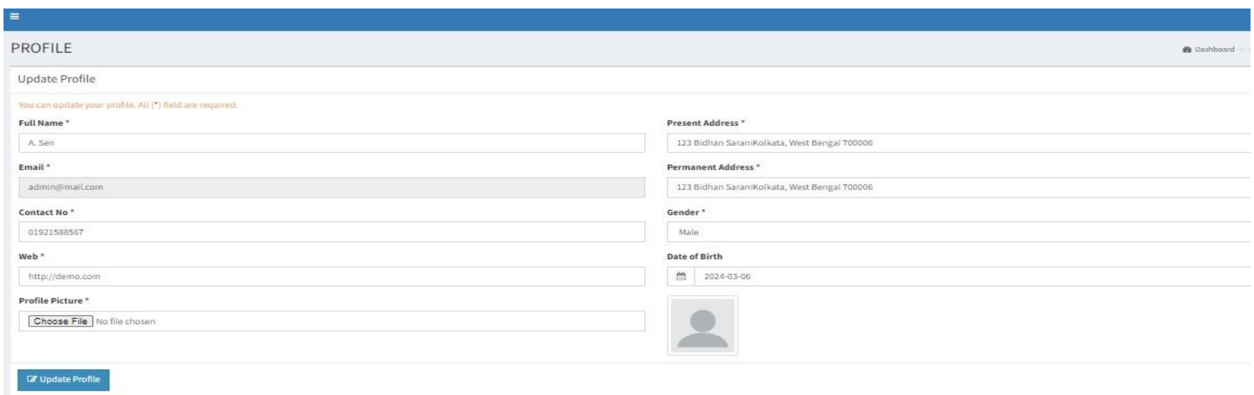
Role:

In this section admin can add each employee's job role as per their job category by clicking create role button from the button.



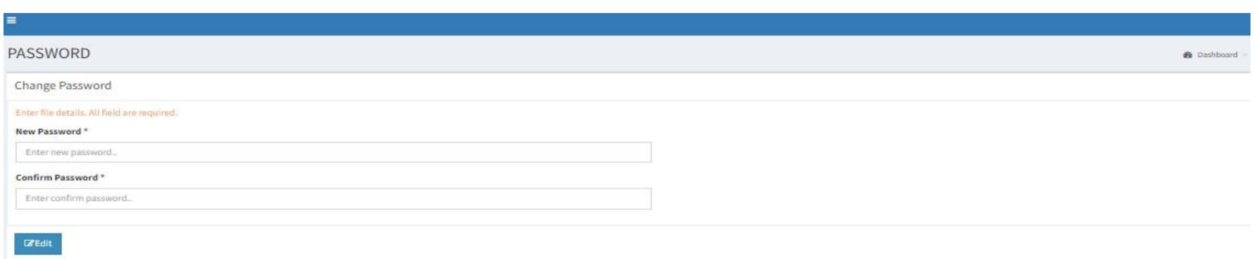
Profile:

Here in this section everyone can add their full information including a profile picture. And clicking on update profile button to save the information.



Change Password:

Here everyone can change their dashboard password according to their own. They have to put a new password according to their own twice and click on edit button to update the same.



Logout:

By clicking this button everyone gets logged out from the dashboard.