

# documentation for payroll project

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## Payroll System

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### Purpose and Scope

#### 2. Purpose and Scope

A payroll system is adopted by the employer to process payment of salaries of the employees. Under this system, the employer need to maintain an account

which should be sufficiently funded to cover payroll amount of the employees, including the payroll processing fee, upon transmission of the payroll file. The payroll

system is capable of accepting electronic transmission of the payroll data for faster and more convenient crediting of employee accounts, what is needed is a file with

the basic format acceptable to the system. A data-entry system will be provided for encoding of the payroll details, such as the pre-enrolled employees account numbers

and the net payroll amount to be credited to each employee. This proposed system is for Pacific Blue IT Company. Categorizing of employee based on their status. If

the employee is contractual or permanent. Adjusting of salary when the employee gets promoted or demoted. Filtering of payroll report per department. The proposed

system has an active or inactive indicator of employee who terminated, end of contract, resigned or retired. Importing or exporting of attendance report.

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### Introduction

#### 1. Introduction

The Computer nowadays is a basic need for businesses or companies. It helps a lot in such a way that it makes work more progressive and productive.

It is an important thing that a company or small business should have because it helps a lot in many ways such as organizing, storing and manipulating data.

Having computer programs may help a company grow bigger and be competitive in the flow of the business world. The companies nowadays uses computer literate

and very competitive in the business (Brian Thomas, 2004). The multi-function ability of technology for its advance system is also an important factor for a company

to use software. It makes efficient use of the advance technology and has ambition to discover more. Computers have the great impact on all aspect especially in

accounting. With the rapid growth of technology today, there is no doubt that computer will become a common asset in all profession. Computers are very good

because they are useful in schools, for making movies, in banks, and they are even useful for communication and business transactions. It also helped the media and the

entertainment industries. Today, everything related to your everyday life can be done in a few simple clicks. Payroll consists of the process by which a business records,

calculates, view and pays its employees for work performed during a specific period. A payroll system allows businesses to follow a set series of processes in order to

make timely, correct payments in compliance with government regulations. A payroll system can be manual or computerized and handled in-house or

outsourced to another provider. The payroll typically includes calculating ,

deductions taxes. Employers typically withhold federal income tax from ; at the end of the year, they must report all wages, tips and

other compensation paid. Companies also must withhold Social Security and Medicare contributions from employees' wages and pay a matching amount.

## Objective of the Project

### 1.2 Objective

#### 1.2.1 Main Objective

The main objective of the study is to develop an Payroll System with bio-metrics that will improve the existing semi-automated system of the

Pacific Blue I.T Company and to process employee compensation timely and accurately.

#### 1.2.1 Specific Objectives

- 1.2.1.1. To be able to let the admin and the officer-in-charge handle the scheduling of the employees and determine their designated branch.
- 1.2.1.2. To create a module for the admin that will provide computation .
- 1.2.1.3. To create a module that generates dynamic and printable format of pay slips and attendance records.
- 1.2.1.4. bio-metric device.

## Project Scope and limitation

### 1.3 Project Scope and Limitation:

#### 1.3.1 Scope

This study is designed to develop an Payroll Management System with Bio-metrics of Pacific Blue IT Company owned by Sir George Nakano

## **Scheduling**

It covers the process of handling schedules to determine the branch and what time the employees should report in their respective branch.

The owner can also check the schedule of all the employee and each employee can also check their schedule.

## **Computation of Salary**

This payroll system can also handle the computation of probationary .

The system also has a section for Holiday pay and 13<sup>th</sup> month pay so it will automatically append to the salary of each employee.

## **Deductions**

It can automatically compute and deduct the loans of each employee that will be inputted by the owner such as:

- SSS loan
- Pag-ibig loan
- Salary loan

This includes the computation and automatic deduction on their salary once the loan is approved.

such as:

- Late
- Under time
- Absences

The number of minutes late and under time will be deducted on the , probationary or regular employee including absences.

. The  
said benefits are:

- Philhealth
- SSS
- Pag-ibig

The system also has a section that can let the admin manually input other deductions of employees which are:

- Short on Cashier
- 
- Damaged item/medicines

## **Attendance**

The system can also handle the daily time-in and time-out of each employee with the use of the fingerprint scanner of the bio-metric device.

, this section consists of altering the employee from

probationary to a regular employee. The system also has a module where the

of active number of employees, attendance history, pending salaries of employees and remaining days before payout which can also be seen in the dashboard

module.

leave; sick leave, maternity leave, personal leave and annual leave, each leave

will be decided by the admin if it is paid depending on the rate of the employee. The proposed system can generate the approved pay slip of employees in

each branch, here the approved pay slip can be viewed and checked by the employees. The proposed system also has an edit section for pay slip as requested

by the owner to alter requests of employees regarding to their deductions. The system also let the admin choose an officer-in-charge who has the privilege to

manage the schedule and approve cash advance with the head officer-in-charge as the default.

## **Loans**

The system also has a module where the admin can manually input the loans of the employee based on the type of loan that the employee filed. The employee

can view their deducted loans on their pay slips. The said loans are;

- Salary Loan

- Pag-ibig Loan
- SSS Loan

### 1.4.2 Limitation

The Payroll Management System with Bio-metrics of the Pacific Blue IT Company owned by Sir George Nakano does not support:

- Does not support other file format except (xlsx/csv/xls)
- Other features that are not discussed in the scope.

The system will only be used for salary or payroll transactions by the business of the Pacific Blue IT Company. It will not be implemented in any other businesses.

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## Organization of Report

### 1.4 Organization of report

In chapter 2 explains existing system, existing or supporting literature and analysis of existing system. In existing system, we will discuss about how payroll management

system will work. Moreover, in this part we will also discuss about the many types of existing payroll system and functionalities of the existing payroll system. In

supported file format, we will describe about the all types of tools that we have used in our system. From analysis of existing system,

Chapter 3 . In this part we will describe how we have designed our system. In implementations part of

this chapter we will discuss about front end, forms design, report design, back end, database design.

Chapter 4 discusses about the system requirements, user interfaces or the screenshots of our system. In system requirements part we will discuss about the hardware

requirements and software requirements for client and server. In user interfaces part we will give all the screenshots of our system.

Chapter 5 concludes the report of our system. In this chapter we will discuss about limitation and future works. In limitation part we will discuss about the limitation

of our system. In future works we will discuss about the modules which we will develop



in future.

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## Conclusion

### 1.5 Conclusions

Payroll Management System developed for a company has been designed to achieve maximum efficiency and reduce the time taken to handle the Payroll

activity. It is designed to replace an existing manual record system thereby reducing time taken for calculations and for storing data. The system uses HTML/bootsaps

as front end and PHP as a backend for the database. The system is strong enough to withstand regressive daily operations under conditions where the database is

maintained and cleared over a certain time of span. The implementation of the system in the organization will considerably reduce data entry, time and also provide

readily calculated reports. Payroll is the process by which employers pay an employee for the work they have completed. Any business with employees should have a

payroll process established; payroll is often the largest expense for a business. An effective and efficient payroll process will ensure that employees are paid accurately and

consistently, keeping them satisfied with this aspect of employment and allowing the admin to focus on other areas Payroll seems simple at its core, but becomes

complicated because of the various deductions that come into play. Employers must withhold taxes from each paycheck and make sure accurate funds are paid to the

correct government agency. Employers may also be responsible for deducting and paying premiums for insurance and depositing funds into retirement accounts or to

selected charities. Payroll processing duties can create a huge burden and unwanted stress for small business owners and can be overwhelming for large businesses. A

missed deadline or incorrect filing of taxes can result in fines or jail time. To avoid these issues, small, middle-sized, and large businesses can all benefit from using payroll

systems. For small businesses, payroll system software can mitigate errors in the payroll process and reduce the amount of effort involved in calculating employee hours,

wages, and tax withholding. Payroll software is easy to use and often times very affordable for small businesses. In some cases, small businesses may save money by using

payroll processing software instead of other alternatives. In future we will work more in our system. We will do our system more user friendly so that customer can easily

order the product from our online electronic store. Though in our system now only cash on

delivery system is available in future we will implement the online payment

system. We will also implement the comparison between two or more products. Small business owners can purchase an affordable system accessible on their local computer

or via a cloud service, using a pay-as-you-go model in many cases. Purchasing software eliminates the expense of hiring an in-house accountant for payroll processing.

Companies can also avoid working with a third party for payroll processing, keeping the information in-house. Lastly,

will allow you to still have control and the option of viewing reports and historical information. While payroll processing software is less susceptible to errors than manual

systems, the potential exists for malfunctions and glitches. It can be helpful to be able to review information and make corrections manually at times.

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## Chapter 2

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### 2.1 Introduction

## Existing Systems

### 2.1 Introduction

The pre-existing system for this purpose is created through excel so it require any device . Previously all the information was written in excel and the

employees are hired to manage the paperwork of the company. All this work will be . Paper work takes a lot of

time and requires more space to store safely and all the additional resources required to ensure the safety. There is no surety or reliability as the humans are

likely to make an error. Everything is done on the excel and these are highly prone to damages and requires a good amount of security and space to store. Required Buying

of goods more frequent as compared to the online system. Likely to have an error. Lack of storage space for the documents. If these files are less in number then it is not a

big problem but if the number increases then searching for a particular document can give a personal nightmare as these are more prone to damages and even if it gets

the searching job done the time required to do the job is not ideal at all. Require more physical work and man power. Editing is another level of problem in those paper

documents the only option is to make new documents if any correction needs to be made that's not good at all , no backup of the information. Where all the drawbacks of

the pre-existing system have been overcome in the proposed system. It definitely improves the speed by automating most of the task required to be done manually

previously. The automated systems are more reliable and efficient now a day for these types of work. Improvements in the proposed system does not require paper work

only human error while entering the information. Not requiring too much space automatically search and sort the information require less physical work and manpower

editing is a lot easier have backup option ,While the proposed system offers a lot of improvement over the pre-existing but it will be at one time cost there will be a

requirement of storage devices and access devices like a computer but it still has enough advantages to cover those by reducing the manpower.It will also help in

generating the report of the employee and evaluating the performance through the automated system. Although this provides the safety and security from any kind of

disaster and also the authorization authentication scheme provides more flexibility for the end user of the system.A payroll system is software designed to organize all the

tasks of employee payment and the filing of employee taxes. These tasks can include keeping track of hours, calculating wages, withholding taxes and deductions, printing

and delivering checks, completing direct deposit, paying premiums to insurance carriers, and paying employment taxes to the government.

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## 2.2 Existing Systems

### 2.2Existing Systems

The pre-internet connection. Previously all the information was written on the excel and it's

slowing the process of computing the payroll of the employees .All this work will be . All the employees have to synchronize

the excel documents manually by communicating each other.

### Why use PB IT Payroll System?

The key advantage of this system is automated payroll management, as users can set up and schedule payments, and let the system handle the rest. With this feature in

place, all employees will be paid on time, and the process will become independent from human interaction and thus less prone to mistakes. Payroll also supports the

campaign for paperless transactions as digital transfer are delivered via email in an effort to reduce paper waste. The platform is also capable of automating the calculation,

payment, , state and federal payroll taxes. At the same time, businesses are allowed to pay through direct deposit or check. Employees

who are feeling generous can even set up their accounts to donate to charitable institutions straight from their paychecks. Integration with the widely used accounting

systems makes Payroll a flexible platform, especially when it comes to bookkeeping

### Overview of Payroll Features:

- Lifetime Accounts for Employees
- Easy Access
- Automated New Hire Reporting
- Automatic Payroll Tax Processing
- Unlimited Payroll
- Flexible Schedules
- Detailed Payroll Reports
- Hourly and Salary-based Computations

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## 2.2 User satisfaction

### User Satisfaction for Payroll Management System:

Payroll: a pivotal aspect of any business and an open door to frustration and confusion for users and providers alike. To understand how payroll software users interact with their solutions, we surveyed 301 payroll administrators about human resources (HR) integration, biggest issues, loyalty, cost, time, and security.

### Key Findings

- 39% of payroll users are 'very or 'somewhat likely to discontinue using their current solution within the next 12 months. Experts suggest users are easily swayed by new or

enhanced features.

- Payroll users feel confident in their solutions security features. 86% say their solutions are 'somewhat secure', and only 7% see poor payroll security as a problem. Experts, however, have noticed that most payroll administrators consider security an "afterthought".
- There is no clear time-saving benefit to choosing one of the three leading payroll providers over a smaller, niche solution.
- Based on <https://clutch.co/hr/payroll/resources/payroll-survey-issues-and-opportunities>

## Recommendations

- Integration between payroll solutions and other HR systems can save time, money, and resources. Though only 21% of payroll solutions are integrated with major human capital systems, it is worth the search to find a solution with as much integration as possible.
- Choose between an in-house payroll software and outsourced payroll firm based on the features that will most benefit your company:
  - In-house payroll solutions are beneficial in saving money, implementing complicated pay structures, and insuring timely communication.
  - Outsourcing to dedicated payroll firms allows companies to stay up-to-date with tax legislation, reduces time spent on payroll, and saves users from having to re-train in-house experts.
- Time spent on payroll varies significantly among payroll users. To ensure companies are using their payroll solution efficiently, look into company initiatives to reduce wasted time before considering a change to the solution itself.

## Issues with Payroll Solutions

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As digital platforms open the door to more streamlined business practices, HR professionals look to their payroll solutions to minimize issues and errors in the often labor-intensive tasks associated with payroll.

However, with 85% of payroll users having encountered at least one problem with their solution, there is still a lot of improvement to be made. The largest percentage of respondents (37%) report that their solution is too time-consuming.

Payroll software is a tool that helps organizations in automating processes relevant to the payment of employee salaries. This type of solution may come in the form of a

standalone system or part of an . Payroll administration is one of the most important business processes your company performs, yet one of the most

cumbersome and time-consuming daily activities. It doesn't generate direct revenues, so keeping this process to a bare minimum in time and cost means savings and more

efficiency to your business. This is why you need payroll management system, so you can focus on income-generating strategies and daily core tasks.

The American Payroll Association estimates that payroll automation reduces costs from invoice and paycheck errors by 80%. The system requires little input from you,

usually just wage details and work hours. Wage calculations, tax withholding, deductions and other backend processes are managed by the system.

### **Features of Payroll System for Small Businesses:**

Small business payroll software possesses significant user friendly features and provides fast calculations with accuracy. Some features of payroll software are stated

below:

1. It can handle multi company transactions
2. It can calculate bonuses, commissions and advance payments
3. It can calculate monthly salary.

4. It can generate various management and operation reports
5. It gives accurate calculation.
6. It is suitable to maintain employees profiles.
7. It provides payroll detail report

Payroll software usually has simple interface as they are developed keeping in mind the common user. It can calculate staff's monthly salary, generates pay slip, and

payroll summary. It is important to use fast and easy to use software. Malaysia payroll system is a perfect set up for all your payroll needs.

Payroll software for small companies has no complicated parameters and options. Its simple interface gives fast and easy access to your payroll data and calculations. It is

capable of generating reports and data that assists in making decisions on HR related matters. Use of payroll software reduces the costs of hiring employees for managing

companies payroll. Payroll software can handle these tasks efficiently. It is an ideal solution for small businesses.

A lot of companies are providing software solutions all over the world. It is important to choose a reputable company that offers quality and reliable software solutions.

Choose software that suits to your business needs.

**User Satisfaction:** We realize that when you make a decision to buy Payroll Software it is important not only to see how experts evaluate it in their reviews, but also to

find out if the real people and companies that buy it are actually satisfied with the product. We gather customer reviews, comments and user reviews across a wide range

of social media sites. The data is then presented in an easy to digest form showing how many people had positive and negative reviews.

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## Supported File Format

### 2.3 Supported File Format

**Our Payroll Management System support only this following file format. This file format are being exported to the system to gather**

**the data of each employee then the system read and compute the data.**

1. CSV is a comma-separated values file, which allows data to be saved in a tabular format. CSVs look like a garden-variety spreadsheet but with a .csv extension.

CSV files can be used with most any spreadsheet program, such as Microsoft Excel or Google Spreadsheets. They differ from other spreadsheet file types because you can

only have a single sheet in a file, they can not save cell, column, or row. Also, you cannot not save formulas in this format.

Why are CSV files used?

These files serve a number of different business purposes. They help companies export a high volume of data to a more concentrated database, for instance.

They also serve two other primary business functions:

- > CSV files are plain-text files, making them easier for the website developer to create
- > Since they're plain text, they're easier to import into a spreadsheet or another storage database, regardless of the specific software you're using
- > To better organize large amounts of data

2. **XLS** is a file extension for a spreadsheet file format created by Microsoft for use with Microsoft Excel. XLS stands for eXcel Spreadsheet. Microsoft Excel files use a

proprietary format for storing Microsoft Excel documents. This file format is known as the Binary Interchange File Format (BIFF). Data inside all Office Document files are

stored in series of fixed-size streams. The location of each fixed-size stream is described by several sector allocation tables. These streams contain meta-data information

about the document, such as the author name, subject, and individual sheet names. XLS files can also be opened by the Microsoft Excel Viewer, and OpenOffice.

MIME type: application/vnd.ms-excel, application/msexcel, application/x-msexcel, application/x-ms-excel, application/vnd.ms-excel, application/x-excel, application/x-dos\_ms\_excel, application/xls

3. **XLSX** is a file extension for an open XML spreadsheet file format used by Microsoft Excel. Microsoft introduced the open XML standard to Microsoft Office in 2007 after a push from business users who saw the value in an open file format for transferring data between applications and other areas of working with the files. Support can also be added to earlier versions of Excel with Open XML component support. MIME type: application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

These kind of excel types file format are allow to manage the file record of each of employee. Our system only allow these kind of file format to specify and calculate the payroll of each employee .



## Chapter 3

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### Proposed Model

#### 3.1 Introduction

One of the major tasks for any business is keeping track of employee work hours and compensating all workers accurately. In the old days, timekeeping had to be done

manually with physical punch cards and time-sheets. Now, many of these manual operations are computerized. The manual methods still exist, but there are numerous

advantages to using a computerized payroll system. A computerized payroll system performs the same functions that manual methods of payroll do. It stores employee

data, such as names, addresses, social security numbers, pay rates and withholding allowances of each person. It calculates payroll taxes and deductions and keeps all data

up-to-date after each pay period. With a computerized system, the employee clocks in and out on the authorized computer station. There is no punch card or time-sheet to

use. The system keeps track of the hours worked each day and can provide updated information on the total hours worked to date with just a click. It can even calculate

the gross pay at the same time. Any exceptions like breaks and overtime can be entered and accounted for as well. This saves a great deal of payroll processing time every

pay period.

A user friendly based software “Payroll Management System” has been developed for organization, keeping in view the requirements of employees to prepare salary.

The objective of the project was to computerize the payroll system which was earlier being handle manually every precaution has been taken at each process involved in

the complex of the salary preparation. By computerization it implies all the process handling in the entirely being done by computer. All the record necessary for the

processes involved in the salary calculation are stored in a computer based record keeping system using a back-end tool. All the process handling is done at the front-end

by using a front-end. The project provides sample facilities to its users. The most important of the facilities are the report generation and printing which provides user

with the hard copies of the data also. Payroll management is very simple, flexible and user friendly management software. That takes care all of your requirements

relating to accounting and management of employees payroll

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## New topic

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## System Architecture

### 3. 4 System Architecture

System design is the solution for the creation of a new system. This phase focuses on the detailed implementation of the feasible system. It emphasis

on translating design. Specifications to performance specification. System design has two phases of development. They are logical design and physical design.

During logical design phase the analyst describes inputs (sources), outputs (destinations), databases (data stores) and procedures (data flows) all in a format that

meets the user requirements. The analyst also specifies the needs of the user at a level that virtually determines the information flow in and out of the system and

the data resources. Here the logical design is done through data flow diagrams and database design. The physical design is followed by physical design or coding.

Physical design produces the working system by defining the design specifications which specify exactly what the candidate system must do. The programmers write

the necessary programs that accept input from the user perform necessary processing on accepted data and produce the required report on a hard copy or display it

on the screen.

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## Chapter 4

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### Layout Design

#### 4. 1 Layout Design

Our payroll system was created through laravel, a open-source php web framework. That was beautifully design using HTML5 and Bootstraps for the frontend design and for the backend PHP and Javascripts.

##### 4.1.1 Login Page

The login is a set of credentials used to authenticate a user. Most often, these consist of a username and password. However, a login may include other

information such as a PIN number, passcode, or passphrase. Some logins require a bio-metric identifier, such as a fingerprint or retina scan.

Logins are used by websites, computer applications, and mobile apps. They are a security measure designed to prevent unauthorized access to confidential data.

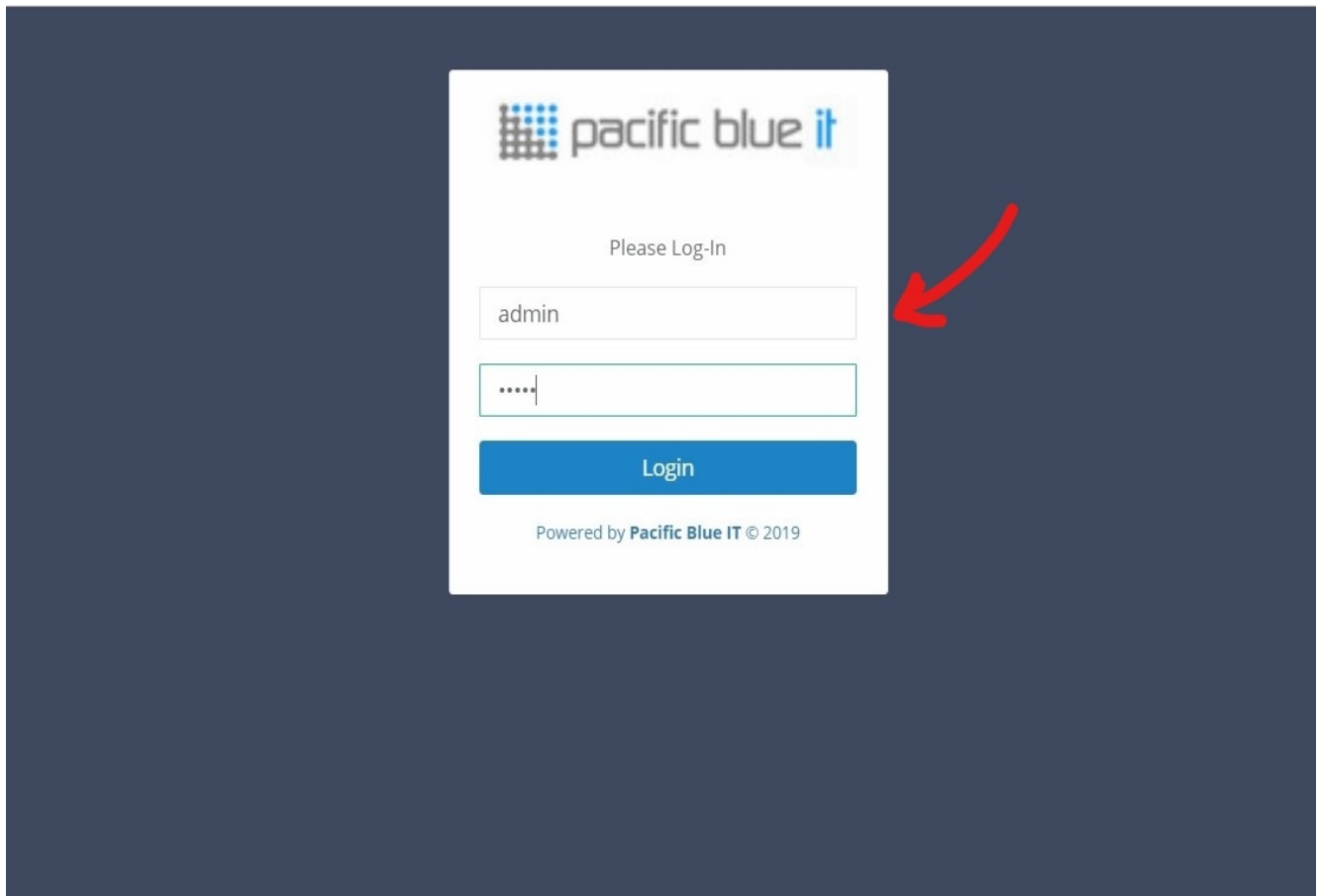
When a login fails (i.e, the username and password combination does not match a user account), the user is disallowed access.

Many systems block users from even trying to log in after multiple failed login attempts. At a basic level, logins make user accounts possible. A systems require

unique usernames, which ensures every user's login is different. On a more advanced level, logins provide a security layer between unsecured

and secure activity. Once a user logs into a secure website, for example, all data transfers are typically encrypted. This prevents other systems from viewing or

recording the data transferred from the server.



4.1.1 This is the layout design for Login page for The PB IT Payroll Management System. Only the authorized

personnel or the administrator can access the management system. He/She can be the only one that can manage the

employee's data and gathered information.

## System Content

### 4.2 System Content

#### 4.2.1 Navigation Bar

A navigation bar is a user interface element within a web-page that contains links to other sections of the website. In most cases, the navigation bar is part of the

main website template, which means it is displayed on most, if not all, pages within the website. This means that no matter what page you are viewing, you can use the

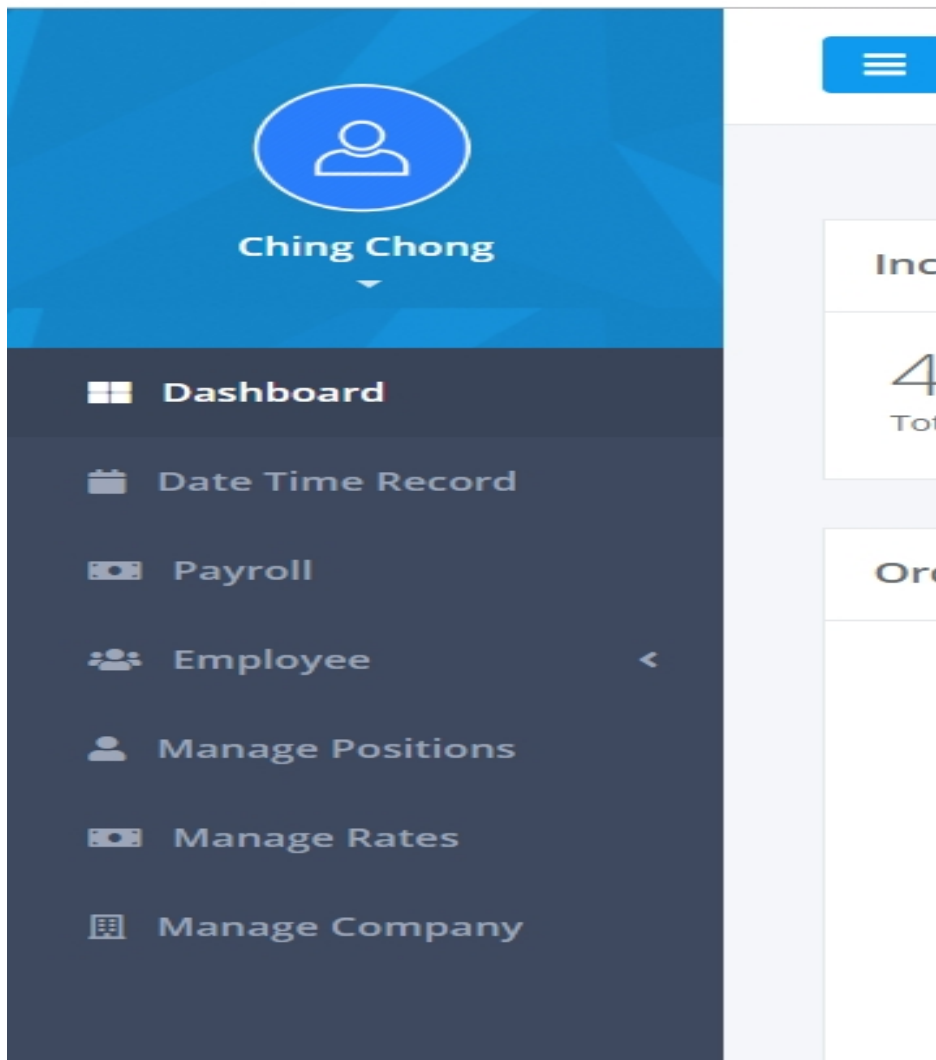
navigation bar to visit other sections of the website. A website navigation bar is most commonly displayed as horizontal list of links at the top of each page. It may be

below the header or logo, but it is always placed before the main content of the page. In some cases, it may make sense to place the navigation bar vertically on the left

side of each page. This type of navigation bar is also called a sidebar, since it appears to the side of the primary content. Some websites have both a horizontal navigation

bar at the top and a vertical navigation bar on the left side of each page. The navigation bar is an important element of a website's design since it allows users to quickly

visit any section within the site. If you've ever visited a website without a navigation bar, you may have found it is difficult to locate the page you need.



A sample image of a side navigator bar

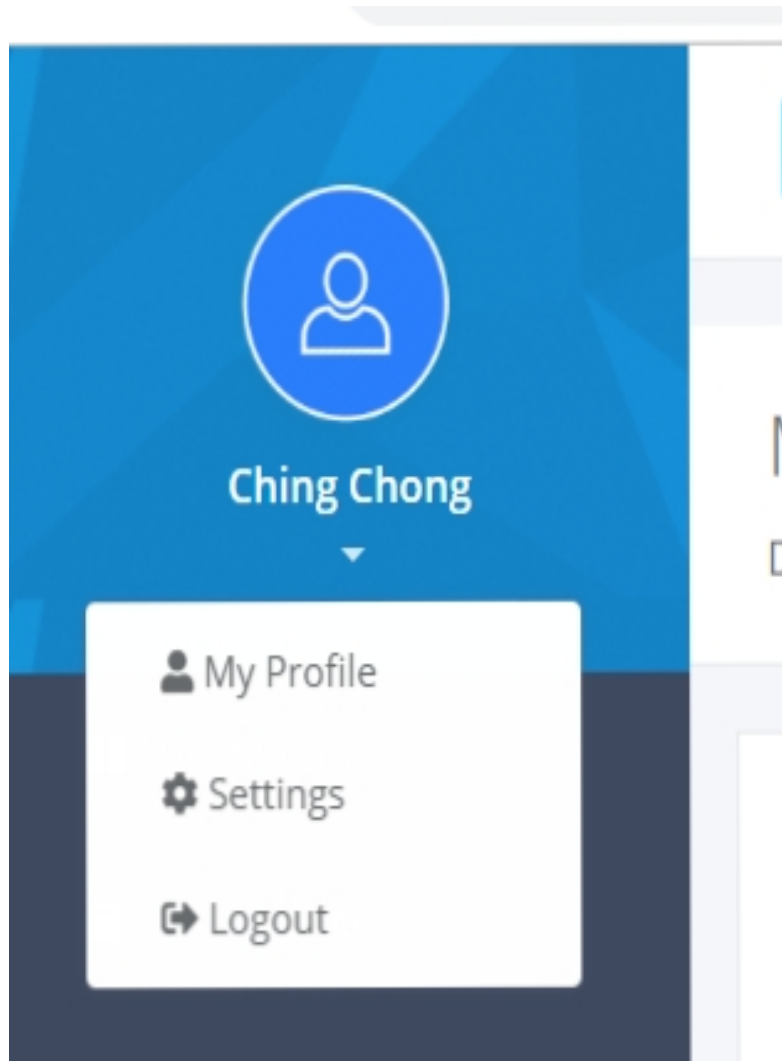


Fig 1. User navigator bar

4.2.2 There are main module and sub - category module in a navigator bar it specify the content of a payroll system:

### **The Main Module**

- Dashboard
- Attendance
- Payroll
- Companies

### **Sub Module**

- Employees
- Management

## The Main Module

**Dashboard Page** - The "dashboard" is often displayed on a web page which is linked to a database that allows the report to be constantly updated or progress report.

**Attendance** - Automated Employee Attendance **Daily time record system** is a computerized medium of gathering data, this is

the **time** taken to achieve a given **daily** objective or task. The **time** will vary with a given task and can range from house related tasks to work related task.

**Payroll Page** - This is where the total of the compensation a company pays to its employees. It is also a **term** used for calculating and processing paychecks.

**Companies** - This is where you can view the company employee data . Liked "Company Name, Address, and, Department".

## Sub-Category Module

1. **Employees** - It is divided to two category:

- View Employee - This is where you can manage and search an employee information.
- Add Employee - This is where you can add employee information.

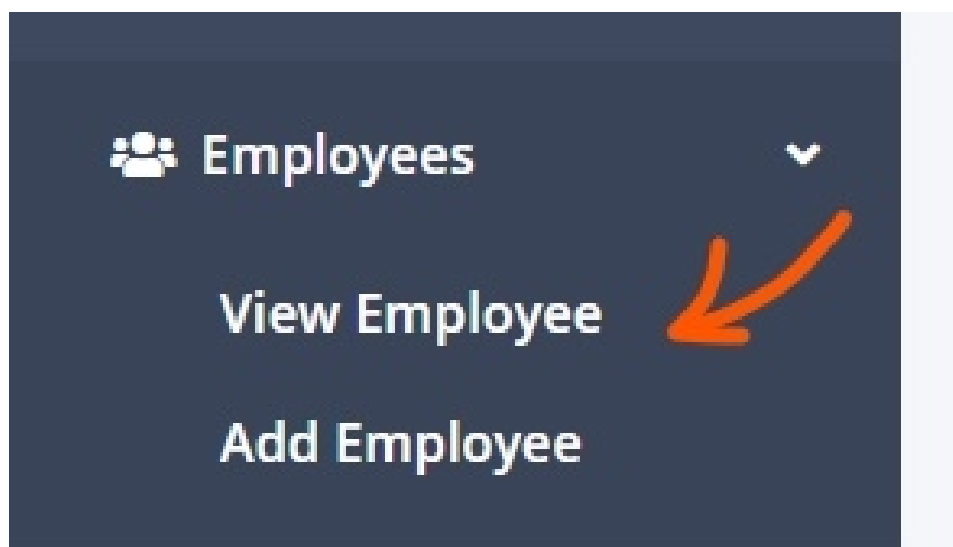


fig 2. Employee

2. **Management** - it is the administration of the financial record of employees' salaries, wages, bonuses, net pay, and deductions.

- Rates - Manage your employee rates.
- Deduction - Here you can add the deduction of employee rates.
- Earnings - Manage total earnings of an employee.
- Schedules - Manage Time Date Record of employee.
- Positions - Manage employee position.

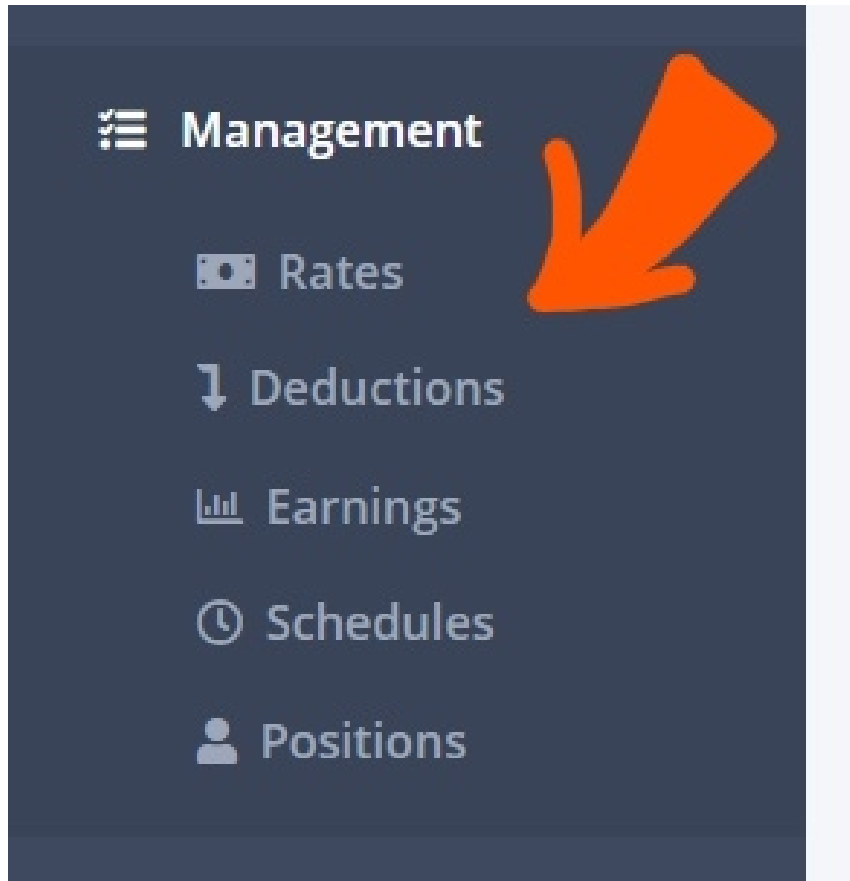


Fig 3 . Management

## Dashboard

### 4.3 Dashboard

Our payroll system is an Inspinia Admin Theme premium dashboard template with flat design concept. It is fully responsive admin dashboard template built with



Bootstrap 4.x Framework, HTML5, CSS3 and Javascript. It has a huge collection of reusable UI components. A real-time statistics of an employee like total earned, user activity, and to-do-task.

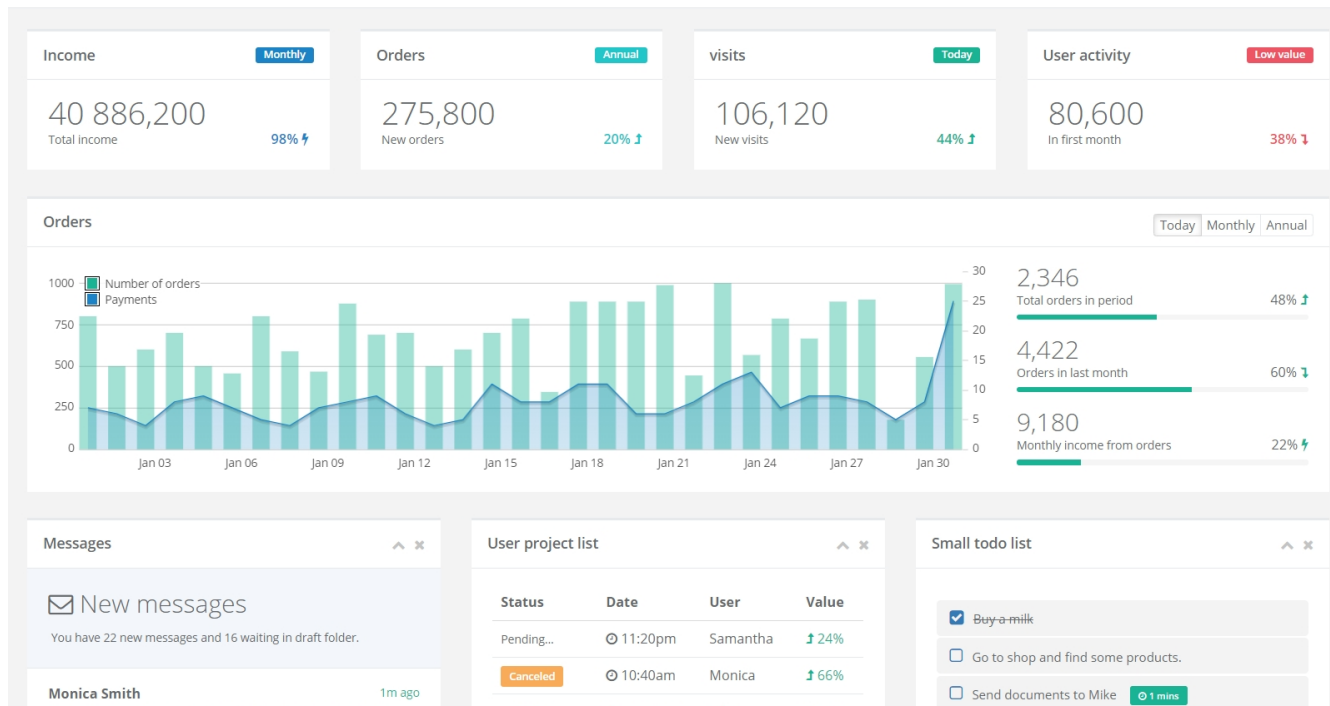


Fig 1: A Real-Time dashboard admin, fully responsive built with Bootstrap 4.x Framework, HTML5, CSS3 and Javascript.

Dashboards provide a central location for users to access, interact and analyze up-to-date information so they can make smarter, data-driven decisions. A good

dashboard software enables you to monitor and measure performance and metrics in real-time and on the go. You can visualize and analyze data and focus on key

Performance Indicators (KPIs) from across the organization on a dashboard, helping you gain valuable insight and drive quick and accurate decision making. You can

analyze key data more quickly and thoroughly, improving the performance in each functional department when utilizing a well-designed dashboard. Our dashboard

software provides rich interactive visualizations, making the analysis process more intuitive and performance issues easier to observe. Visualization interactivity allows

you to go deeper and find more answers, serving as an effective solution to the overwhelming amount of data that business users experience every day. With built-in

data animations, it can improve data discovery and help users better and more easily identify the true impact of their data.

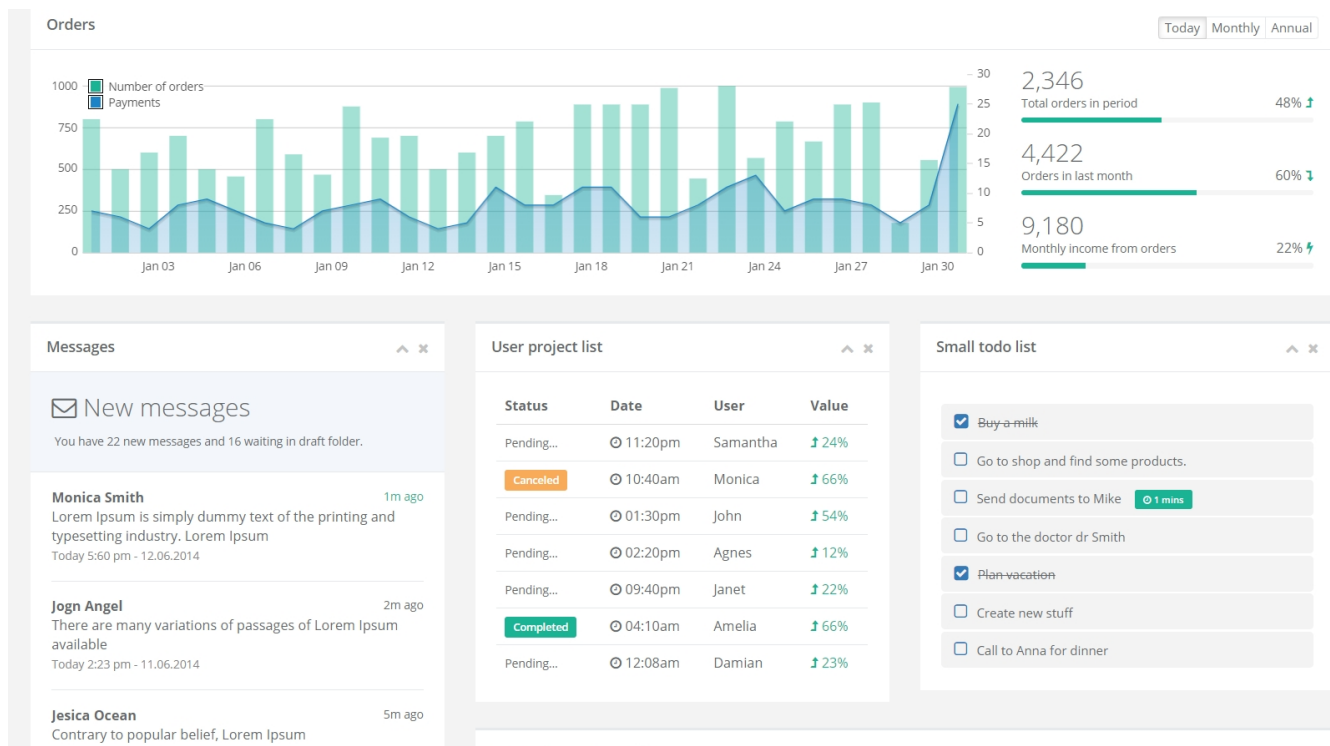


Fig 2: User project list , Small to-do list

## Payroll

### 4.4 Payroll

Managing your payroll is first step to pay employees each pay period and involves employees hours worked, their pay rate, and deductions. Processing

payroll ensures employees are paid based on their employment status and other Department of Labor (DOL) requirements. We ll cover the basics of payroll

processing to help ensure your employees are paid correctly. Our payroll system can ensure you accurate and precise calculation and easy to use system design.

Manage Payroll

Dashboard / Compensation

Create Payroll History

Select a Payroll

--No available data--

Create Payroll

No available attendance for creating for payroll

Please import your attendance file first [Click here to create attendance](#).

fig 1: Manage Payroll

Accuracy is required to pay employees the right money they have earned. To avoid the difficulty of manually computing the payroll, you can use a software to

automate the process. The withholding tax is calculated for each employee based on data entry in the conditions of detention. This reduces the likelihood of errors in

the payroll tax, which can lead to charges from the Corporate tax and the income tax. The process is productive and efficient to save time and money. Your accounting

department can create reports and financial documents easily. An easy to use system that can manage your employee payroll precisely.

Available Employee

Show  entries

Search:

Copy CSV Excel PDF Print

Showing 1 to 10 of 13 entries

Employee	Total Earnings	Total Deductions	Net Pay	Actions
Angelle Orosco	P 6,853.36	P 0	P 6,853.36	<a href="#">Details</a>
Brianne Boyle	P 0.00	P 0	P 0.00	<a href="#">Details</a>
Georgianna Huels	P 0.00	P 0	P 0.00	<a href="#">Details</a>
Haylee Kassulke	P 0.00	P 0	P 0.00	<a href="#">Details</a>
Hellen Frami	P 0.00	P 0	P 0.00	<a href="#">Details</a>
Izalah Ferry	P 0.00	P 0	P 0.00	<a href="#">Details</a>
Jasper Garcera	P 7,351.29	P 0	P 7,351.29	<a href="#">Details</a>
Keagan Parker	P 0.00	P 0	P 0.00	<a href="#">Details</a>
Louvenia Smith	P 0.00	P 0	P 0.00	<a href="#">Details</a>
Ramiro Pfannerstill	P 0.00	P 0	P 0.00	<a href="#">Details</a>
Employee	Total Earnings	Total Deductions	Net Pay	Actions

← 1 2 →

Fig 2: Creating Payroll

After managing the attendance, click create payroll and it will create a payroll. In the upper right portion you can choose a format, either you need a copy or

or other format our system will provide. We'll assure you precise calculation of payroll.

## Attendance

### 4.5 Attendance

Attendance is where you can import a time record of an employee. You can view and select option bar if you want to export a file to other file format.

Manage Attendance

Dashboard / Daily Time Records / Import Attendance

Import Attendance History

Import Attendance

Select file

View

Export File Format

xlsx csv xls

No recent file uploaded

How quickly daft jumping zebras vex. **Alert Link.**

**Fig 2: Select File and File Format**

See detail in file Format in chapter 2

Manage Attendance

Dashboard / Daily Time Records / Import Attendance

Import Attendance History

Payroll Date : Feb 01 2019 - Feb 27 2019

Employee number	Full name	Department	Rendered Hours	Total Days	Warning/s	Actions
1211	Saturnino Adral	PB IT	0	0	0	<a href="#">Details</a>
1214	Jasper Garcera	PB IT	132.9	21	2	<a href="#">Details</a>
1217	Angelle Orosco	PB IT	126.9	19	5	<a href="#">Details</a>

Cancel [Next](#)

**Details** - where time record of employee is shown.

**Set Value for Warnings**

Bio number	Employee name	Date	Time in	Set time out	Total Hour	Set Bio-ID
1211	Saturnino Adral					Saturnino Adr
1214	Jasper Garcera	04 Mo	11:12 AM	06:00 PM	6.80	Jasper Garcera
		27 We	10:50 AM	06:00 PM	7.17	
1217	Angelie Orosco	06 We	09:03 AM	06:00 PM	8.95	Angelie Orosco
		07 Th	09:12 AM	06:00 PM	8.80	
		14 Th	09:13 AM	06:00 PM	8.78	
		22 Fr	06:15 PM	05:00 PM	-1.25	
		27 We	09:04 AM	06:00 PM	8.93	

Close Save

Warning/s

0

2

5

**Fig 3: Set Value for Warnings**

After you click next then it will take you to set value for warning for the employee time record. You can edit time logs here and if you're done then set save to save the record.

## Companies

### 4.6 Companies

In this page you can view and manage the employee company information address, and department, and how many employee's are in the company.

Company

Dashboard / View Companies

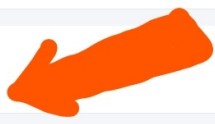
[Add Company](#)

Date Created	Company Name	Address	Department/s	Employee/s	
2019-05-10 13:24:53	Pacific Blue Co. Ltd.	Puro, Legazpi City, Albay	3	13	<a href="#">Manage</a>

Powered By: Pacific Blue I.T. © 20'

Fig 1: Add Company

If you want to add information just click the Add Company button and you can create information for your employee.



Company				
Dashboard / View Companies				
Add Company				
Date Created	Company Name	Address	Department/s	Employee/s
2019-05-10 13:24:53	Pacific Blue Co. Ltd.	Puro, Legazpi City, Albay	3	13
Manage				

Powered By: Pacific Blue I.T. © 2019

Fig 2: View Employee

After you add an employee, you can view and manage information above.

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## Employee

### 4.7 Employee

Here you can manage and view the employee information. You can add and edit employee detailed and choose a format file if you need to copy a file.



Manage Employee

Dashboard / Manage Employee

Manage Employees Add Employees

Select Company Pacific Blue Co. Ltd. Select Department Pacific Blue Dive Center

Show 10 entries Search: Copy CSV Excel PDF Print

Showing 1 to 5 of 5 entries

Date Registered	Employee Name	Email	Job Title	Actions
2019-05-10 13:26:15	Izalah Ferry	angle.marvin@example.org	Human Resources Manager	Manage
2019-05-10 13:26:15	Georgianna Huels	qroob@example.org	Human Resources Manager	Manage
2019-05-10 13:26:15	Ramiro Pfannerstill	towne.nasir@example.net	Urban Planner	Manage
2019-05-10 13:26:15	Keagan Parker	juliana.kuphal@example.org	Human Resources Manager	Manage
2019-05-10 13:26:15	Hellen Frami	uriah.bernier@example.org	Cleaners of Vehicles	Manage

← 1 →

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Fig 1 Add Employee

Company

Dashboard / View Companies

Add Company

Date Created	Company Name	Address	Department/s	Employee/s	Actions
2019-05-10 13:24:53	Pacific Blue Co. Ltd.	Puro, Legazpi City, Albay	3	13	Manage

Powered By: Pacific Blue I.T. © 2020

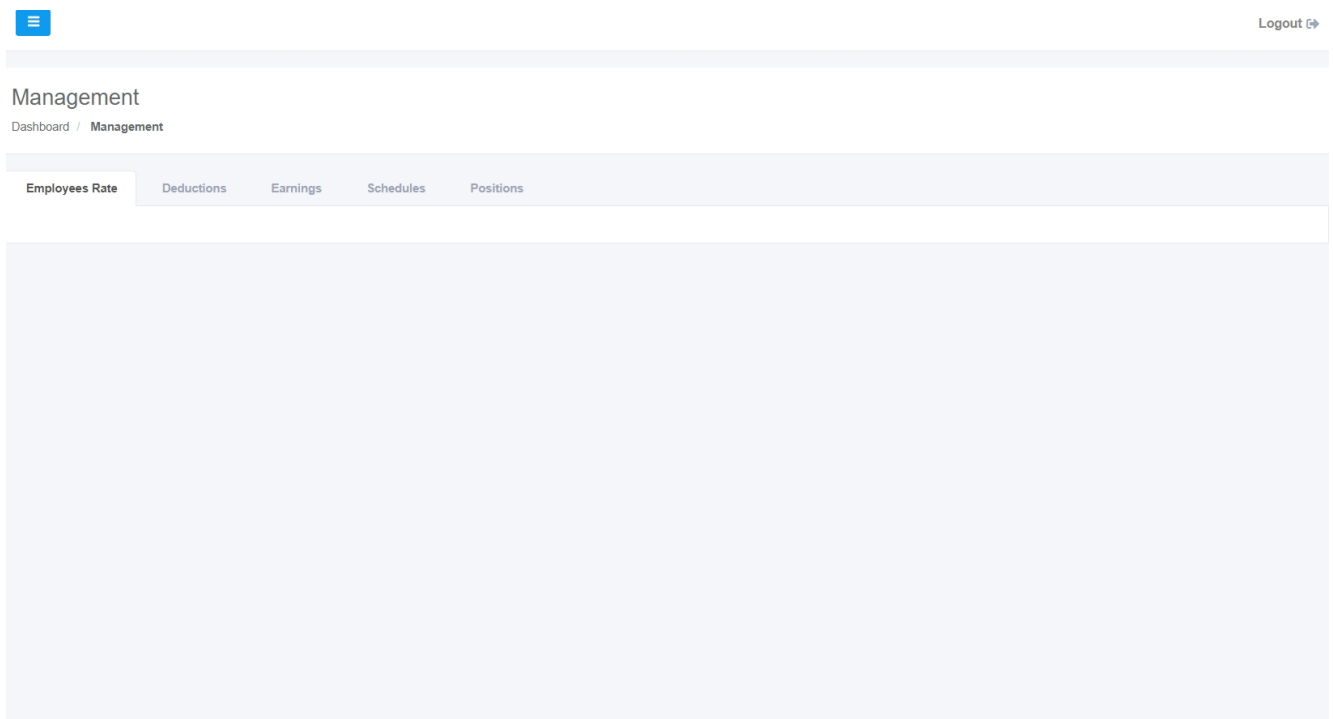
Fig 2: View Employee

After you add an employee, you can view and manage information above.

## Management

### 4.8 Management

**Rate** - You can view the hourly rate of an employee.



**Deduction** - You can add deduction and set formula to employee payroll.

Management

Dashboard / Management

Employees Rate **Deductions** Earnings Schedules Positions

[Add Deduction](#) [Add Formula](#)

Deductions	Deduction Type	Formula Type	Formula	Amount	Status
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	

Management

Dashboard / Management

Employees Rate **Deductions** Earnings Schedules Positions

[Add Deduction](#) [Add Formula](#)

**Add Deduction**

Deduction name

Deduction type

Formula type

Formula

Amount

[Close](#) [Save](#)

Deductions	Deduction Type	Formula Type	Formula	Amount	Status
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	

Fig 1: Adding a deduction

Here you can fill-out the certain amount for deducting and adding a formula.

**Earnings** - This is where you find all the earnings of an employee.

Menu

Logout

Management

Dashboard / Management

Employees Rate

Deductions

Earnings

Schedules

Positions

Add Deduction

Add Formula

Earnings	Earnings Type	Formula Type	Formula	Amount	Status
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	
			N/A	Php 0.00	

Fig 2: Earnings of an employee

Schedules - Time logs of employee.

Menu

Logout

Management

Dashboard / Management / Schedules

Rates

Deductions

Earnings

Schedules

Positions

Add Custom

Show

10

entries

Search:

Schedule Type	Department	Time in (am)	Time out (am)	Time in (pm)	Time out (pm)	Status	Action
No data available in table							

Showing 0 to 0 of 0 entries

←

→

Fig 3: Schedule

Position - You can manage and view employee position.

36 / 37

Logout

Management

Dashboard / Management / Positions

Rates

Deductions

Earnings

Schedules

Positions

Add Position

Show 10 entries

Search:

ID	Date Created	Job Title	Description	Employee/s	Status
1	2019-05-13 15:54:09	Administrator		1/1	Unavailable
2	2019-05-13 15:54:09	Human Resources Manager		0/10	Available

Showing 1 to 2 of 2 entries

add employee

Fig 4: You can manage and