

# Baker Payroll Online Help System

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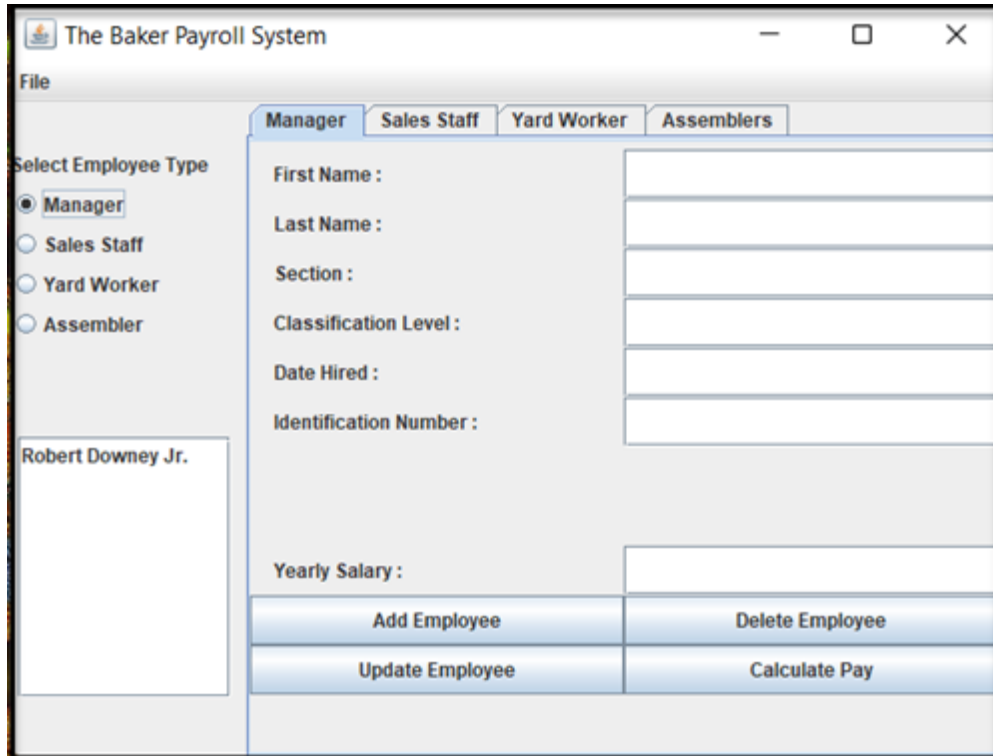
## Welcome

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BP

## Welcome

Baker Payroll can help you easily run payroll, save time and keep your business compliant.



The screenshot shows the 'The Baker Payroll System' application window. It features a menu bar with 'File'. Below the menu bar are four tabs: 'Manager', 'Sales Staff', 'Yard Worker', and 'Assemblers'. The 'Manager' tab is selected. On the left, there is a 'Select Employee Type' section with four radio buttons: 'Manager' (selected), 'Sales Staff', 'Yard Worker', and 'Assembler'. Below this is a text box containing 'Robert Downey Jr.'. The main area of the window contains several input fields: 'First Name :', 'Last Name :', 'Section :', 'Classification Level :', 'Date Hired :', 'Identification Number :', and 'Yearly Salary :'. At the bottom, there are four buttons: 'Add Employee', 'Delete Employee', 'Update Employee', and 'Calculate Pay'.

Related Links:  
[Getting Started](#)  
[System Requirements](#)  
[How to install](#)

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## Getting Started

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### Getting Started with the Baker Payroll Application Software

The Baker Payroll system, has been designed to make it easier to manage the salary and wage information of the company's employees. Running payroll is one of the most important aspects of any successful business, but that doesn't mean it has to be stressful. With Baker Payroll, you'll experience peace of mind knowing you have the resources to pay your employees and taxes on time.

Related Links:  
[Managing the Employee Database](#)

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## System Requirements

# Baker Payroll Application Software System Requirements

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Before installing Baker Payroll Software ensure that your hardware meets the recommended system requirements:

### Operating systems supported:

- Microsoft Windows 8 and Windows 8.1 (Install with Administrative user rights).
- Microsoft Windows 10 (Install with Administrative user rights) Software works on 32-Bit and 64-Bit editions of Microsoft Windows OS. OS must have all the latest Microsoft updates installed.

### Minimum hardware specifications:

- A PC with at least 2 GHz speed processor
- Minimum 2 GB of RAM (memory).
- Hard disk drive with at least 200MB of free disk space for Baker Payroll System and data files.
- A CD-ROM drive (only required for software purchased on CD. This is not necessary for software purchased as download).
- Minimum screen resolution of 1024x768 or higher.
- Windows Display default text size of 100% or DPI settings of Normal Size 96 DPI. Screen resolution and text settings will ensure the software user interface is displayed correctly. Screen resolution and Display settings can be modified in Windows Control Panel.
- An unrestricted broadband internet connection is required for product licensing and submission of returns online.
- Google Chrome Web Browser current version or other compatible browser.

### Other considerations:

#### Antivirus software:

A small number of anti-virus software may need to be configured to exclude Baker Payroll System data files from its scanning routines to optimise performance of the software.

**Note:** Baker Payroll Software is not supported for installation directly onto Linux, Apple Mac or any other OS not listed above in the 'Operating systems supported' list.

Related Links:

How to install

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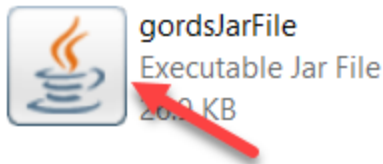
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## How to install

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# Installing Baker Payroll Application Software from the Web

1. Locate and download the gordsJarFile zip folder.
2. Unzip the gordsJarFile folder. (It will usually be in your Downloads folder.)
3. Double-click the gordsJarFile (.jar) Executable Jar File in the unzipped folder. A dialog box will appear.
4. Follow the instructions to install the software. The software will be installed.



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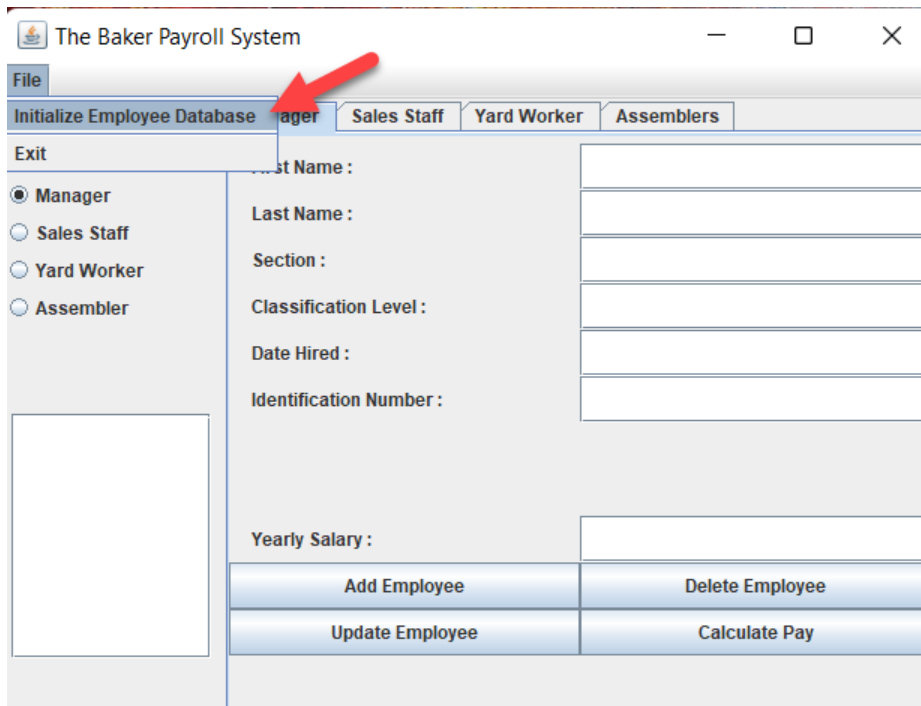
## Initializing the database

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### Initializing the Baker Payroll Application Software Database

1. Select and click the file gordsJarFile (.dat) from the folder gordsJarFile.
2. In the menu, click File > Initialize the database.
3. View the current list of employees in the Baker Payroll application.

**Note:** You must initialize the database.



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## Managing the Employee Database

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### Managing the Employee Database

Administration of employee data is crucial for various reasons including analysis, auditing or legal purposes. Maintenance and proper management of your personnel data is of utmost importance.

Related Links:

[Viewing an employee](#)  
[Adding an employee](#)  
[Removing an employee](#)  
[Updating employee records](#)  
[Creating reports \(future releases\)](#)

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## Viewing an employee

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### Viewing an employee

When you want to look up an employee record, you will need to perform the following steps:

1. After initializing the employee database, select the type of employee that you are viewing by choosing from the menu under 'Select Employee type'.
2. Select the name of the employee from the list of employees that appears in the bottom text box. The employee details will appear in the form on the right side of the application.

The Baker Payroll System

File

Manager Sales Staff Yard Worker Assemblers

Select Employee Type

☒ Manager  
☐ Sales Staff  
☐ Yard Worker  
☐ Assembler

Robert Downey Jr.  
 Arnold Schwarzeneg...  
 Glenn Frey  
 Gord Downey  
 Roger Gravelle

First Name : Gord

Last Name : Downey

Section : Sales and Marketing

Classification Level : Marketing - Level 5

Date Hired : October 26, 1997

Identification Number : Manager-0914

Yearly Salary : 38000.0

Add Employee Delete Employee

Update Employee Calculate Pay

Related Links:

[Initializing the database](#)  
[Employee types](#)

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## Adding an employee

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### Adding an employee

When a new employee joins the company, you will need to add the employee to Baker Payroll in the first

week of employment using the following steps:

1. After initializing the employee database, select the type of employee that you are adding by choosing from the menu under 'Select Employee type'.
2. Add the employee name and other details in the form that appears on the right side of the application.
3. Click 'Add Employee'.

The Baker Payroll System

File

Manager Sales Staff Yard Worker Assemblers

Select Employee Type

☐ Manager

☒ Sales Staff

☐ Yard Worker

☐ Assembler

John Walters

Mary Smith

Jenny Quinn

Sandra Walsh

First Name : Jane

Last Name : Doe

Section : Sales & Marketing

Classification Level : Marketing - Level 5

Date Hired : May 10, 1967

Identification Number : SalesPerson - 0995

SalesPerson Base Salary : 29000.0

SalesPerson Commission Rate : 0.05

SalesPerson Weekly Sales : 0.0

Add Employee

Delete Employee

Update Employee

Calculate Pay

4. Click 'OK' on the confirmation message window. The new employee is added in the employee database.

The Baker Payroll System

File

Manager Sales Staff Yard Worker Assemblers

Select Employee Type

☐ Manager

☒ Sales Staff

☐ Yard Worker

☐ Assembler

John Walters

Mary Smith

Jenny Quinn

Sandra Walsh

First Name : Jane

Last Name : Doe

Section : Sales & Marketing

SalesPerson Commission Rate : 0.05

SalesPerson Weekly Sales : 0.0

Add Employee

Delete Employee

Update Employee

Calculate Pay

Message

You have added Jane Doe as a Salesperson in the Employee Database!!

OK

5. Click the employee type from 'Select the Employee Type' to refresh the employee list. The new employee name will show in the list of employees in the text box on the bottom left of the application screen.

The Baker Payroll System

File

Manager Sales Staff Yard Worker Assemblers

Select Employee Type

☐ Manager

☒ Sales Staff

☐ Yard Worker

☐ Assembler

John Walters

Mary Smith

Jenny Quinn

Sandra Walsh

Jane Doe

First Name :

Last Name :

Section :

Classification Level :

Date Hired :

Identification Number :

SalesPerson Base Salary :

SalesPerson Commission Rate 0.05

SalesPerson Weekly Sales :

Add Employee Delete Employee

Update Employee Calculate Pay

Related Links:

[Initializing the database](#)

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## Removing an employee

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## Removing an employee

When an employee leaves the company, you will need to remove the employee from Baker Payroll using the following steps:

1. Select the type of employee that you are removing by choosing from the menu under 'Select Employee type'.
2. Select the employee name from the list of employee names in the text box.
3. Click 'Delete Employee'.



The Baker Payroll System

File

Manager Sales Staff Yard Worker Assemblers

Select Employee Type

☐ Manager

☐ Sales Staff

☒ Yard Worker

☐ Assembler

Joseph Stallin  
Peter Pattellini  
Maxwell Smart  
Bob Raspberry

First Name : Sandra

Last Name : Walsh

Section : Sales & Marketing

Classification Level : Marketing - Level 5

Date Hired : May 10, 1967

Identification Number : SalesPerson - 0994

SalesPerson Base Salary : 29000.0

SalesPerson Commission Rate : 0.05

SalesPerson Weekly Sales : 0.0

Add Employee Delete Employee

Update Employee Calculate Pay

4. Click 'OK' on the confirmation message window. The selected employee is deleted from the employee database.

The Baker Payroll System

File

Manager Sales Staff Yard Worker Assemblers

Select Employee Type

☐ Manager

☐ Sales Staff

☒ Yard Worker

☐ Assembler

Joseph Stallin  
Peter Pattellini  
Maxwell Smart  
Bob Raspberry

First Name :

Last Name :

Section :

Hours Worked :

Add Employee Delete Employee

Update Employee Calculate Pay

Message

You have removed Bob Raspberry as a Yardworker from the Employee Database!!

OK

5. Click on the employee type from 'Select the Employee Type' to refresh the employee list. The selected employee name will disappear from the list of employees in the text box on the bottom left of the application screen.

Related Links:

[Employee types](#)

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## Updating employee records

**BP**

## Updating employee records

When you want to make changes and update the employee records, you will need to perform the following steps:

1. After initializing the employee database, select the type of employee that you are updating by choosing from the menu under 'Select Employee type'.
2. Select the employee name from the list in the text box.
3. Enter the new data in the form that appears on the right side of the application.
4. When you are done making changes, click 'Update Employee'.

The Baker Payroll System

File

Select Employee Type

☒ Manager 1

☐ Sales Staff

☐ Yard Worker

☐ Assembler

Robert Downey Jr.  
Arnold Schwarzeneg...  
Glenn Frey  
Gord Downey 2  
Roger Gravelle 2

First Name : Roger

Last Name : Gravelle

Section : Shipping and Recieving

Classification Level : Engineer - Level 4 3

Date Hired : October 1, 1991 3

Identification Number : Manager-0384

Yearly Salary : 65000.0

Add Employee Delete Employee

Update Employee 4 Calculate Pay

5. Click 'OK' on the confirmation message window. The Selected employee record is updated in the employee database and in the form on the screen.

The Baker Payroll System

File

Select Employee Type

☒ Manager

☐ Sales Staff

☐ Yard Worker

☐ Assembler

Robert Downey Jr.  
Arnold Schwarzeneg...  
Glenn Frey  
Gord Downey  
Roger Gravelle

First Name : Roger


Last Name : Gravelle

Section : Shipping and Recieving

Classification Level : Engineer - Level 4

Date Hired : December 1, 1991

Message

 You have successfully updated the information on the manager Roger Gravelle

OK

Add Employee Delete Employee

Update Employee Calculate Pay

Related Links:

[Initializing the database](#)

[Employee types](#)

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## Creating reports (future releases)

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## Creating reports (future releases)

In the current version of the Baker Payroll application, the Report function is not available. However, the Report function is planned in future releases. Future releases of the Baker Payroll application will include the following reports:

- List of All Employees, by type
- Total taxes deducted, by category
- Total Salaries paid
- Total Wages paid
- Wage to Salary Ratio Report
- Salary Variance - Actual to Budget
- Wage Variance - Actual to Budget.

This is for print.

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## Calculating Employee Pay

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### Calculating Employee Pay

1. After initializing the employee database, select the type of employee that you are adding by choosing from the menu under 'Select Employee type'.
2. Select the name of the employee from the list of employees that appears in the bottom text box. The employee details will appear in the form on the right side of the application.
3. Click 'Calculate Pay'.

The Baker Payroll System

File

Select Employee Type

☒ Manager 1

☐ Sales Staff

☐ Yard Worker

☐ Assembler

Robert Downey Jr. 2

Arnold Schwarzeneg...

Glenn Frey

Gord Downey

Roger Gravelle

First Name : Robert

Last Name : Downey Jr.

Section : Client Services

Classification Level : Engineer - Level 3

Date Hired : June 10,1991

Identification Number : Manager-0381

Yearly Salary : 50000.0

Add Employee

Delete Employee

Update Employee

Calculate Pay 3

4. Click 'OK' on the confirmation message window. The selected employee's pay is calculated and the details are displayed in the same confirmation window.

The Baker Payroll System

File

Select Employee Type

☒ Manager

☐ Sales Staff

☐ Yard Worker

☐ Assembler

Robert Downey Jr.

Arnold Schwarzeneg...

Glenn Frey

Gord Downey

Roger Gravelle

First Name : Robert

Last Name : Downey Jr.

Section : Client Services

Classification Level : Engineer - Level 3

Date Hired : June 10,1991

Identification Number : Manager-0381

Yearly Salary : 50000.0

Add Employee

Delete Employee

Update Employee

Calculate Pay

Message

The gross Weekly pay for Manager Robert Downey Jr. is : \$961.54

Federal Tax Deducted : \$259.62

Pension Deduction : \$19.23

Employment Insurance : \$28.85

Net Weekly Pay is : \$653.85

OK

Related Links:

[Data requirements for Calculating Pay](#)

[Employee types](#)

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## References

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BP

This document has two references.

1. Employee types
2. Data requirements for Calculating Pay

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## Employee types

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### Employee Types

1. **Manager:** An employee in the business who is responsible for managing one of the following sections of the business:
  - Client Services
  - Financial Services
  - Research and Development
  - Sales and Marketing
  - Shipping and Receiving
2. **Sales Staff:** An employee in the business who belongs to the Sales and Marketing section.
3. **Yard Worker:** An employee in the business who belongs to the Shipping and Receiving section.
4. **Assembler:** An employee in the business who belongs to the Client Services section.

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## Data requirements for Calculating Pay

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### Data requirements for Calculating Pay

#### Manager

First Name	Last Name	Section	Classification Level	Date Hired	Identification Number	Yearly Salary
Glenn	Frey	Research and Development	Engineer - Level 4	October 26, 1997	Manager-0553	65000.0

Possible values for some of the fields in the table for each Manager are:

- Section: Client Services, Financial Services, Research and Development, Sales and Marketing, Shipping and Receiving
- Classification Level: Engineer - Level x(1-4), Accountant - Level x(1-4), Marketing - Level x(1-4)
- Date Hired: month day, year
- Identification Number: Manager xxxx(4 digit number)

## Sales Staff

First Name	Last Name	Section	Classification Level	Date Hired	Identification Number	Salesperson Base Salary	Salesperson Commission Rate	Salesperson Weekly Sales
Mary	Smith	Sales & Marketing	Marketing - Level 3	October 6, 1994	SalesPerson-0252	22000.0	0.05	0.0

Possible values for some of the fields in the table for each Sales Staff are:

- Section: Sales and Marketing
- Classification Level: Marketing - Level x(1-4)
- Date Hired: month day, year
- Identification Number: SalesPerson xxxx(4 digit number)

## Yard Worker

First Name	Last Name	Section	Classification Level	Date Hired	Identification Number	Hourly Rate	Hours Worked
Maxwell	Smart	Shipping and Receiving	Clerk Level 2	November 6, 1993	Yardworker - 0263	10.5	0.0

Possible values for some of the fields in the table for each Yard Worker are:

- Section: Shipping and Receiving
- Classification Level: Clerk Level x(1-4)
- Date Hired: month day, year
- Identification Number: Yardworker xxxx(4 digit number)

## Assembler

First Name	Last Name	Section	Classification Level	Date Hired	Identification Number	Piece Rate	Items Assembled
Harry	Potter	Client Services	General Technical - Level 1	October 26, 1997	Assembler - 01	0.5	0.0

Possible values for some of the fields in the table for each Assembler are:

- Section: Client Services
- Classification Level: General Technical - Level x(1-4)
- Date Hired: month day, year
- Identification Number: ID no. x(number)