**User Manual for Pay Roll Tax Calculator Application**

1. **Website Form**

Consist of four tab pages with different buttons

* Tab page of Home
* Label of Application Name: display the application name
* Label of About Us: about us – team introduction
* List View Box of News: display news links for user selection
* Button of Help and Information: link to the tab page of Help and Information
* Button of Contact Us: link to the tab page of Contact Us
* Button of My Account: link to the tab page of My Account
* Tab page of Help and Information
* List View Box of IRS Instructions: display IRS links for user selection
* List View Box of Helpful Links: display helpful information for user selection
* Button of Continue to Application: direct user to the tab page of My Account for signup or login
* Tab page of Contact Us
* Group Box of Contact Us: display customer service contact information: email, phone and address in three labels
* Group Box of Feedback: collect the customer’s comments on the application from three text boxes of customer name, email address, and comments
* Button of Send: submit the content collected from customer to the system and saved into feedback data set
* Tab page of My Account
* Text box of Email: collect the customer’s email address for Sign Up/login purpose
* Text box of Password: collect the customer’s password for Sign Up / Login purpose
* Button of Enter as Guest: direct customer to application form without sign up
* Button of Sign Up: direct new customer to sign up page for personal data input
* Button of Log In: direct old customer to login their account
* Link of Help and Information: direct customer to tab page of help and information
* **Sign Up Form**
* Consist of one main button and different textboxes, radio buttons and check boxes.
* Sign Up button: Get user’s information and save it to the database.
* Also user should enter the password 2 times to be confirmed and the length limit of the password is maximum 8 characters. User can use any combination of upper or lower case or symbols and numbers if they want (We do not enforce any pattern.)
* **Log in Form**
* Consist of three buttons and two textboxes for user to enter their username and password.
* Log in Button: Checks the database to see if user’s entered information matches our records or not. If it matches, depending on whether they are admin or regular users, it takes them to the next page (admin main page in case of admin and confirm profile page in case of regular users) otherwise it shows an error message to correct their information.
* Admin User: test2 and Password:12345678
* Sign up Button: It redirects the user to the sign up form.
* Enter as Guest Button: It redirects the user to the confirm profile page.

The application requires a user to enter some location, salary, and allowance information before the calculation can take place. The first page the user sees is the Confirm Profile page.

* **Confirm Profile**

Two types of users navigate to this page:

* **Profile Users:** The information that is already stored in our system will populate to indicate their name, marital status, and locations. This type of user can proceed to the next page to enter their salary and allowance information.
* **Guest Users:** This type of user is required to fill in the location and marital status information once they opt to continue as a guest instead of logging in, or signing up to make a profile. The required information for locations allows for the state tax calculation. A user can check more than one state. They also need to select marital status as this helps determine the federal and state withholding amounts.

Once a user has confirmed this information, they will be prompted to proceed to the application’s page. The user is able to navigate back to the confirm profile information page should they want to update their entries.

* **Application Page – Salary and Allowance Information**

The sections that appear on this page are driven by user entries from their location information. A user is only able to see and navigate through state tabs for the states they selected. For example, if a user selects Arizona and Nevada on the profile page, those tabs are the only ones that will appear. Once on this section, there are three pieces of information needed from the user:

* **Form W-4 Allowances:** Form W-4 allowances can be changed annually by an employee, and are needed for the federal income tax withholding calculation. Since this is a federal amount calculated across all states worked, the user will only need to enter these once (especially if they have multiple tabs).
* **Salary and Pay Frequency:** Most U.S. workers are paid by contract with an annual amount, or bi-weekly as non-exempt employees. Those are the options provided here. If the user selects an annual frequency, they enter the salary they would have made for a full year. The proration based on duration worked will be taken into account later. If a user selects bi-weekly schedule for pay, they have to also provide an estimate for the average number of hours worked per week.
* **Months:** Lastly, the user provides the number of months worked in the specified state. As mentioned above, the salary is prorated based on this given period.

After entering these figures, the user is prompted to review the information entered before proceeding to the review page.

* **Review Page:**

After calculations, the user proceeds to the review page where they see a breakdown of their payroll. This page is separated into three groups: Compensation, deductions and withholdings, and employer contributions. The compensation and deductions sections are linked in that the net pay is difference between the gross salary and the sum of all deductions and withholdings. The employer contributions do not affect the paycheck and are informational

* **Download/Save:** Only profile users will have the option to save in addition to downloading, while guest users can download
* **Admin Main Form**
  + This is the admin main form which is seen after login
  + Update Helpful Links and About us button:- Redirects user to Update Helpful Links and about us Form
  + Update Contact Information button:- Redirects to Update contact Us form
  + Update Federal and state tax Form: Redirects to federal and state tax form
  + Log Out:- Redirects to Login Form
* **Update Helpful Links and about us Form**
  + Admin can update About us information for application by clicking “Update New Description” button
  + Update New Description Button :- Redirects to Add Description Form
  + Admin can add helpful links on the basis of category
  + Select the type, copy the link in textbox, write the title and click Upload button. Links will be updated on HelfulLinks.txt file
* **Add Description Form**
  + If Admin had previously added description then it will be displayed in textbox else it will be empty
  + Admin can write all the information , he wants to display in the home page
  + Submit Button:- It updates the information in Aboutus.txt fie
  + Back Button:- Redirects to Previous page
* **Update contact us Form**
  + If admin had previously added the contact information then it will be displayed else all the field will be empty
  + Text field are not clickable until user click Edit button
  + Edit Button:- User will be able to change the value in the field

:-Save Button will be visible

* + Save Button:-Pop will appear saying contact information has been updated and on clicking ok , you will be directed to Admin Home Form
  + Back Button:- Redirect to Previous Page
* **Update Federal and state tax form**
  + Shows FICA(Social security ) rate, FICA- Medicare rate and Federal Unemployment rate(FUTA) while form is loaded and on clicking the rates , a dialog will appear where he can update the tax rate for that particular type
  + Load IRS Table:-Redirects to Federal withholding rates Form
  + Update Arizona state tax Button:-Redirects to Arizona state tax Form
  + Update Utah state tax Button:-Redirects to Utah state tax Form
  + Update Nevada state tax Button:-Redirects to Nevada state tax Form
  + Refresh Button:- Latest updated rates are shown in field
* **View Feedback**
  + Shows the list of feedback submitted by user
  + Admin can delete the feedback on the basis of Id
* **Federal withholding rates Form**
  + Displays the withholding amount on the basis of marital status, low bound income and high bound income. This amount are same for all three states
  + Admin can delete the information by entering the period, low bound income and high bound income
  + Admin can also add the rows on the table but submitting the required information
  + In Period field only “A” and “B” are allowed to be typed where A means annual salary and B means biweekly salary
* **Arizona state tax Rate Form**
  + Displays the Withholding rate and SUTA rate
  + Withholding rates is different for married and single and changes with the low bound and high bound amount
  + Admin can Update Withholding rate and SUTA rate for Arizona from this form
* **Utah state tax rate Form**
  + Displays the withholding amounts depending on single and married. In Utah, they have same rate as per rule now but we have included marital status so that even Government brings new rule it can be used.
  + Displays the SUTA rate in Utah
  + Admin can update withholding and SUTA tax rate for Utah by clicking update button
* **Nevada state tax rate Form**
  + Nevada does not have any state tax but also we have kept field withholding rates displaying 0.00 keeping in the mind that if government changes the rule , it still could be used
  + Displays the SUTA rate in Nevada
  + Admin can update withholdings and SUTA tax rate for Nevada by clicking Update button