

2018

Payroll Management System

USER MANUAL

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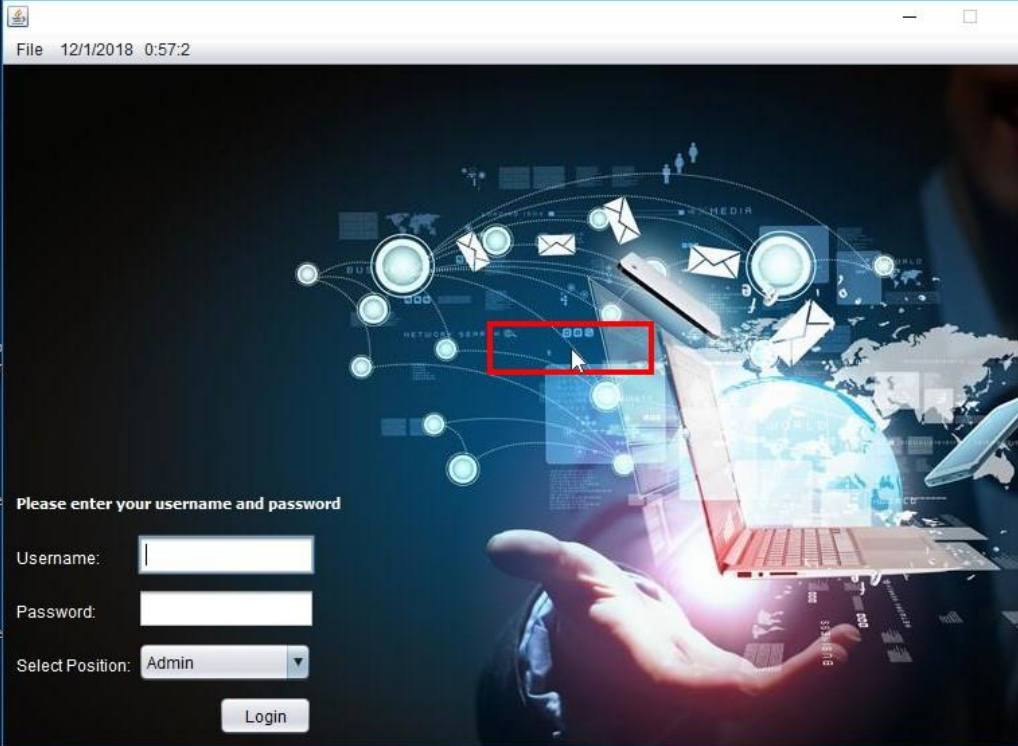
Lecturer

Department of Software Engineering

Daffodil International University

User Manual-payroll Management System

This manual contains the screenshot of the system and the description. Some of the screenshot don't have description because there have description on bellow screenshot.

Log In	<p>Here you need to logged in by using your user name and password</p> <div data-bbox="435 699 1446 1444"><p>File 12/1/2018 0:57:2</p><p>Please enter your username and password</p><p>Username: <input type="text"/></p><p>Password: <input type="password"/></p><p>Select Position: Admin <input type="button" value="v"/></p><p><input type="button" value="Login"/></p></div>
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Log in

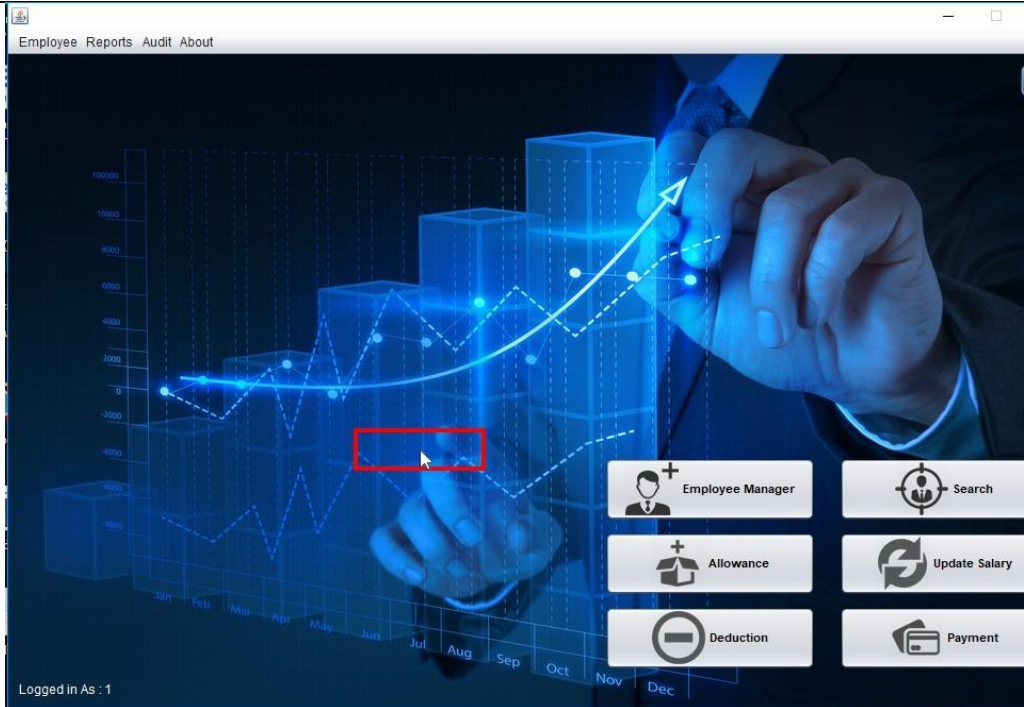
After implementing all data in user name and password you need to click log in to log in, If all are correct then it will show success sms otherwise it will show invalid



The screenshot shows a web browser window with the title bar 'File 12/1/2018 0:57:2'. The main content area has a dark blue background with a futuristic, glowing interface featuring a hand holding a laptop, a globe, and various icons like mail and network nodes. The text 'Please enter your username and password' is displayed above the login fields. The fields are: Username: 'Monir', Password: '*****', and Select Position: 'Admin'. A red rectangle highlights the 'Login' button at the bottom.

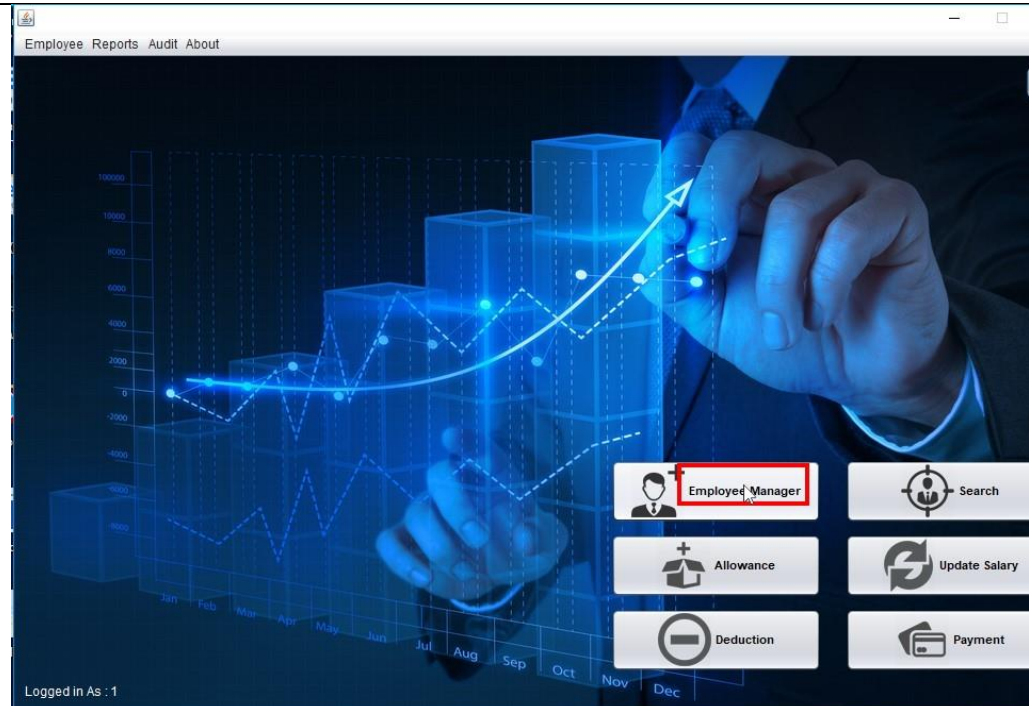
Home

After log in will redirect this page. This is our home page. Here some features. The features description is in bellow



Employee Manager

Click on "Employee Manager" to add employee and the details



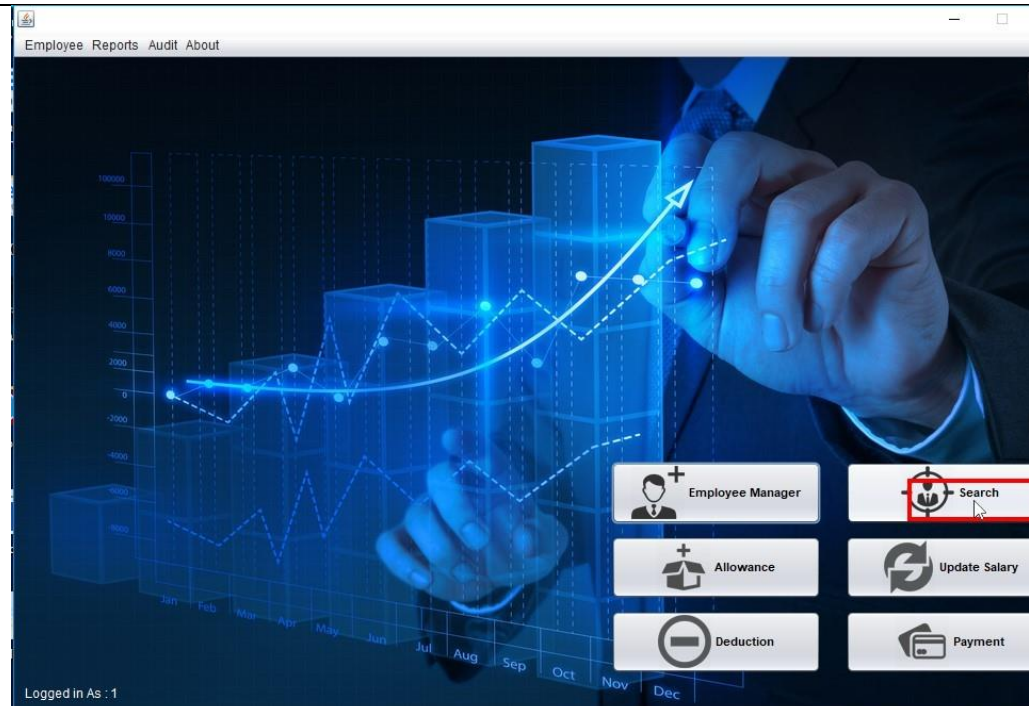
Add Employee

Here you need to add employee's information. and the employee id will be empty and that will be generated automatically. After that you need to click add record. It will show a dialog box for your confirmation. Then go to home screen by closing the window.

A screenshot of the "Add Employee" form. The form is titled "Employee Details" and contains various input fields for employee information. The fields are organized into two columns. The first column includes "Employee id:", "First name:", "Surname:", "Date of Birth:", "Gender:" (with radio buttons for Male and Female), "Email:", "Contact:", "Address Line 1:", "Address Line 2:", "Apt./House No:", and "Post Code:". The second column includes "Department:", "Designation:", "Status:", "Date Hired:", "Basic Salary:", and "Job Title:". There are also two buttons at the bottom right: "Add Record" and "Clear". A red box highlights the "Add Record" button. The top of the form shows the file path "File 12/1/2018 0:57:40" and the status "Logged in As :".

Search

Click on "Search" to watch employee information and can update information



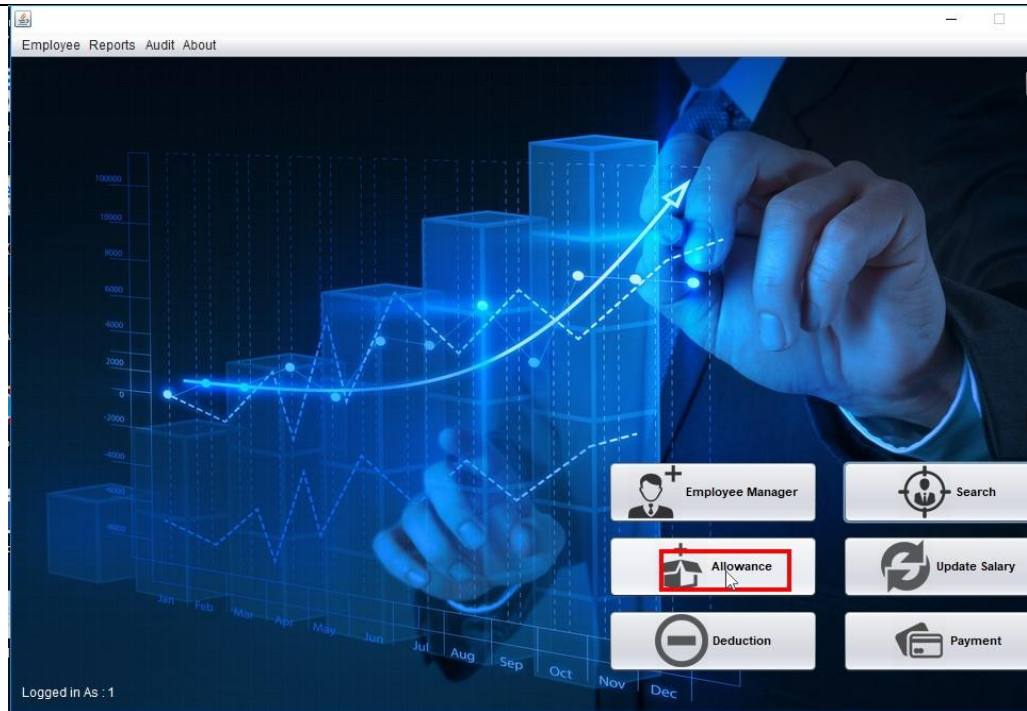
Search

Here you will search for the employee. You need to enter employee id only and the personal details box's will be filled up automatically. Here is 2 option one is update record and another one is delete record. You can easily update or delete record

The screenshot shows the 'Search' section of the Employee Management System. At the top, there's a 'File' menu and a 'Logged in' status. Below that, the 'Search' section has a text input field for 'Employee ID' with the value '2' entered and highlighted by a red box. Below the search field is the 'Personal Details' section, which contains various input fields for employee information. The fields are organized into two columns. The first column includes 'Employee id' (2), 'First name' (Moniujaman Sarker), 'Surname' (Monir), 'Date of Birth' (21-10-1996), 'Gender' (radio buttons for Male and Female), 'Email' (rujjamansarker@gmail.com), 'Contact' (01782888255), 'Address Line 1' (43/2, Sukrabad, Dhaka), 'Address Line 2' (empty), 'Apt./House No' (43/2), and 'Post Code' (1207). The second column includes 'Department' (Male), 'Designation' (Operator), 'Status' (Active), 'Date Hired' (5-7-2017), 'Job Title' (Operator), and 'Basic Salary' (50000). To the right of these fields is a placeholder for a profile picture. At the bottom right, there are two buttons: 'Update Record' (with a green circular arrow icon) and 'Delete Record' (with a red X icon). A 'Clear' button with an X icon is also present at the bottom center.

Allowance

Click on "Allowance " to enter allowance



Allowance

Here you just need to search with employee id and the details will come automatically then the allowance details, you need to fill up it manually . After that you can calculate the allowance and save it.

The screenshot shows a web application interface for managing allowances. At the top, there is a 'Search' section with an 'Employee ID' field containing the value '2'. Below this, a form titled 'Please enter the amounts' contains several input fields: 'Employee id' (2), 'First name' (Moniujjaman Sarker), 'Surname' (Monir), 'Date of Birth' (21-10-1996), 'Basic Salary' (50000), 'Department' (Admin), 'Overtime' (0), 'Medical' (0), 'Bouns' (0), and 'Other' (0). To the right of these fields are summary fields: 'Total Overtime' (0) and 'Rate Per Hour' (0). Below the form is a table with columns: id, over..., med..., bonus, other, emp..., salary, rate, total..., first..., sur..., and crea... The table is currently empty. To the right of the table, the 'Total Amount' is displayed as '0.00'. At the bottom right, there are three buttons: 'Save' (highlighted with a red box), '+ Calculate', and 'X Clear'. The bottom left corner shows 'Logged in As : 1'.

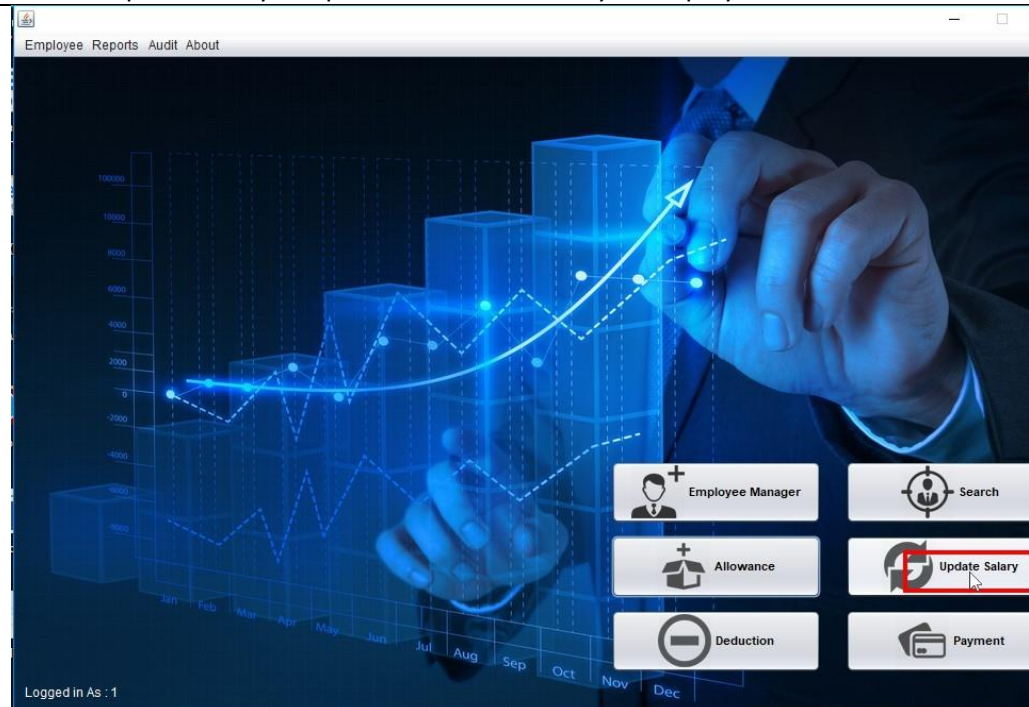
Allowance

Click on "Add Record" window in "Add Record"

The screenshot shows a dialog box titled 'Add Record' with a close button (X) in the top right corner. Inside the dialog, there is a large question mark icon and the text 'Are you sure you want to save record?'. At the bottom right, there are two buttons: 'Yes' (highlighted with a red box) and 'No'.

Update Salary

Click on update salary to update or increase salary of employee



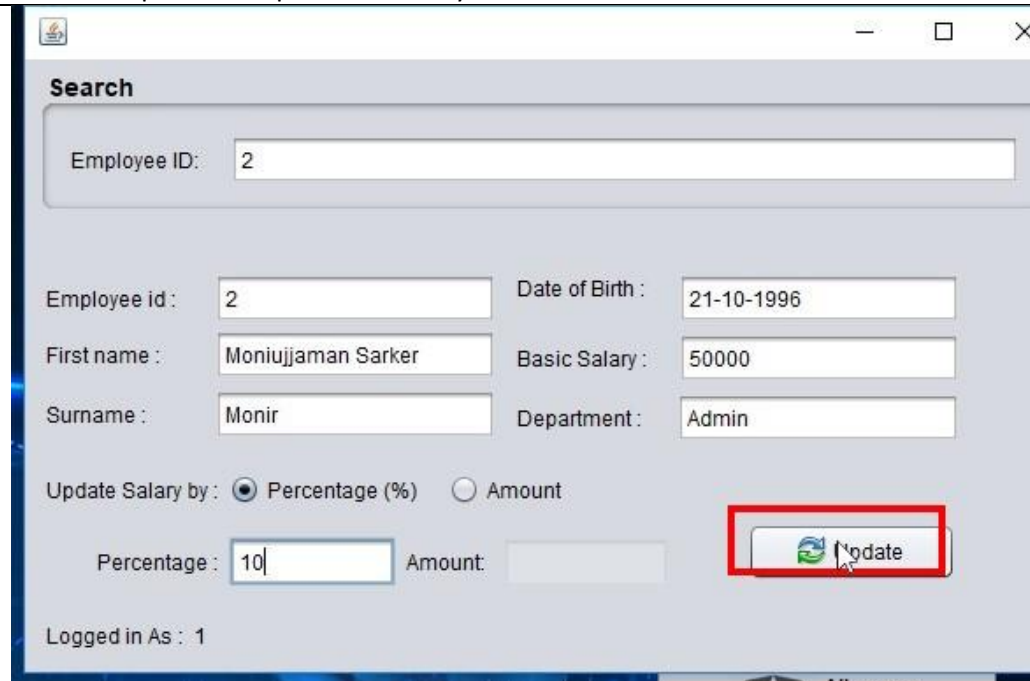
Update Salary

Here you need to search employee by employee id . and chose one for update salary. And fill the box about how much percentage or amount .

The screenshot shows a 'Search' form. At the top, there's a search bar labeled 'Employee ID:' with the value '2'. Below this, there are several input fields for employee details: Employee id (2), Date of Birth (21-10-1996), First name (Moniujjaman Sarker), Basic Salary (50000), Surname (Monir), and Department (Admin). In the 'Update Salary by' section, there are two radio buttons: 'Percentage (%)' (selected and highlighted with a red box) and 'Amount'. Below these, there are input fields for 'Percentage' and 'Amount'. At the bottom right, there's an 'Update' button. At the bottom left, it says 'Logged in As : 1'.

Update Salary

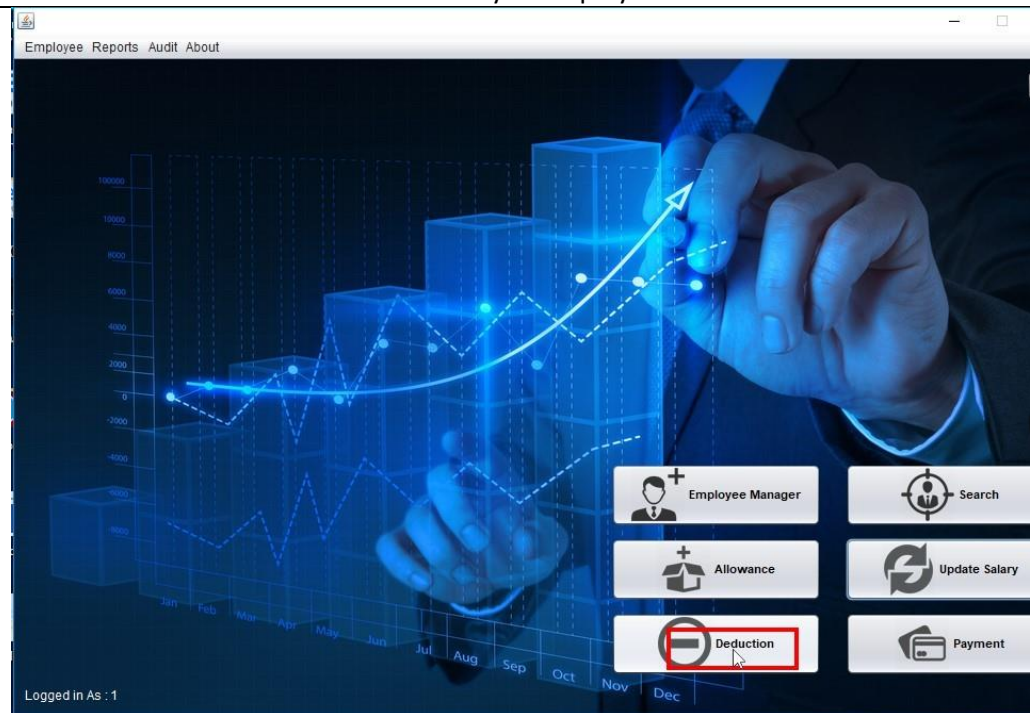
Click on "Update" to update the salary



The screenshot shows a web application window titled "Update Salary". It features a search bar at the top with "Employee ID: 2" entered. Below the search bar, there are several input fields for employee details: "Employee id:" (2), "Date of Birth:" (21-10-1996), "First name:" (Moniujjaman Sarker), "Basic Salary:" (50000), "Surname:" (Monir), and "Department:" (Admin). There are two radio buttons for "Update Salary by:"; "Percentage (%)" is selected. Below this, there are input fields for "Percentage:" (10) and "Amount:". A red rectangular box highlights the "Update" button, which has a green circular icon with a white arrow. At the bottom left, it says "Logged in As : 1".

Deduction

Click on "Deduction" to decrease the salary of employee



Deduction

Just input employee id on search section

Search

Employee ID :

Employee id : Designation :
First name : Status :
Surname : Date Hired :
Date of Birth : Job Title :
Department : Basic Salary :

Update Salary by : ☐ Percentage (%) ☐ Amount

Percentage : Amount :

Total Deduction: 0.00
Salary after deduction: 0.00

Reason:

Logged in As : 1

Enter Input Employee Id on Search Section:

Search

Employee ID :

Employee id : Designation :

First name : Status :

Surname : Date Hired :

Date of Birth : Job Title :

Department : Basic Salary :

Update Salary by : ☐ Percentage (%) ☐ Amount

Percentage : Amount:

Reason:

Total Deduction: 0.00

Salary after deduction: 0.00

Logged in As : 1

Deduction

Here you need to select the deduction by path. Here is also 2 path like Update salary . Select one and fill up the box.

U

Search

Employee ID :

Employee id : Designation :

First name : Status :

Surname : Date Hired :

Date of Birth : Job Title :

Department : Basic Salary :

Update Salary by : ☒ Percentage (%) ☐ Amount

Percentage : Amount:

Reason:

Total Deduction: 0.00

Salary after deduction: 0.00

Logged in As : 1

Deduction

Here you need to insert the reason for deduction salary

Search

Employee ID : 2

Employee id : 2

Designation : Operator

First name : Moniujjaman Sarker

Status : Active

Surname : Monir

Date Hired : 5-7-2017

Date of Birth : 21-10-1996

Job Title : Operator

Department : Admin

Basic Salary : 55000

Update Salary by : ☒ Percentage (%) ☐ Amount

Percentage : 10

Amount:

Total Deduction: 0.00

Salary after deduction: 0.00

Reason:

Save

+ Calculate

X Clear

Logged in As : 1

Deduction

Click "Calculate" to calculate salary after deduction

Search

Employee ID : 2

Employee id : 2

Designation : Operator

First name : Moniujjaman Sarker

Status : Active

Surname : Monir

Date Hired : 5-7-2017

Date of Birth : 21-10-1996

Job Title : Operator

Department : Admin

Basic Salary : 55000

Update Salary by : ☒ Percentage (%) ☐ Amount

Total Deduction: 0.00

Percentage : 10

Amount:

Salary after deduction: 0.00

Reason: Late entry

Save

+ Calculate

Clear

Logged in As : 1

Deduction Salary

Click on "Save" to update record

Search

Employee ID : 2

Employee id : 2

Designation : Operator

First name : Moniujjaman Sarker

Status : Active

Surname : Monir

Date Hired : 5-7-2017

Date of Birth : 21-10-1996

Job Title : Operator

Department : Admin

Basic Salary : 55000

Update Salary by : ☒ Percentage (%) ☐ Amount

Percentage : 10

Amount:

Total Deduction: 5500

Salary after deduction: 49500

Reason: Late entry

Save

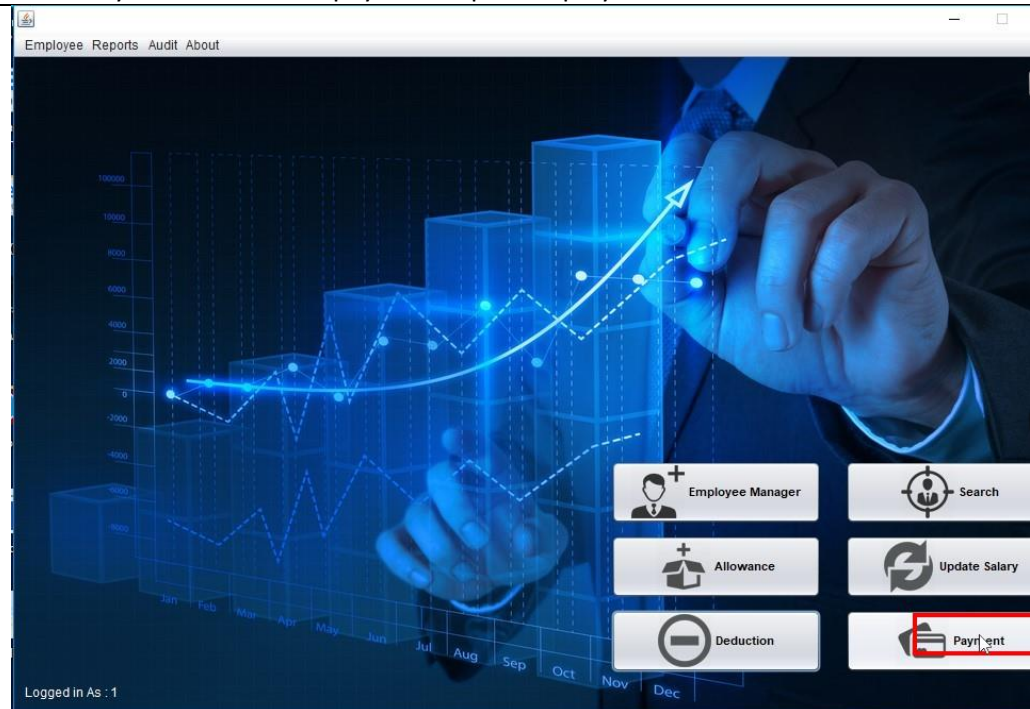
+ Calculate

X Clear

Logged in As : 1

Payment

Click "Payment" to make a payment slip to employee



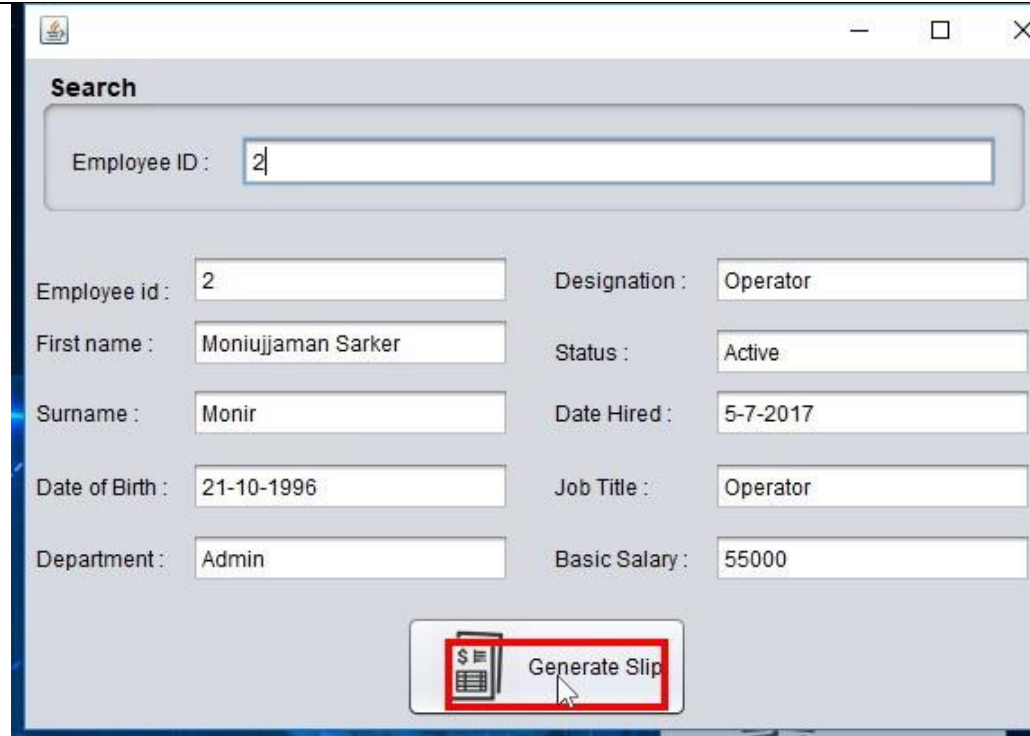
Payment

Enter Employee id to see details about employee

The screenshot shows a 'Search' form. At the top, there's a search bar with the label 'Employee ID:' and a text input field. The input field is highlighted with a red box. Below the search bar, there are several input fields arranged in two columns. The first column contains: Employee id, First name, Surname, Date of Birth, and Department. The second column contains: Designation, Status, Date Hired, Job Title, and Basic Salary. At the bottom of the form, there is a button labeled 'Generate Slip' with a document icon.

Payment

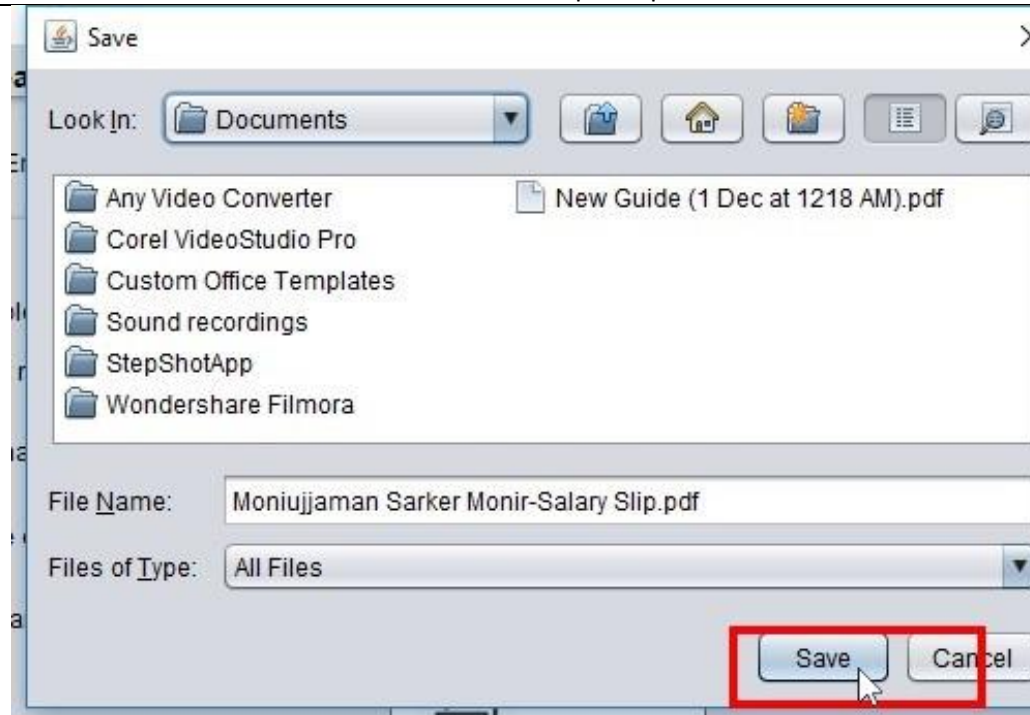
Click on "Generate Slip" to make a pay slip



The screenshot shows a window titled "Generate Slip" with a search bar and several input fields. The search bar contains "Employee ID : 2". Below it, there are two columns of input fields. The left column contains: "Employee id : 2", "First name : Moniujjaman Sarker", "Surname : Monir", "Date of Birth : 21-10-1996", and "Department : Admin". The right column contains: "Designation : Operator", "Status : Active", "Date Hired : 5-7-2017", "Job Title : Operator", and "Basic Salary : 55000". At the bottom right, there is a button labeled "Generate Slip" with a red border and a mouse cursor pointing to it.

Payment

Click on "Save" window in "Save" to save the slip as a pdf file



The screenshot shows a "Save" dialog box. The "Look In:" dropdown menu is set to "Documents". The file list shows several folders and one file: "Any Video Converter", "Corel VideoStudio Pro", "Custom Office Templates", "Sound recordings", "StepShotApp", "Wondershare Filmora", and "New Guide (1 Dec at 1218 AM).pdf". The "File Name:" field contains "Moniujjaman Sarker Monir-Salary Slip.pdf". The "Files of Type:" dropdown menu is set to "All Files". At the bottom right, there are two buttons: "Save" and "Cancel", both with red borders and a mouse cursor pointing to the "Save" button.

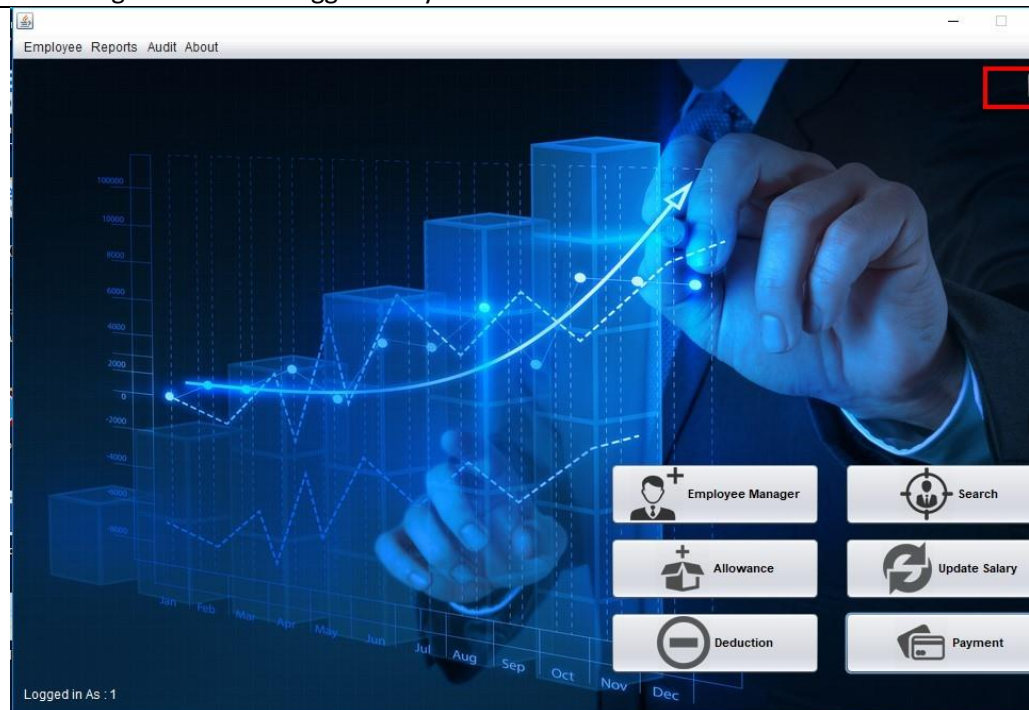
Confirmation

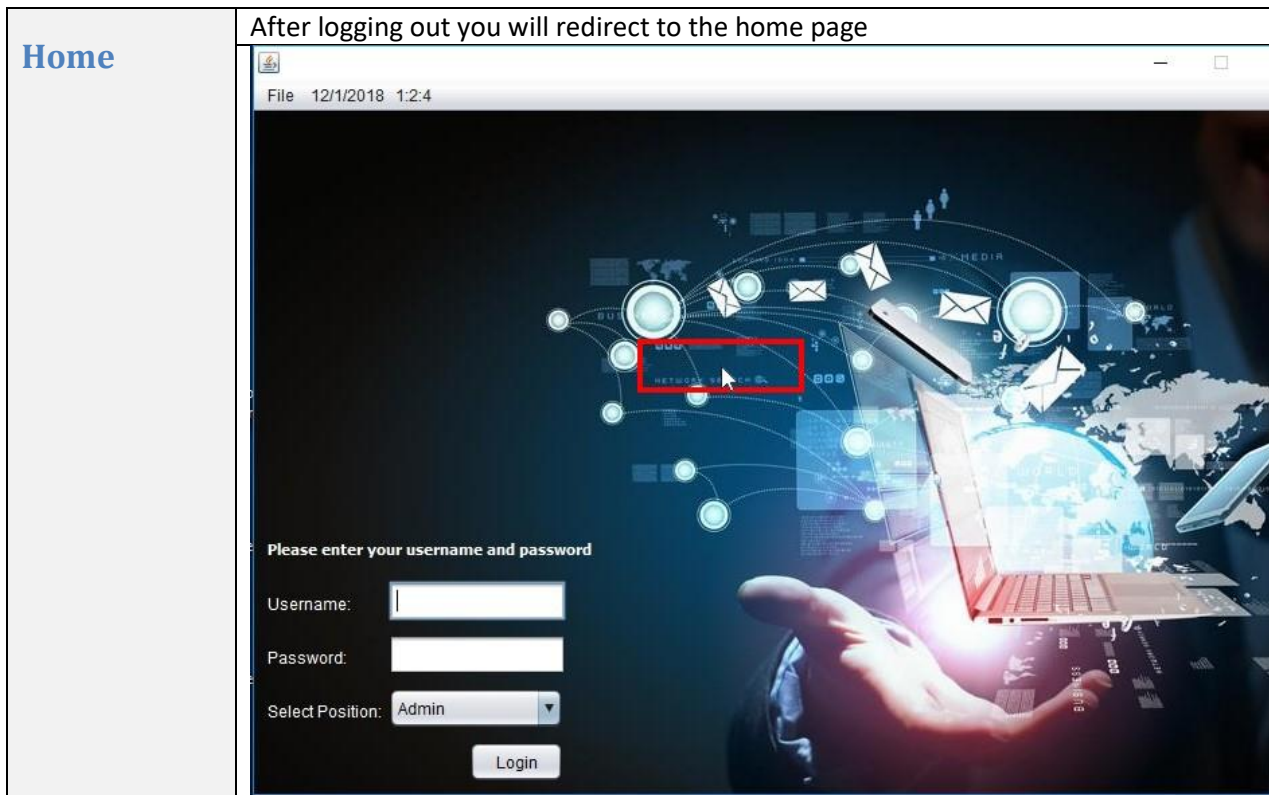
Click on "Ok" window in "Message"



Log out

Click "Log out" -icon to logged out yourself





That's all. If you have any problem, feel free to contact us:

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