MAPÚA MALAYAN DIGITAL COLLEGE

A college under Mapúa Malayan Colleges Laguna

MotorPH Payroll System Documentation

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Section

1. Introduction

The MotorPh Payroll System simplifies payroll management for businesses, offering a user-friendly interface and robust functionalities. This section provides users with a brief overview of the system's purpose, emphasizing its role in streamlining payroll processes and ensuring accuracy. The intended audience includes HR personnel, administrators, and employees involved in payroll-related tasks. To effectively utilize the system, users are encouraged to navigate this user guide, which provides comprehensive instructions and insights.

1.1. User Roles

The MotorPh Payroll System defines distinct user roles to streamline access and ensure security. These roles include employees, HR personnel, administrators, and IT staff. Each role is assigned specific permissions and responsibilities within the system to facilitate efficient payroll management and data security.

1.2. Navigating The User Guide

Navigating the MotorPh Payroll System user guide is simple and intuitive. Users can utilize the table of contents or search functionality to locate specific topics of interest. The guide is organized into sections, covering various aspects of system usage, including user roles, system access, and payroll functionalities. Clear headings and subheadings aid in easy navigation and comprehension of the content.

2. Getting Started

To begin using the MotorPh Payroll System, users need to ensure they meet the fundamental requirements outlined in this section. Hardware prerequisites may include a computer or mobile device with internet connectivity, while software prerequisites may involve a compatible web browser or dedicated application. Accessing the system can typically be done through a web link provided by the organization or via a dedicated application downloaded from an app store.

2.1. Hardware Prerequisites

Users need to ensure they have access to compatible hardware to use the MotorPh Payroll System effectively. This may include a desktop computer, laptop, tablet, or smartphone with internet connectivity. Adequate hardware ensures smooth system operation and optimal user experience.

2.2. Software Prerequisites

In addition to hardware requirements, users must also meet certain software prerequisites to access the MotorPh Payroll System. This may involve using a supported web browser, such as Google Chrome, Mozilla Firefox, or Safari. Alternatively, users may need to download and install a dedicated application from the relevant app store, depending on the system's configuration.

2.3. Accessing The System

Once users have met the necessary hardware and software prerequisites, accessing the MotorPh Payroll System is straightforward. Users can typically access the system through a web link provided by their organization or by downloading and installing a dedicated application. Upon accessing the system, users will be prompted to log in using their unique credentials, granting them access to the system's features based on their assigned role and permissions.

3. Using The Payroll System

3.1. Secure Login Procedures

The process of securely logging into the MotorPh Payroll System begins with the employee and admin opening the system and navigating to the login screen prompted to choose what role they are, either employee or admin. Here, they are prompted to enter their unique credentials, which include an email address and a password. These details are then submitted to the system via the Login class, which functions to verify the entered credentials against the stored user data in the system's database. If the credentials are found to be correct and match an existing user profile, the system grants access to the user, allowing them to proceed to the main dashboard of the payroll system. This process ensures that only authorized personnel can access sensitive payroll information and functionality, safeguarding employee data and company resources.

3.2. Salary and Deduction Calculations

The calculation of salaries and deductions within the MotorPh Payroll System is a comprehensive process that takes into account various factors to ensure accurate payroll management. Initially, the system calculates the monthly salary of each employee using the Finance composition class. This involves determining the gross salary based on the hourly rate multiplied by the hours worked, as recorded in the attendance system. Following this, the system computes the applicable deductions for each employee through the Deductions class. This includes calculating the contributions for SSS, PhilHealth, withholding tax, and PagIbig, based on the current rates and the employee's gross salary. Additionally, the Allowance class calculates any applicable allowances, such as rice subsidy, phone allowance, and clothing allowance, adding these to the gross salary. The net salary is then derived by subtracting the total deductions from the gross salary plus allowances, providing a clear and accurate reflection of the employee's take-home pay for the month.

3.3. Leave Applications

Applying for leave within the MotorPh Payroll System is designed to be a straightforward yet flexible process to accommodate the diverse needs of the workforce. An employee wishing to apply for leave starts by accessing the Request class interface, where they can select the type of request they wish to make, in this case, a leave request. Within the Leave class, the employee specifies the leave type (vacation, sick, maternity/paternity, bereavement, leave without pay) and inputs the required details such as the start date, end date, and reason for the leave. This information is then submitted for processing within the system. The request goes through a workflow where it can be reviewed, approved, or rejected by the HR personnel. Upon approval, the leave is recorded, and the employee's leave balance is updated accordingly. This system ensures a transparent and efficient process for managing leave applications, allowing for easy tracking and administration of employee leave entitlements.

4. Technical Information

4.1. Use Case Diagram

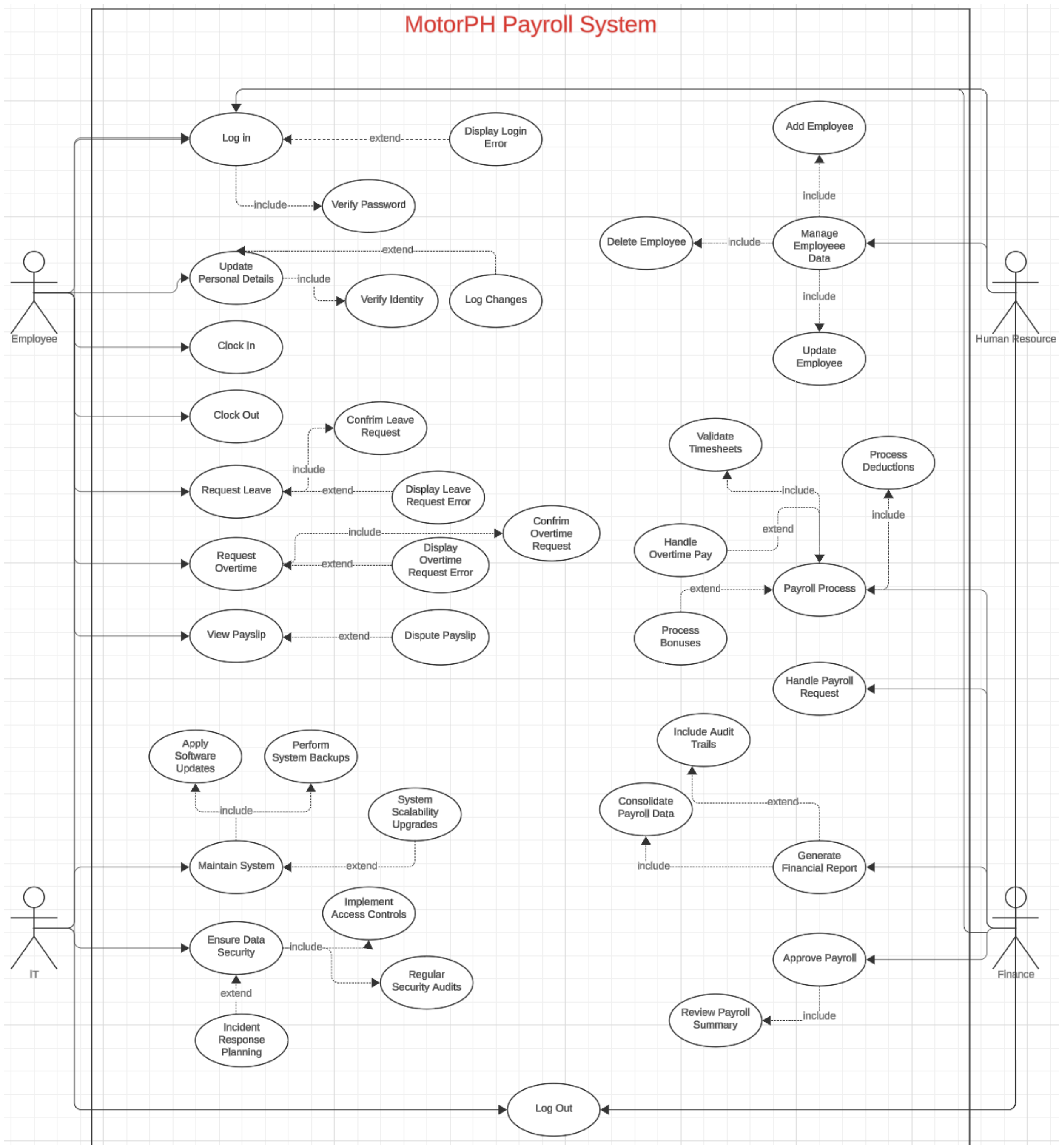

Figure 1. MotorPH's Payroll system

The MotorPH Payroll System's use case diagram outlines the interactions and functionalities of its four entities succinctly. Employees can log in with error display upon password verification, update personal details, clock in/out, request leave with error handling, request overtime, and view payslips. The HR entity manages employee data including additions, updates, and deletions, and approves leave requests. The Finance department handles payroll processing, including deductions, timesheet validation, overtime pay, bonuses, and payroll requests, along with audit trails and data cancellation. The IT department maintains system integrity through updates, backups, and scalability upgrades, ensuring data security with access controls, audits, and incident response planning.

4.2. Class Diagram

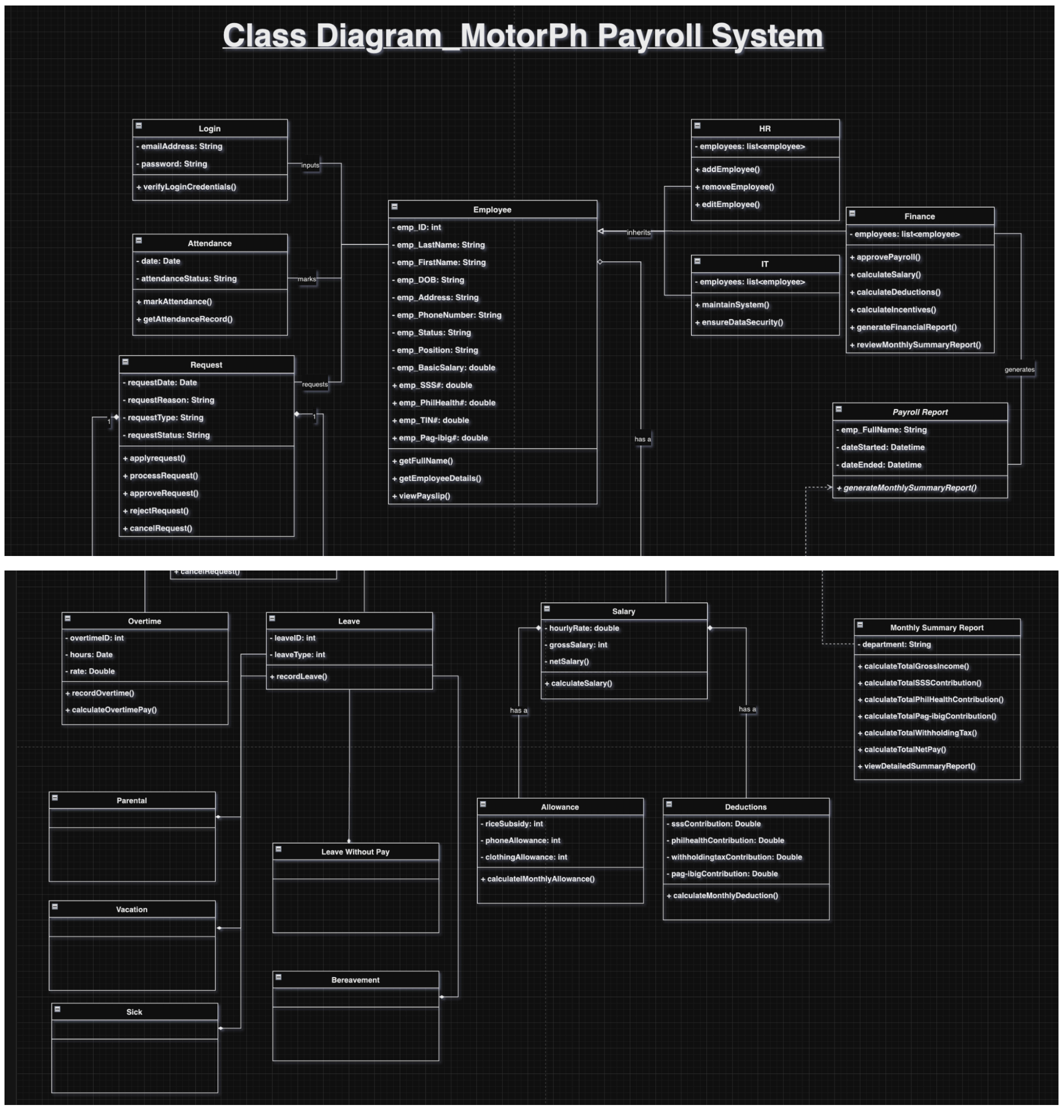

Figure 1.1 MotorPH's Payroll System Class Diagram

The MotorPH class diagram outlines the structure and interactions within the system. It includes the Employee entity with attributes such as employee ID, name, contact details, status, position, and salary information, along with methods for retrieving employee details and accessing payslips. Employees can log in with email address and password verification. They can mark attendance, submit various requests (e.g., leave, overtime), and access different types of leave options. Employee inherits from HR, IT Department, and Finance Department, each providing relevant functionalities such as employee management, system maintenance, data security, payroll processing, and financial reporting. The system generates payroll reports and monthly summary reports, detailing gross and net incomes, contributions, taxes, allowances, and deductions. Salaries include hourly rates, gross and net salary calculations, and allowances, while deductions encompass contributions for SSS, PhilHealth, withholding tax, and Pag-IBIG, with methods for calculating monthly deductions.

4.3. Testing

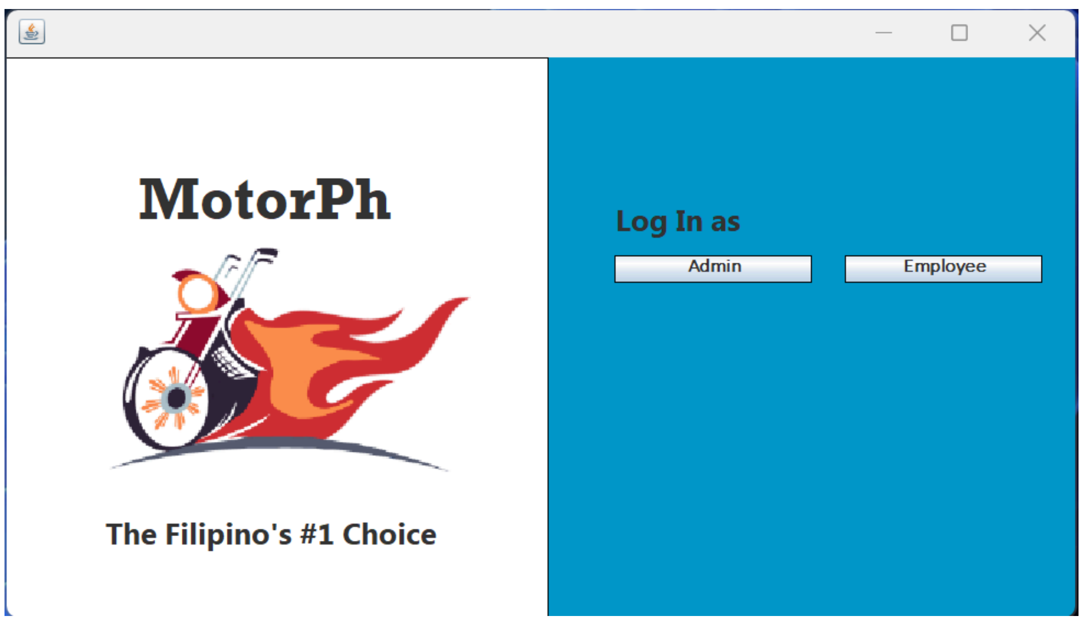

Figure 1.

A specific access is granted to their assigned role. Whether an admin or an employee they can log in using their account credentials verified by the system.

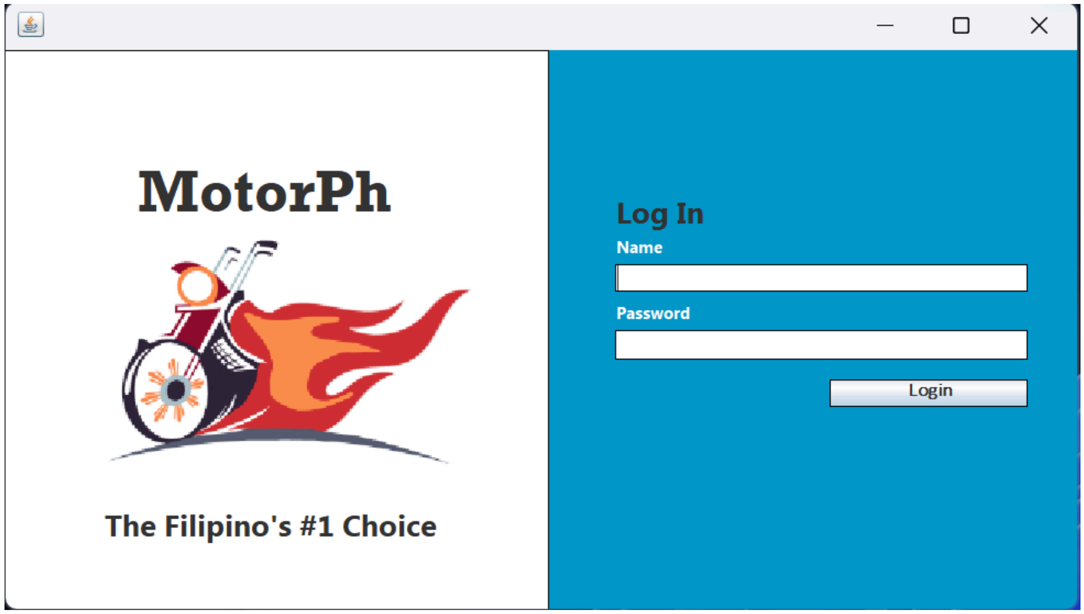

Figure 2.

This is the admin portal where they can input their given account credentials.

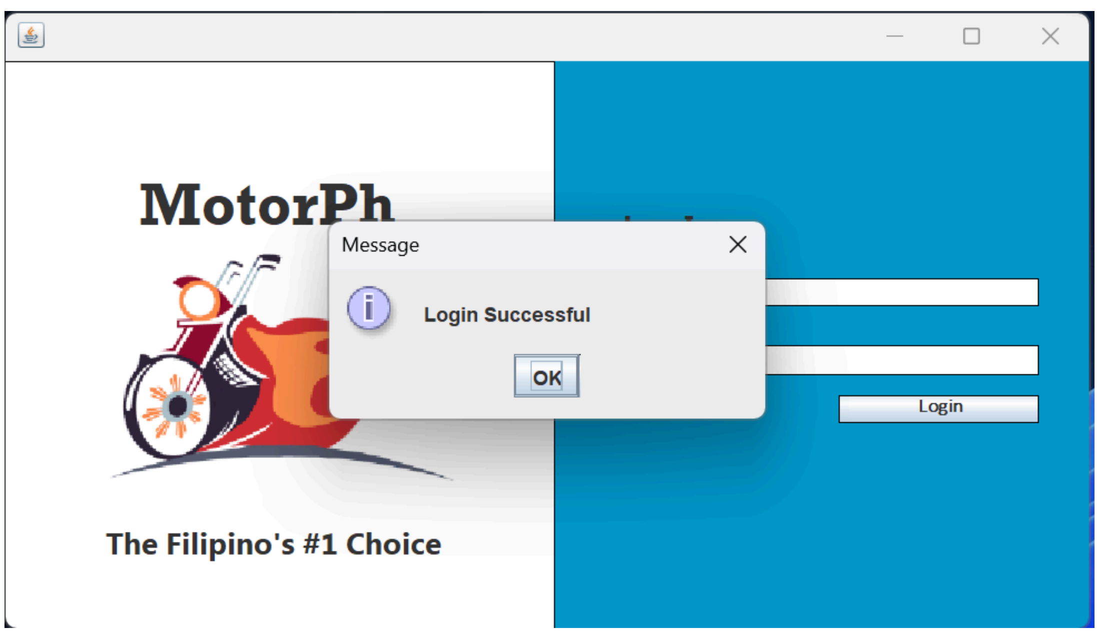

Figure 3.
Once the system verifies their log-in credentials, they can now access their account.

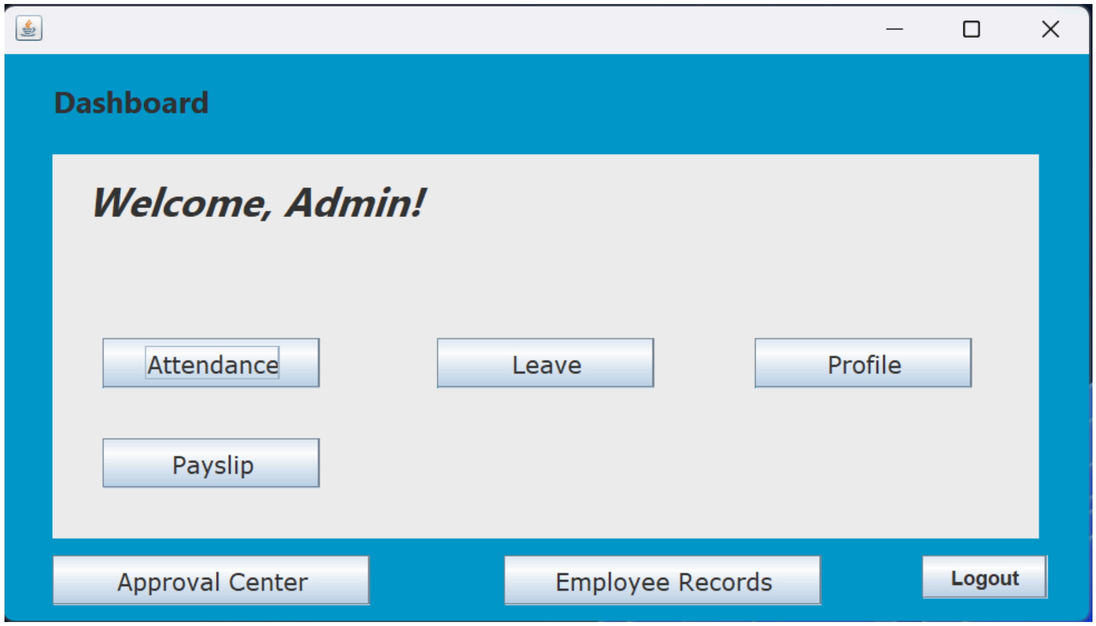

Figure 4.

The first thing that they can see after account verification is the dashboard, where they can access the functionalities of the system as an admin-role which are Attendance, Leave, Profile, Payslip, Approval Center, Employee Records, and Logout.

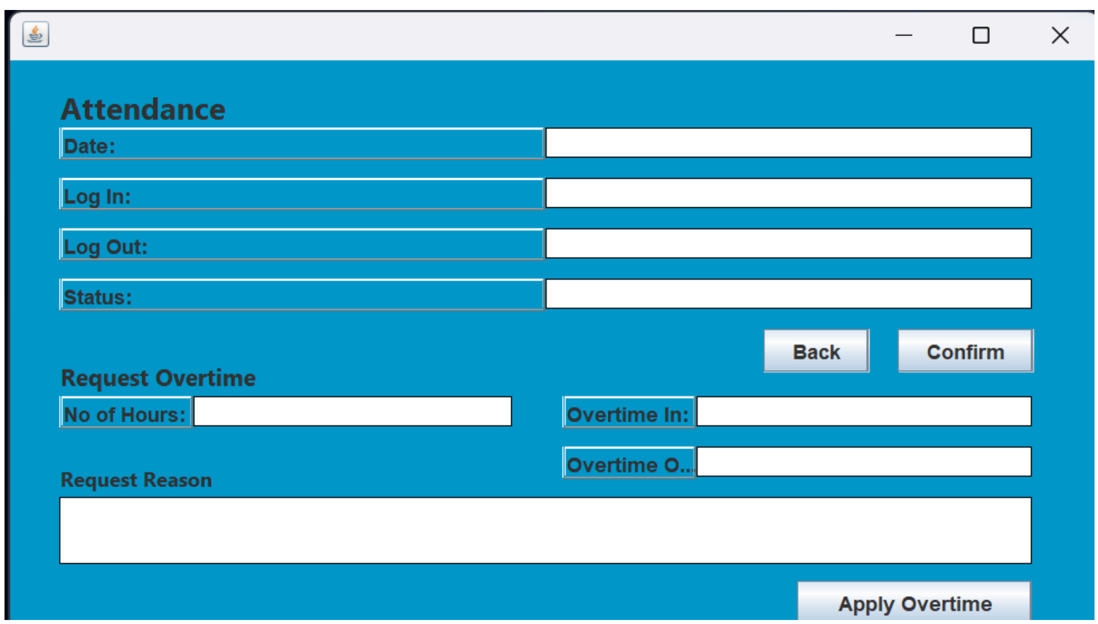

Figure 5.

In the Attendance dashboard, this is where admin verifies the date, time in/ out, and status of each employees attendance (absent or late). They can request overtime in this tab as well, the number of hrs, the time in/out, and the reason for request is mandatory.

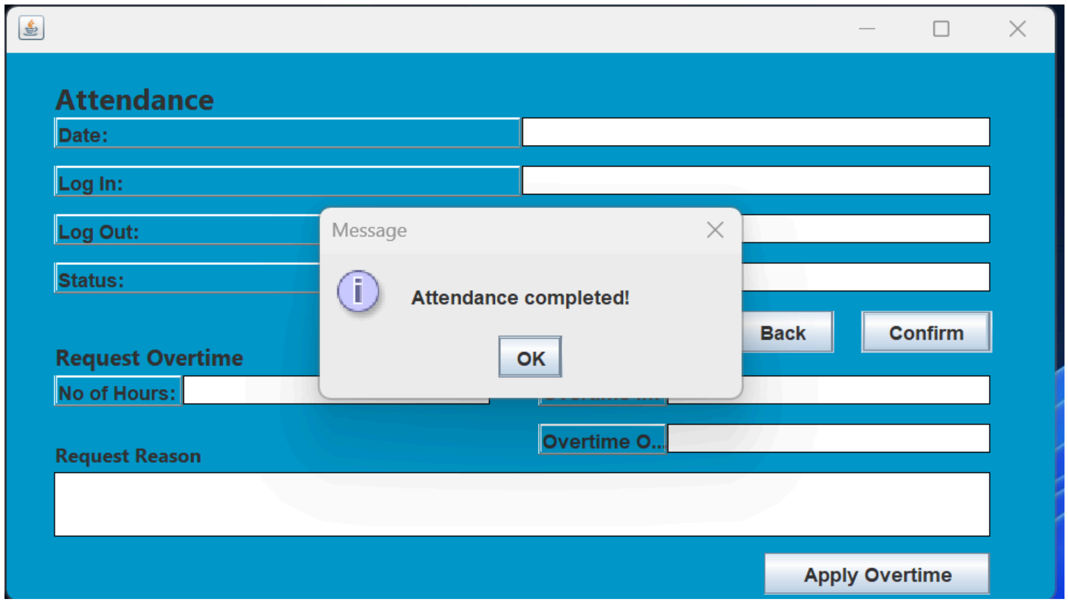

Figure 6.

Once the admin verifies the hrs worked,, they can click confirm so that it will be imprinted in the system.

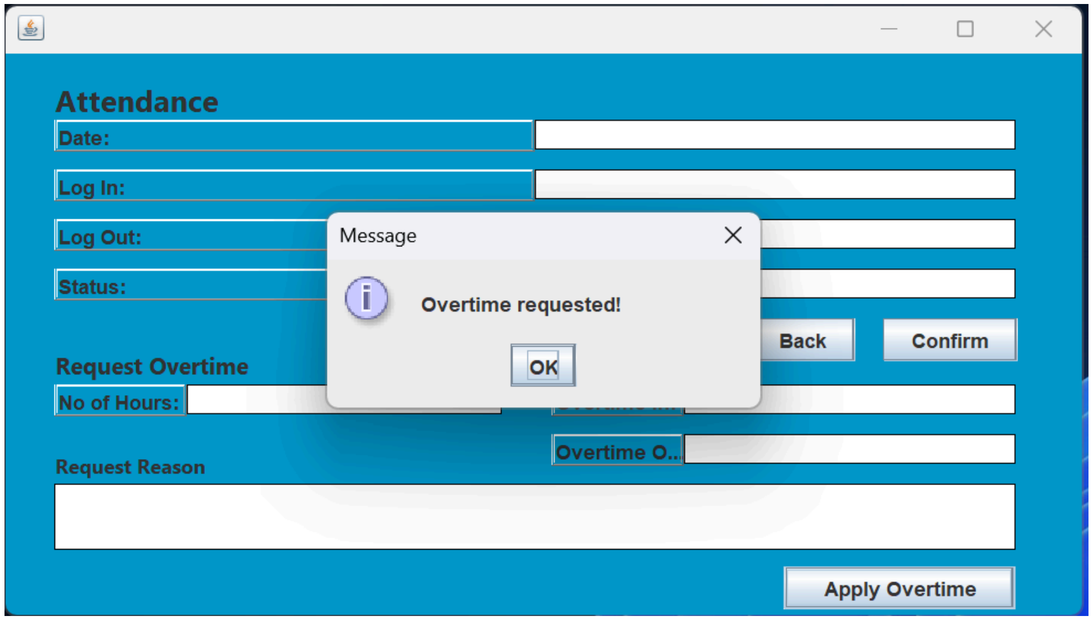

Figure 7.

Once the admin verifies the overtime hrs and the time, they can click confirm so that it will be imprinted in the system.

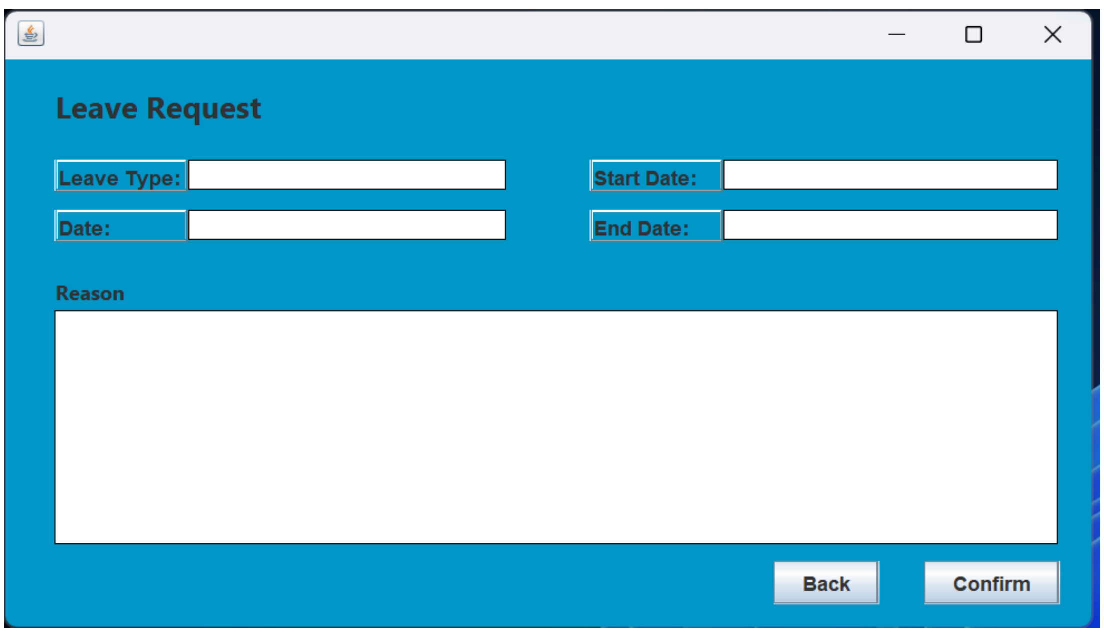

Figure 8.

This is the Leave Request tab where admins can input the leave type each employee that will acquire, the date, the start/ end dates, and the reason.

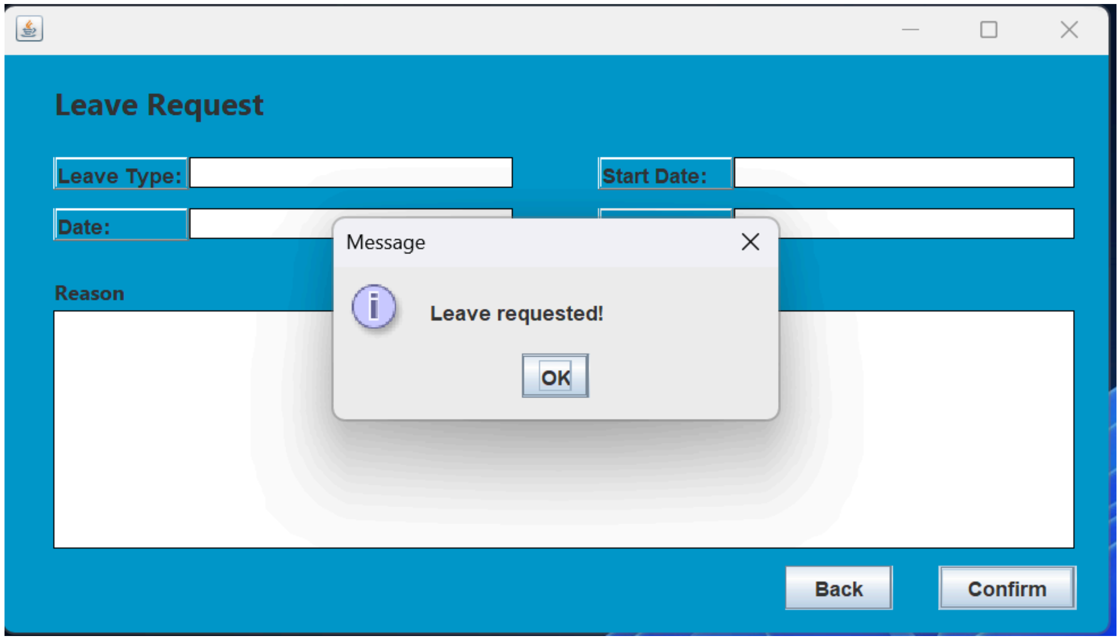

Figure 9.

Once the mandatory areas are filled, the admin can click confirm to finalize the leave requested.

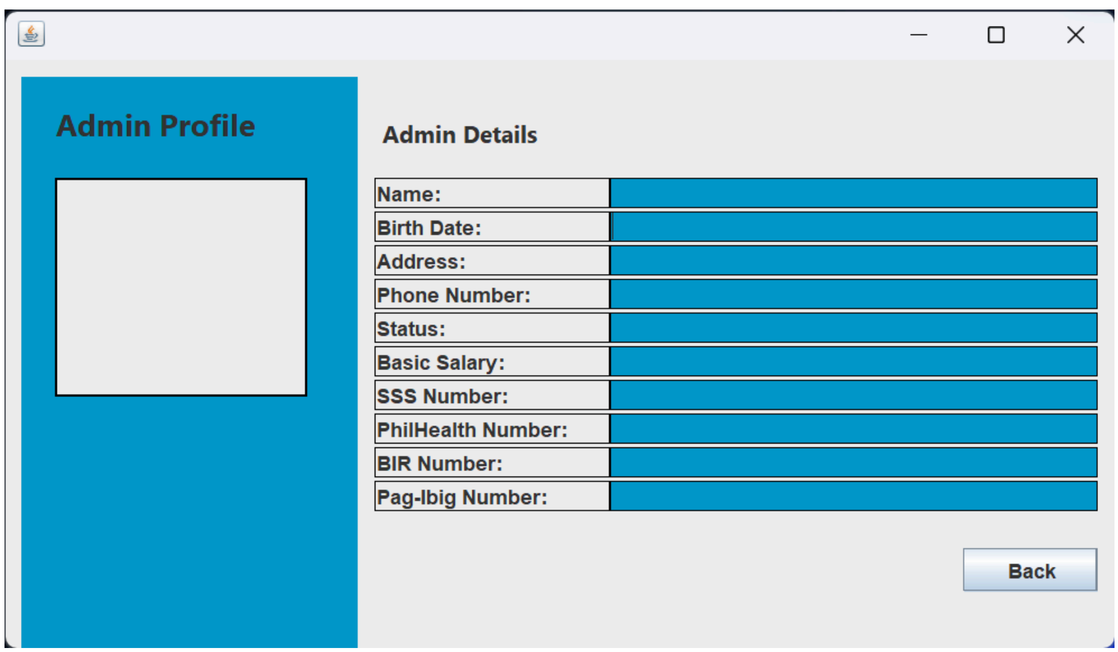

Figure 10.

In the Admin Profile, this is where details can be found which is confidential and should be kept with integrity in the system.

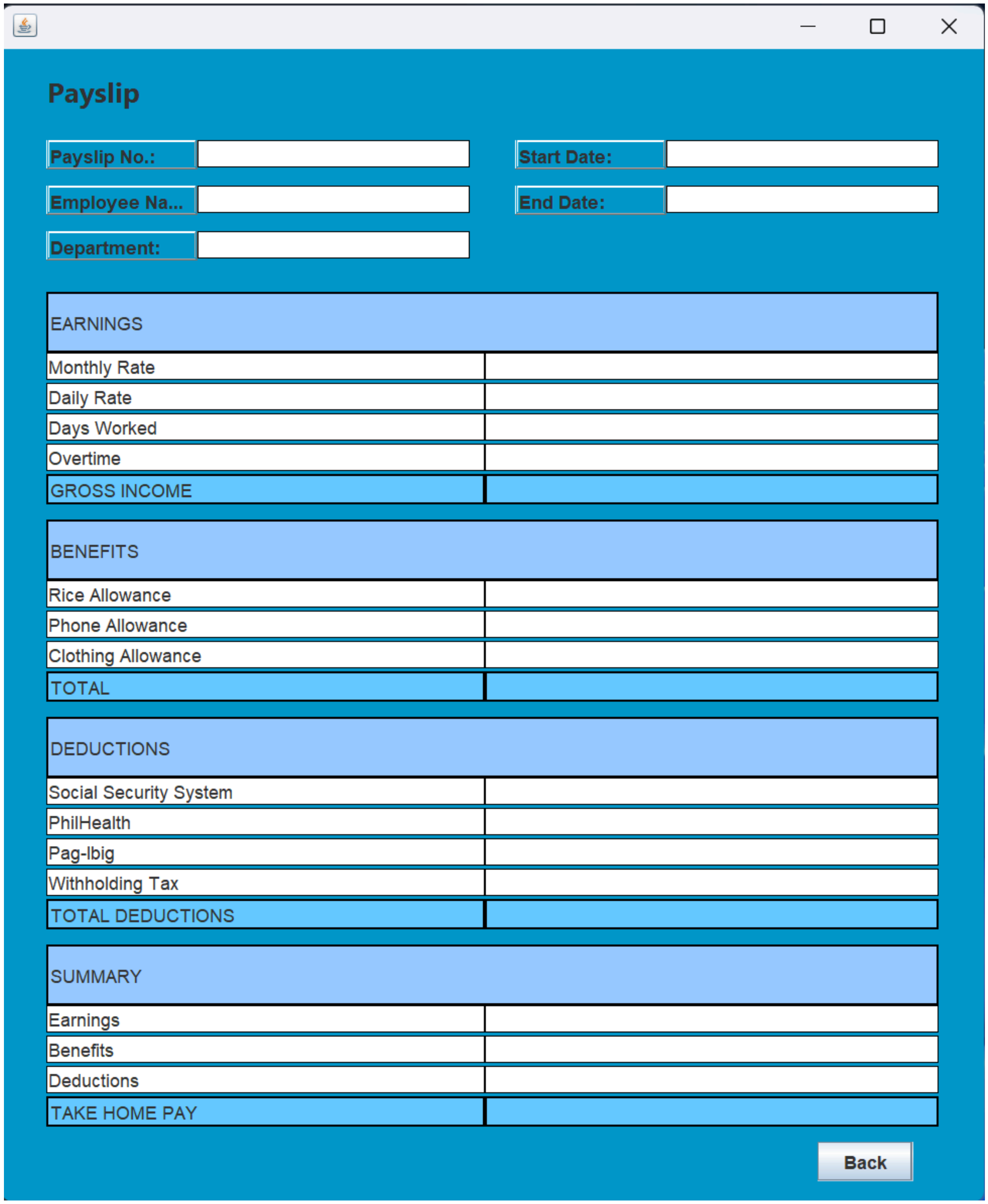

Figure 11.

This is the Payslip form, where the payslip number for unique identifier is indicated and the employee's number, department, the Start Date of the pay period until the end.

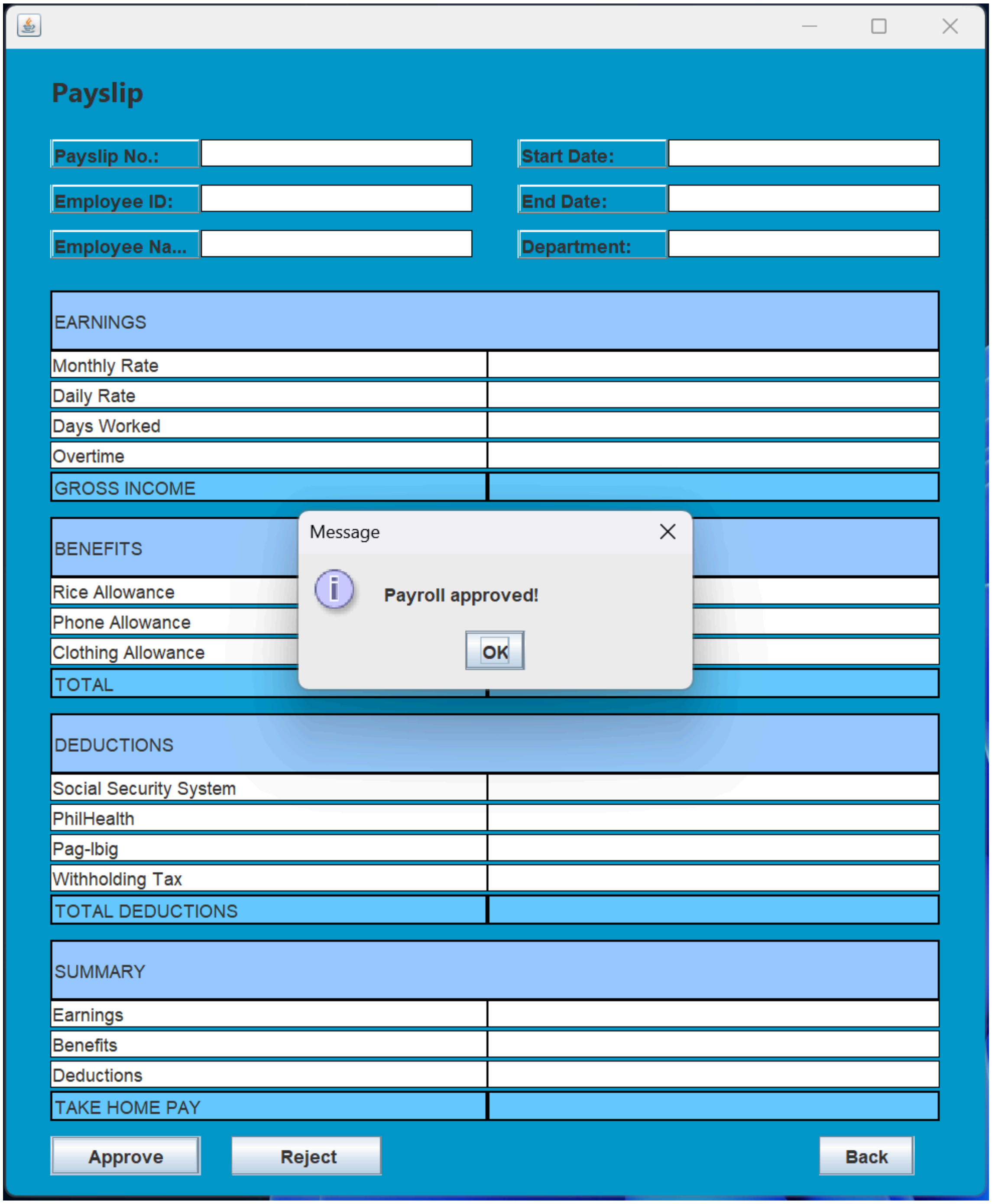

Figure 12.

Once the payroll staff or the admin verified the calculations (earnings, benefits, deductions) and it matched based on the hrs worked per employee the admin can approve th

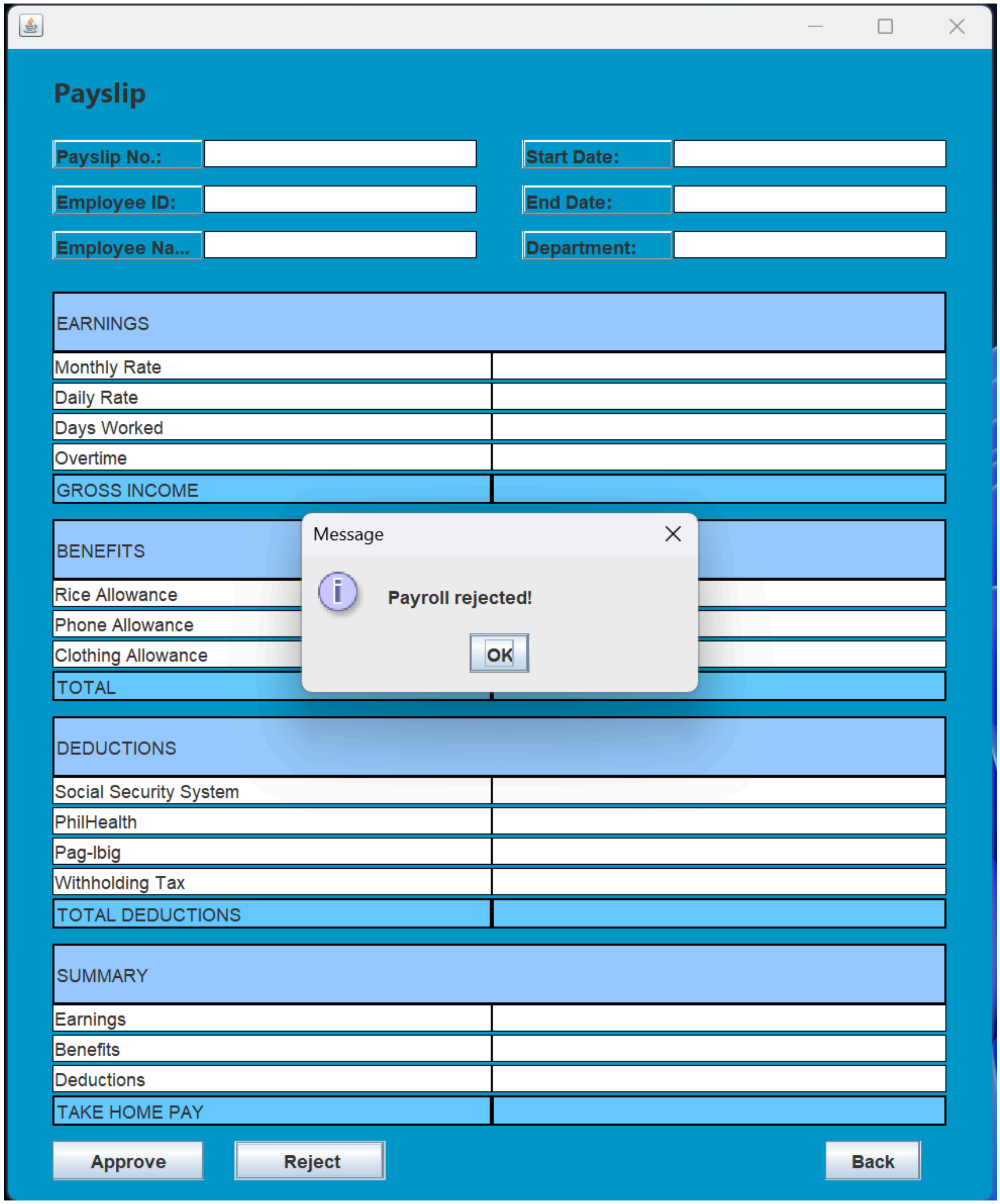

Figure 13.

Once the payroll staff or the admin verified the calculations (earnings, benefits, deductions) and there is a mismatch in the system then the admin can reject the payroll.

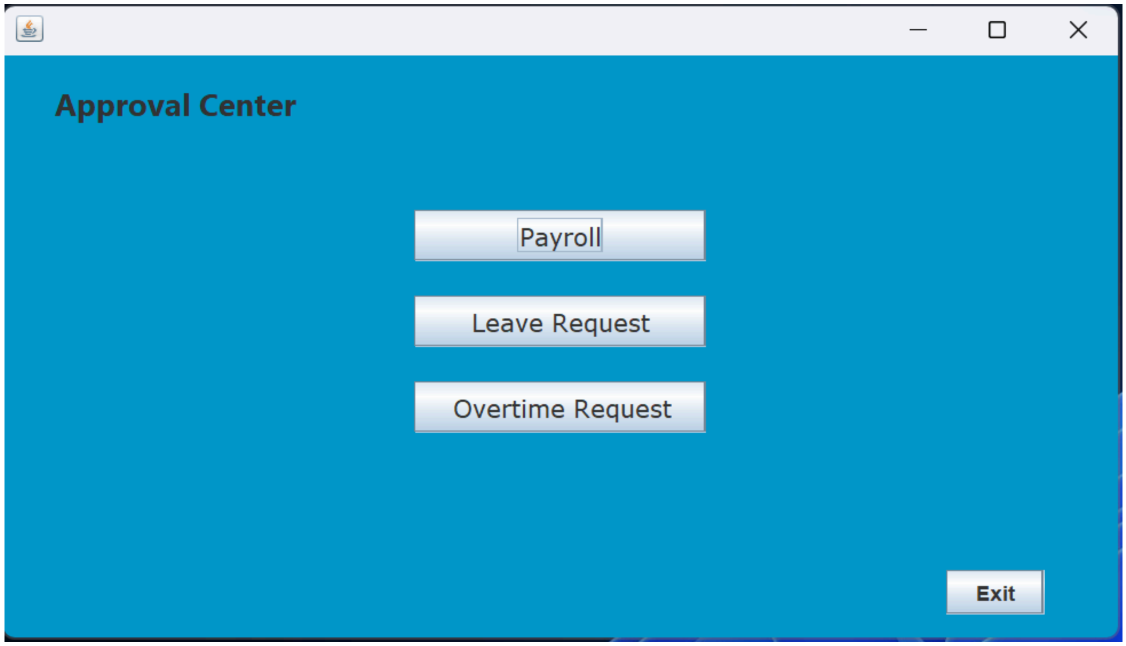

Figure 14.

At the Approval Center, there are three buttons that indicate Payroll where the admin can oversee the Payslip form (indicated at Figure 11-13) , Leave Request, and Overtime request.

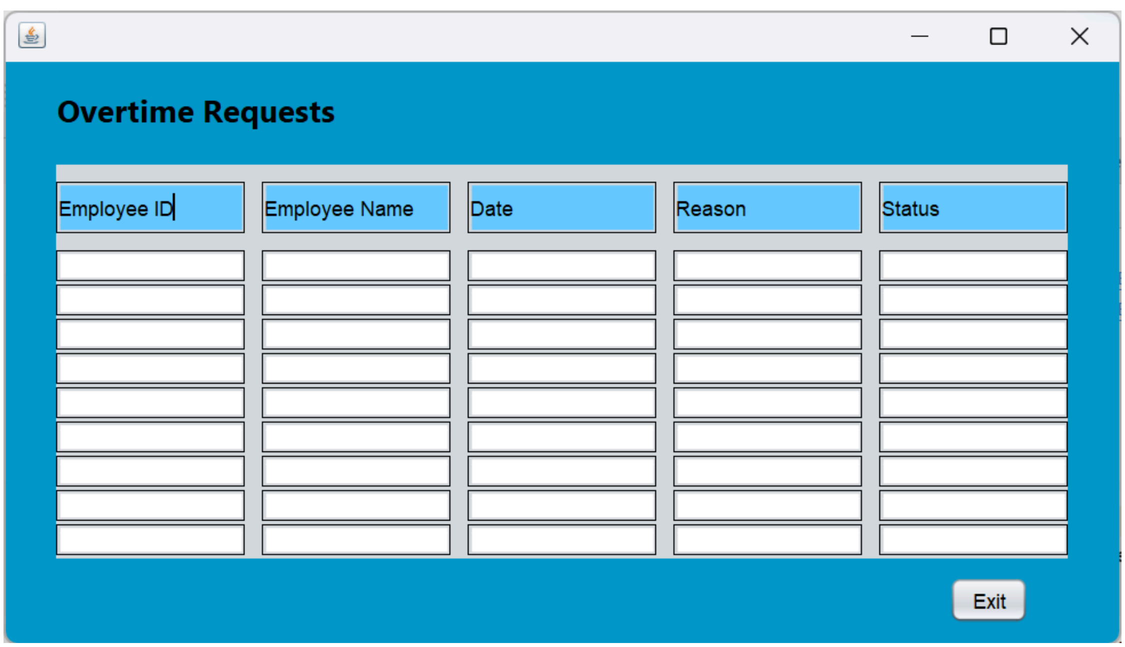

Figure 15.

For overtime requests tab, this serves as a tracker to easily manage overtime requests. Employee's ID, name, date, reason, and status should be indicated in this tab.

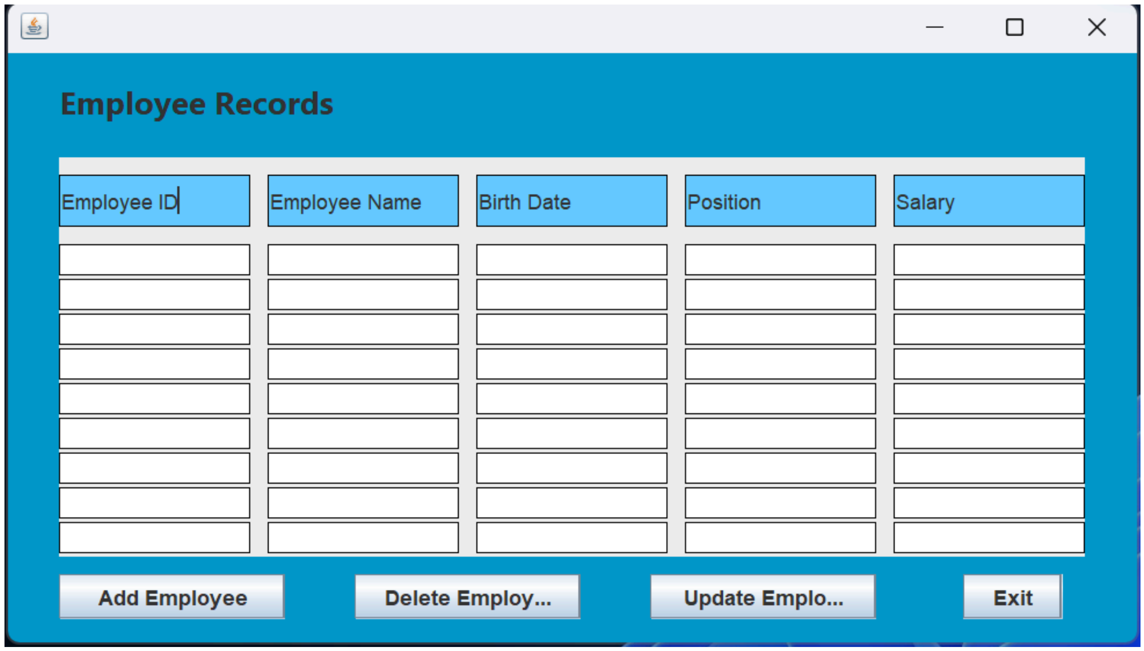

Figure 16.

At the Employee records tab, this is where admin can add or delete or update employee's information such as their ID, Name, DOB, position, and salary.

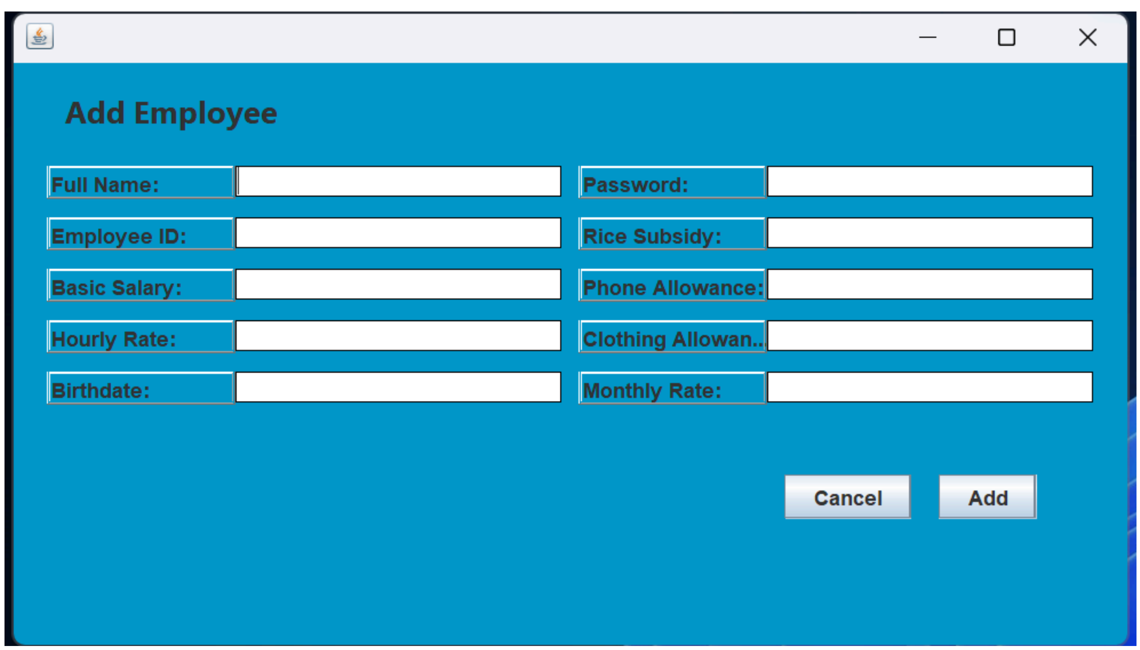

Figure 17

When adding employees, the admin should input their full name, assigned ID, basic salary, hourly rate, birthdate, password, rice subsidy, phone allowance, clothing allowance, and monthly rate.

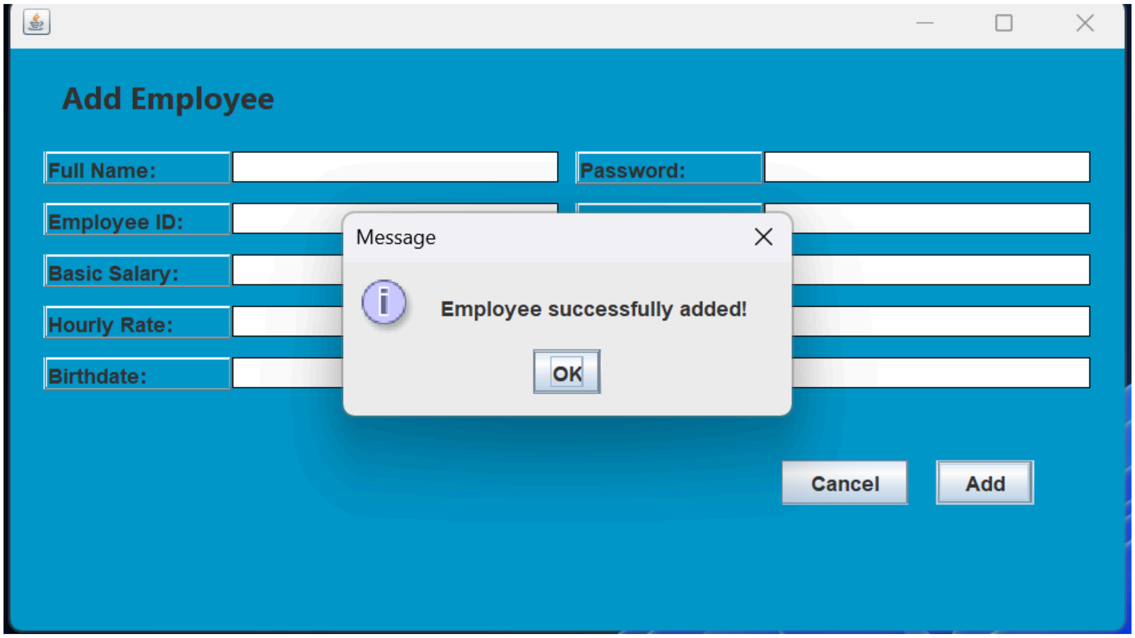

Figure 18.

Once confirmed and all details are correct, then the admin can now add the employee.

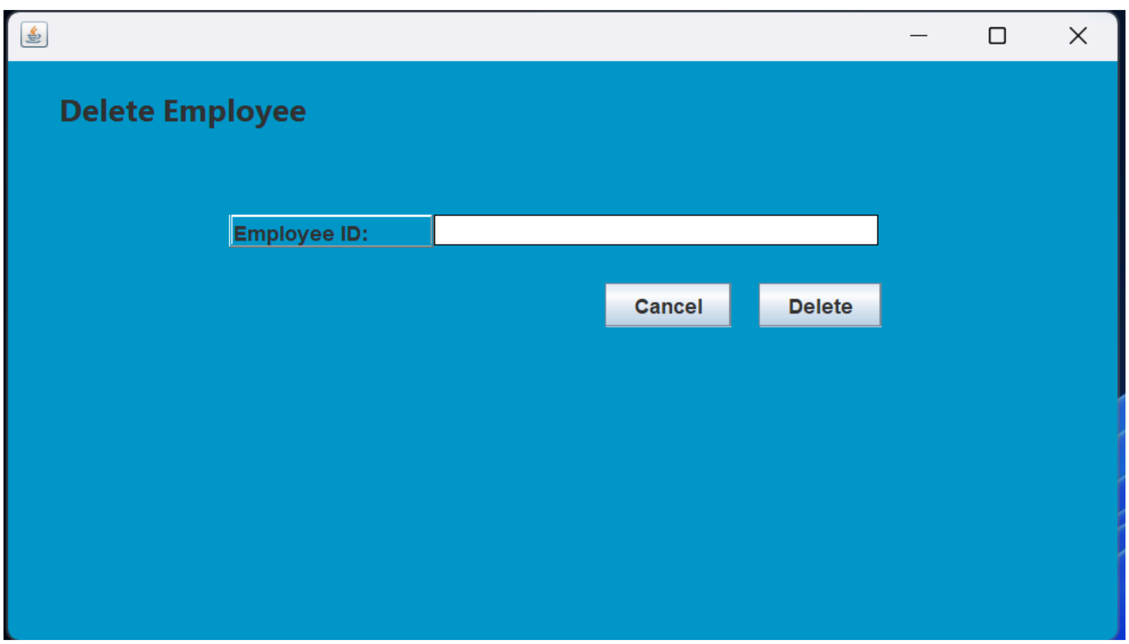

Figure 19.

If an employee resigned or terminated, then the admin can input the specific ID and tap the delete button.

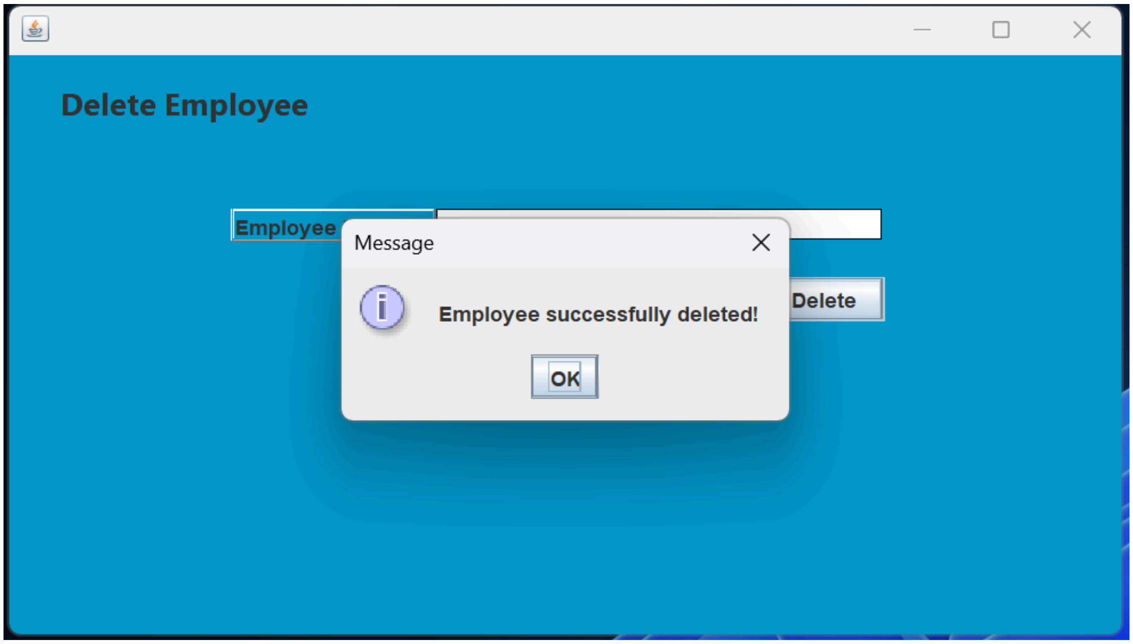

Figure 20.

A message indicating “Employee Successfully Deleted” once the course of action is done.

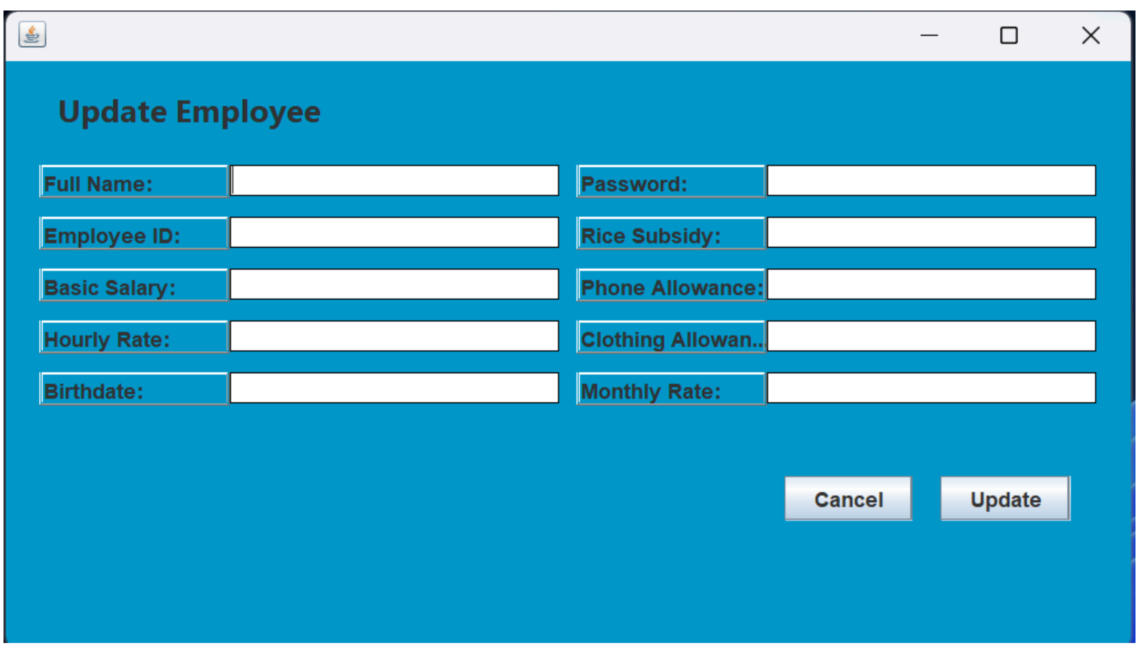

Figure 21.

For the update employee tab, if there is an incorrect or lacking information of an employee. The admin can update the details here.

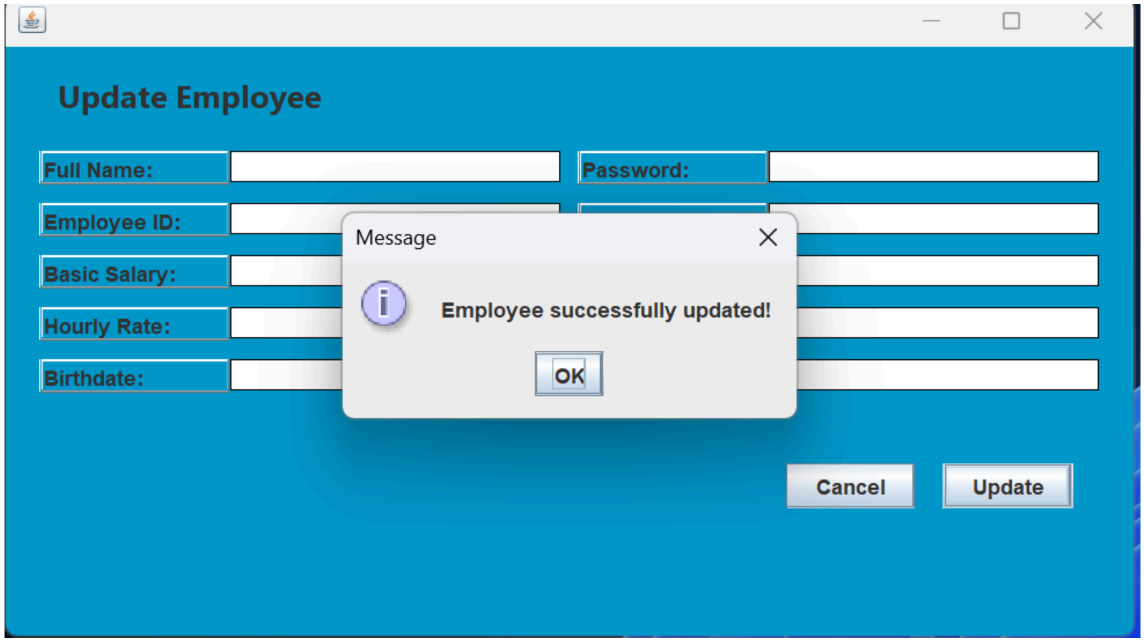

Figure 22.

Once confirmed, the employee information is now successfully updated.

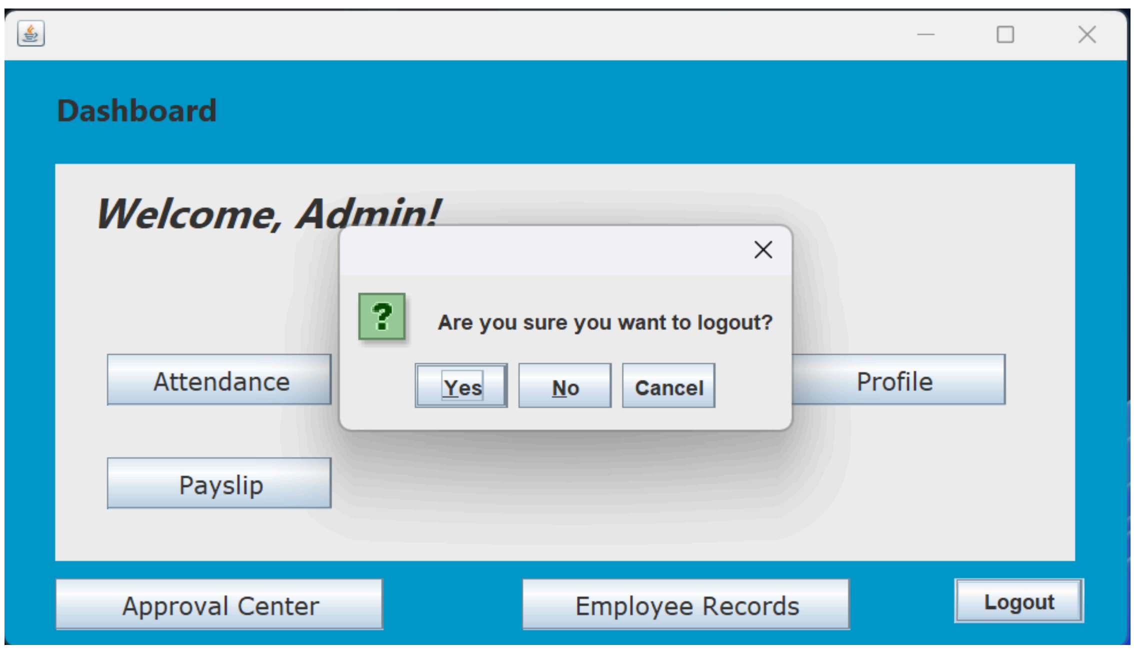

Figure 23.

Finally, when the admin finishes their task they can logout.

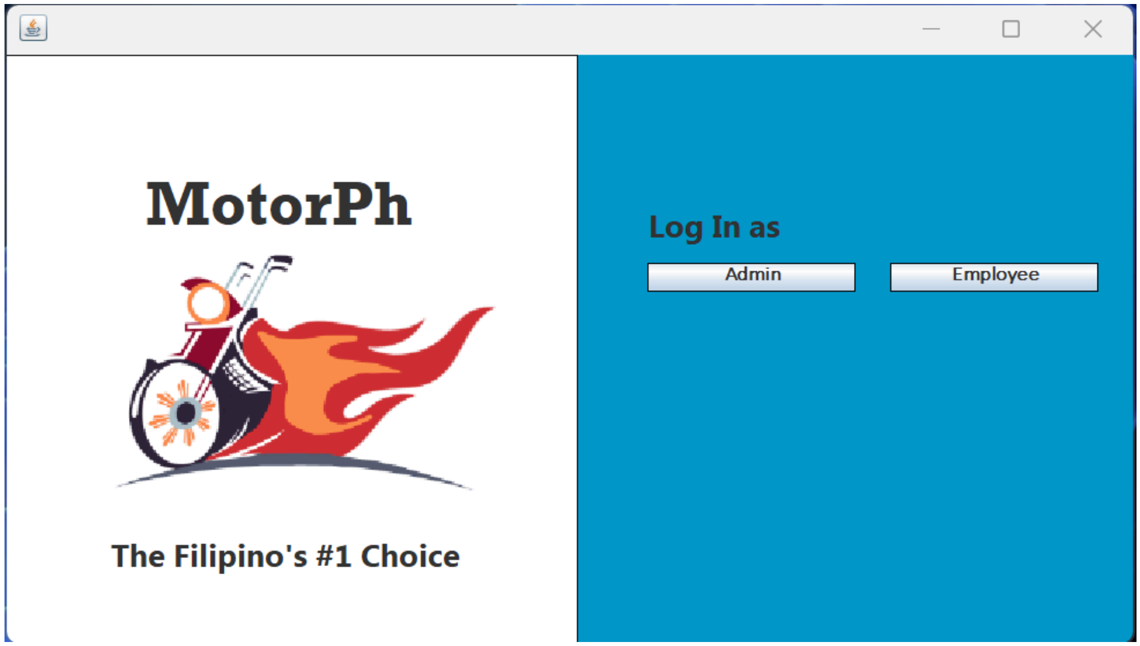

Figure 24.

Let’s delve in the functionalities of the employee portal.

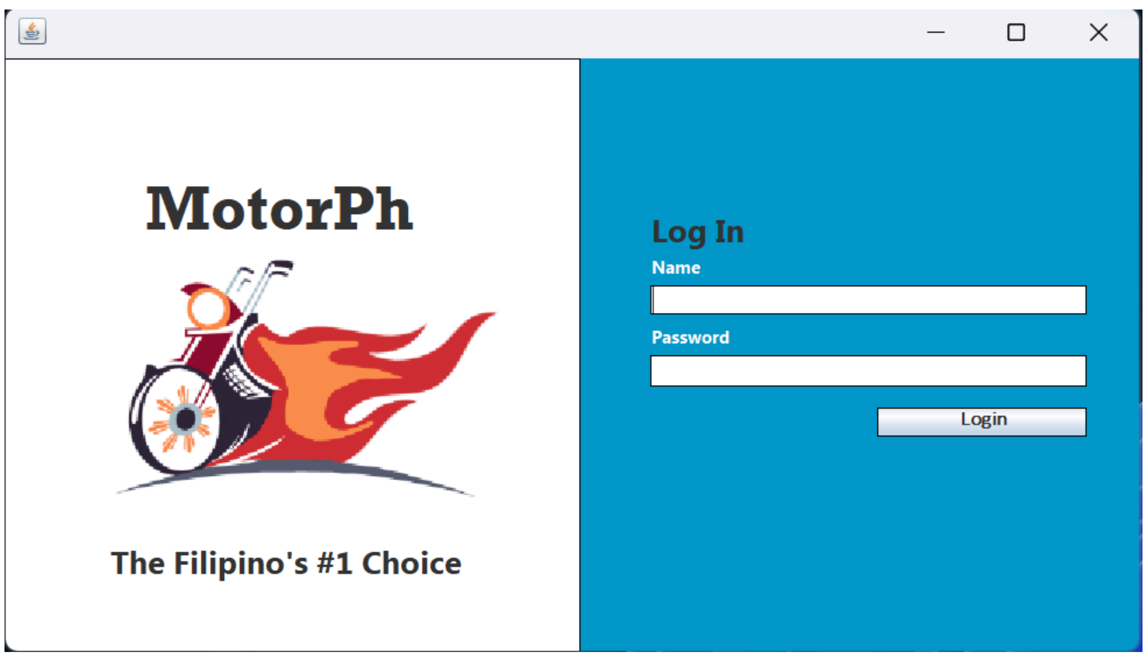

Figure 25.

In the log in tab, this is where employees can input their assigned credentials.

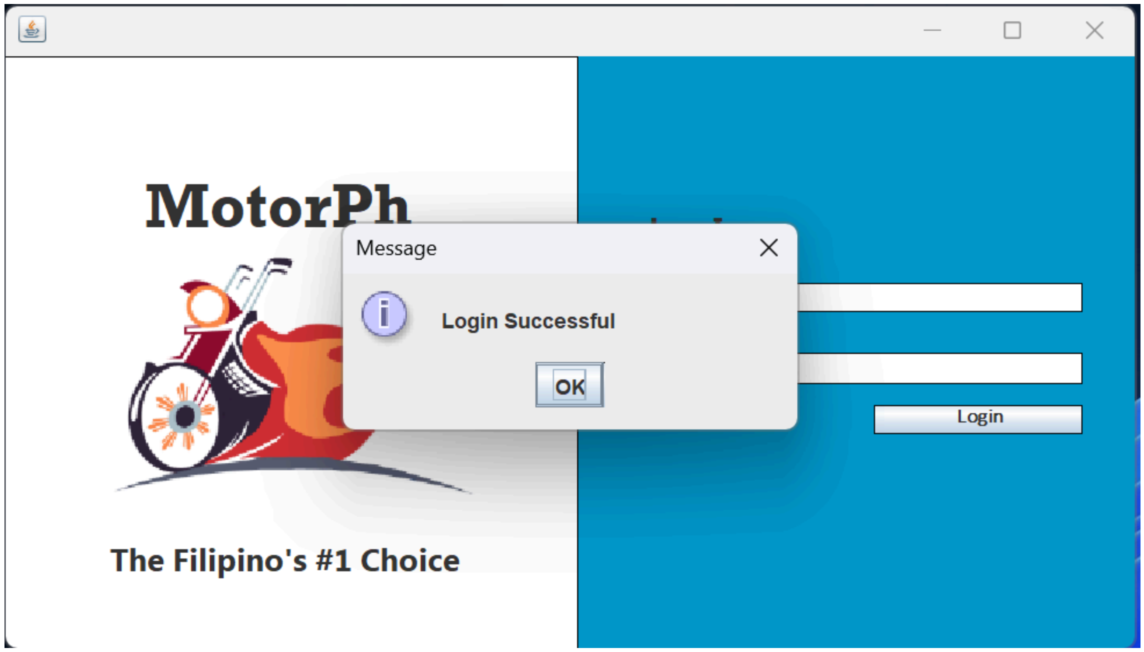

Figure 26.
Once the system verifies the credentials, a message indicating " Login Successful" will show up.

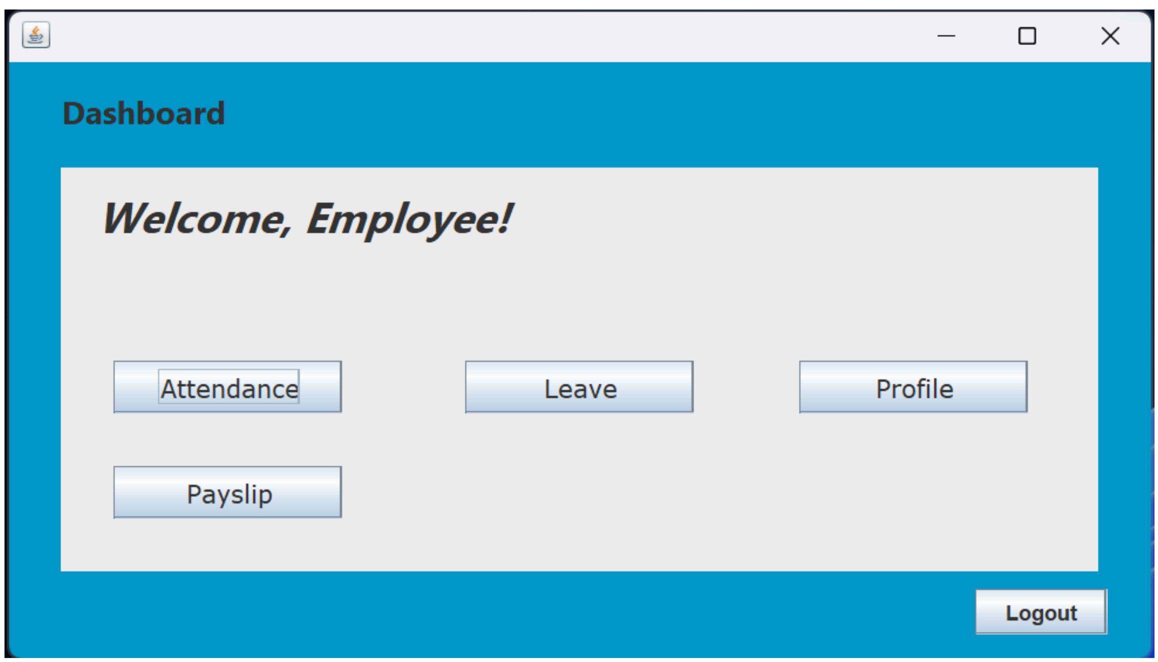

Figure 27.
At the Employee Dashboard, they can navigate between the Attendance, Leave, Profile, and Payslip tab.

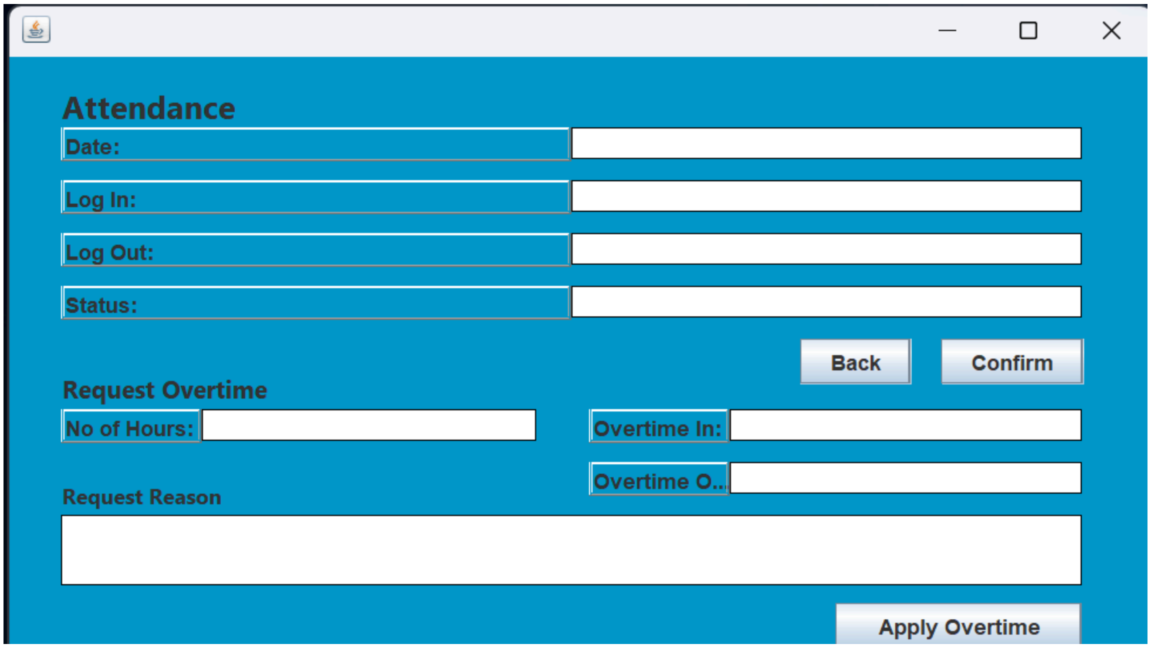

Figure 28.

Upon clicking the attendance tab, they can input the date, the time, and the status of their attendance whether late or absent. This is where each employee can request overtime such as the number of hours, the time, and the reason for request. Once confirmed, the employee can click apply overtime.

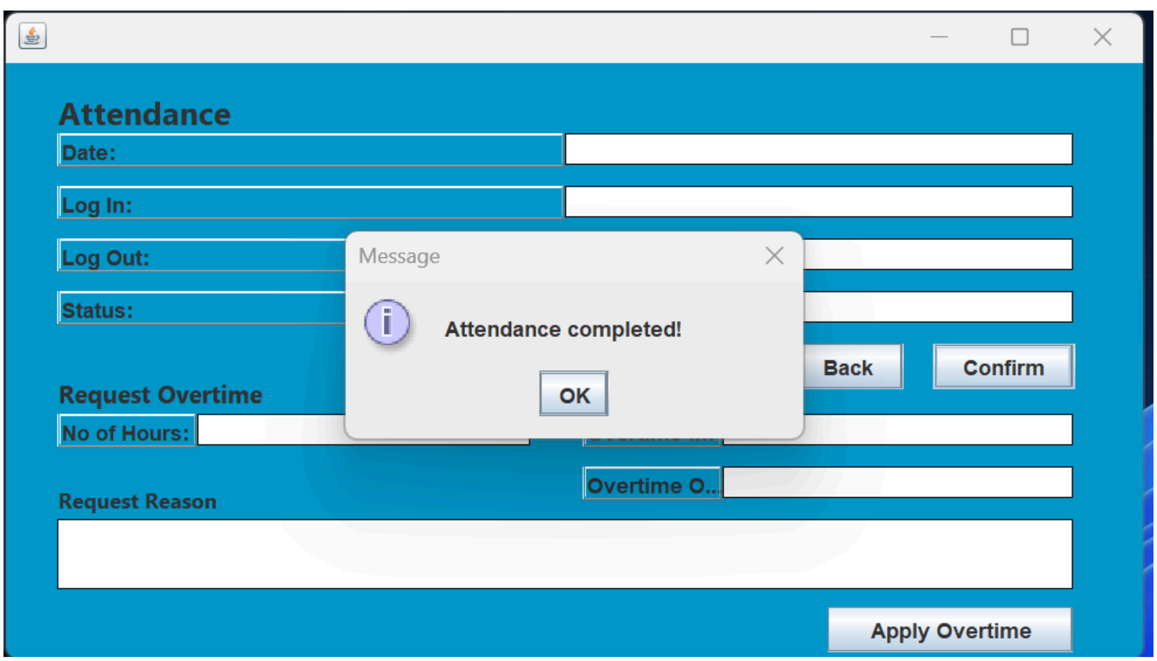

Figure 29.

Once the mandatory fields are filled out, they can click confirm for attendance.

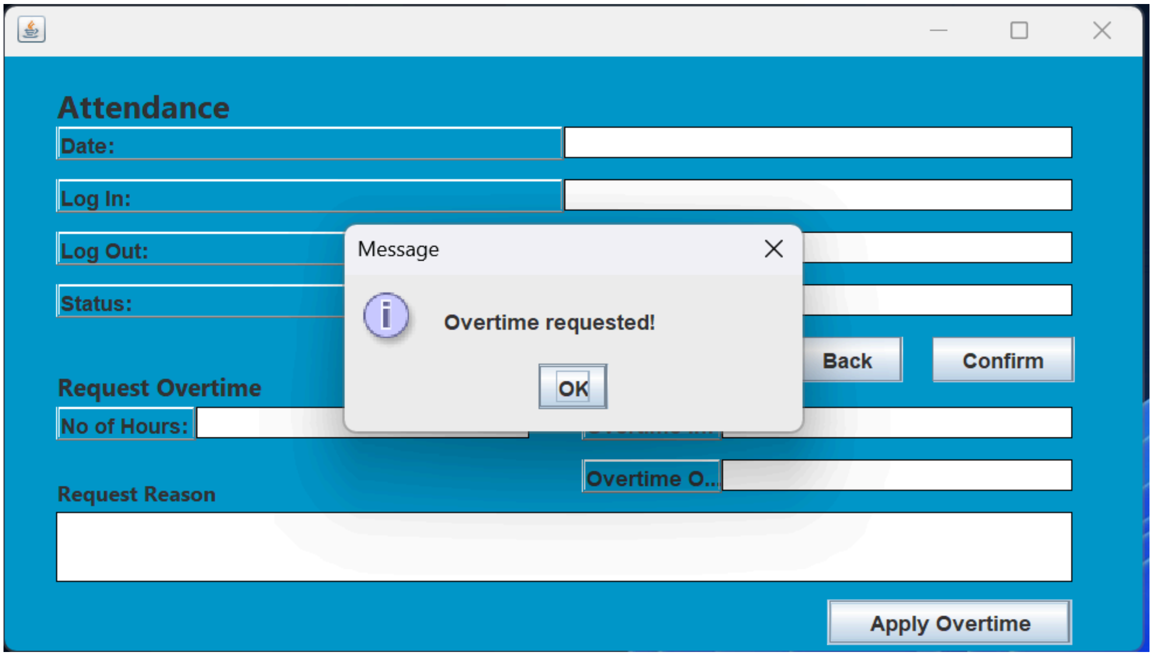

Figure 30.

If the mandatory fields necessary for overtime is filled out, then they can click the apply overtime button.

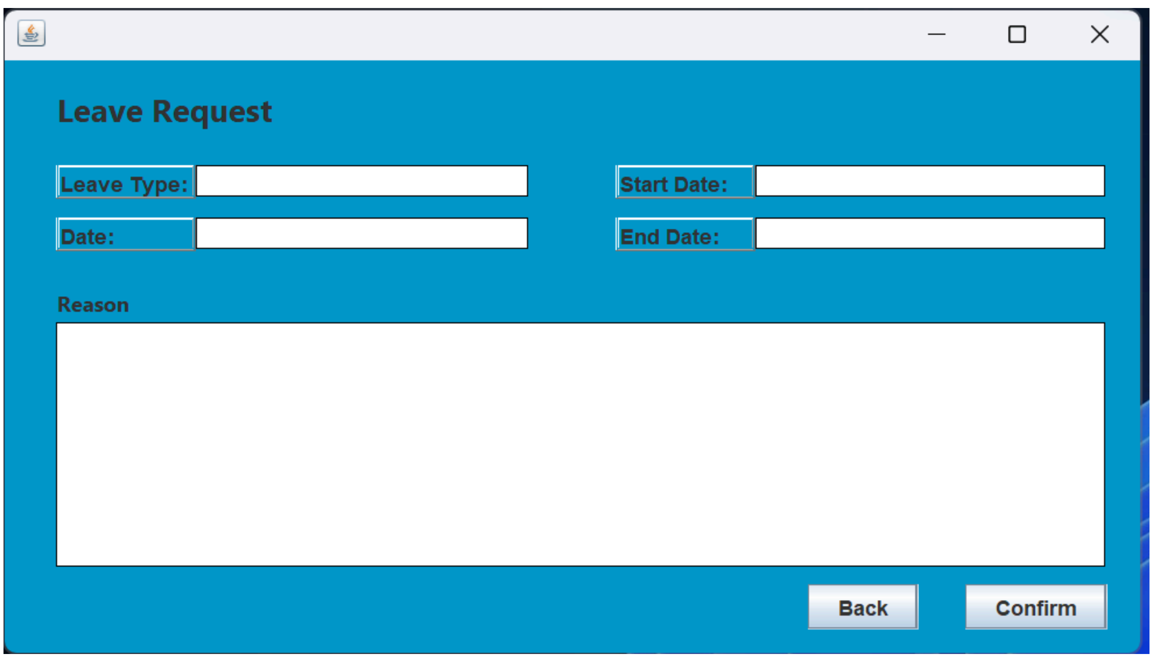

Figure 31.

At the leave request tab, this is where employees can input their leave type (sick, bereavement, vacation, and etc.), the date, and the reason.

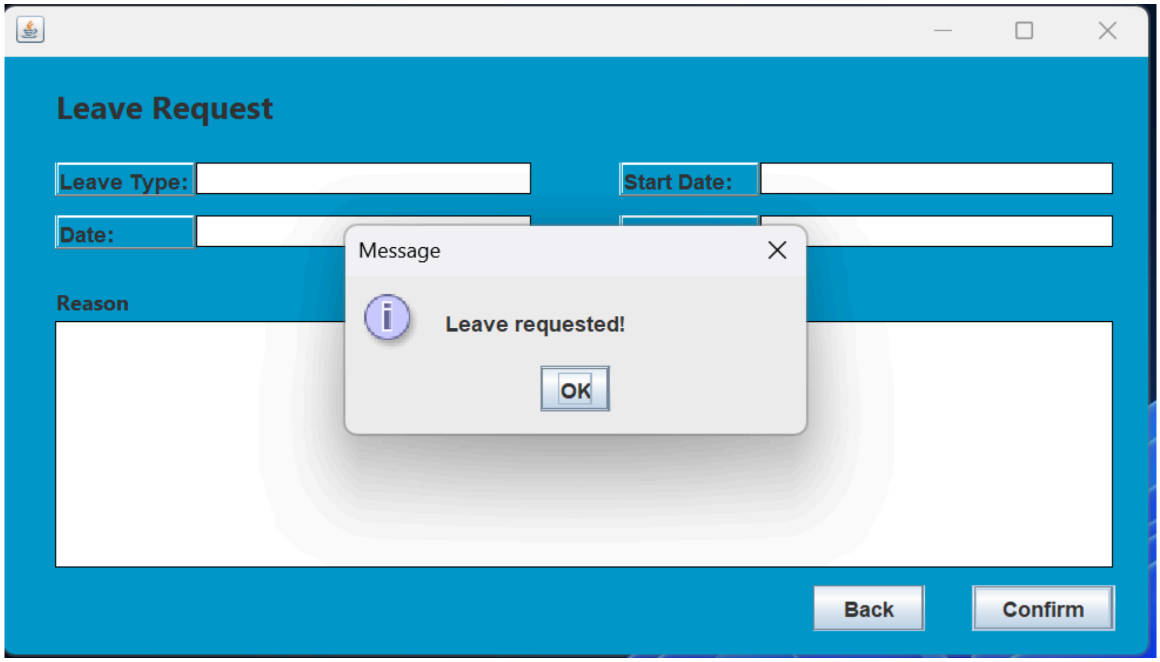

Figure 32.

Once the mandatory fields are inputted, they can click confirm so that it will be imprinted to the database.

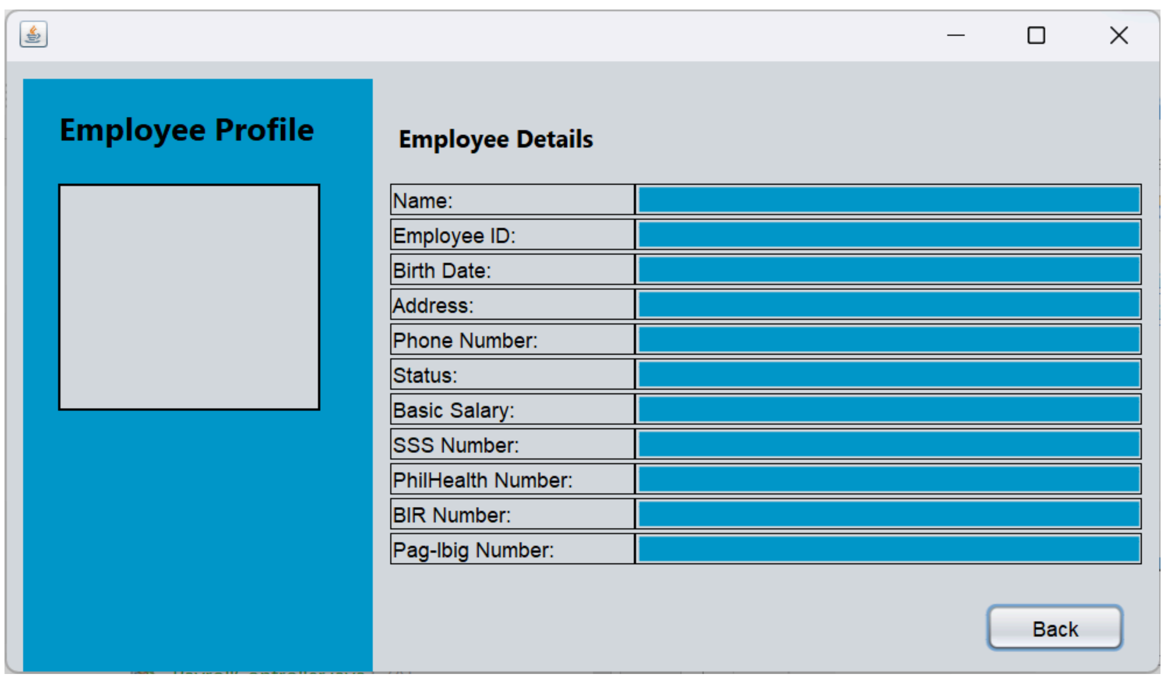

Figure 33.

In the Employee Profile, this is the personal details of each employee is indicated such as their name, DOB, address, phone number, status (probationary or regular), basic salary, SSS number, PhilHealth Number, BIR Number, and PAG-IBIG number.

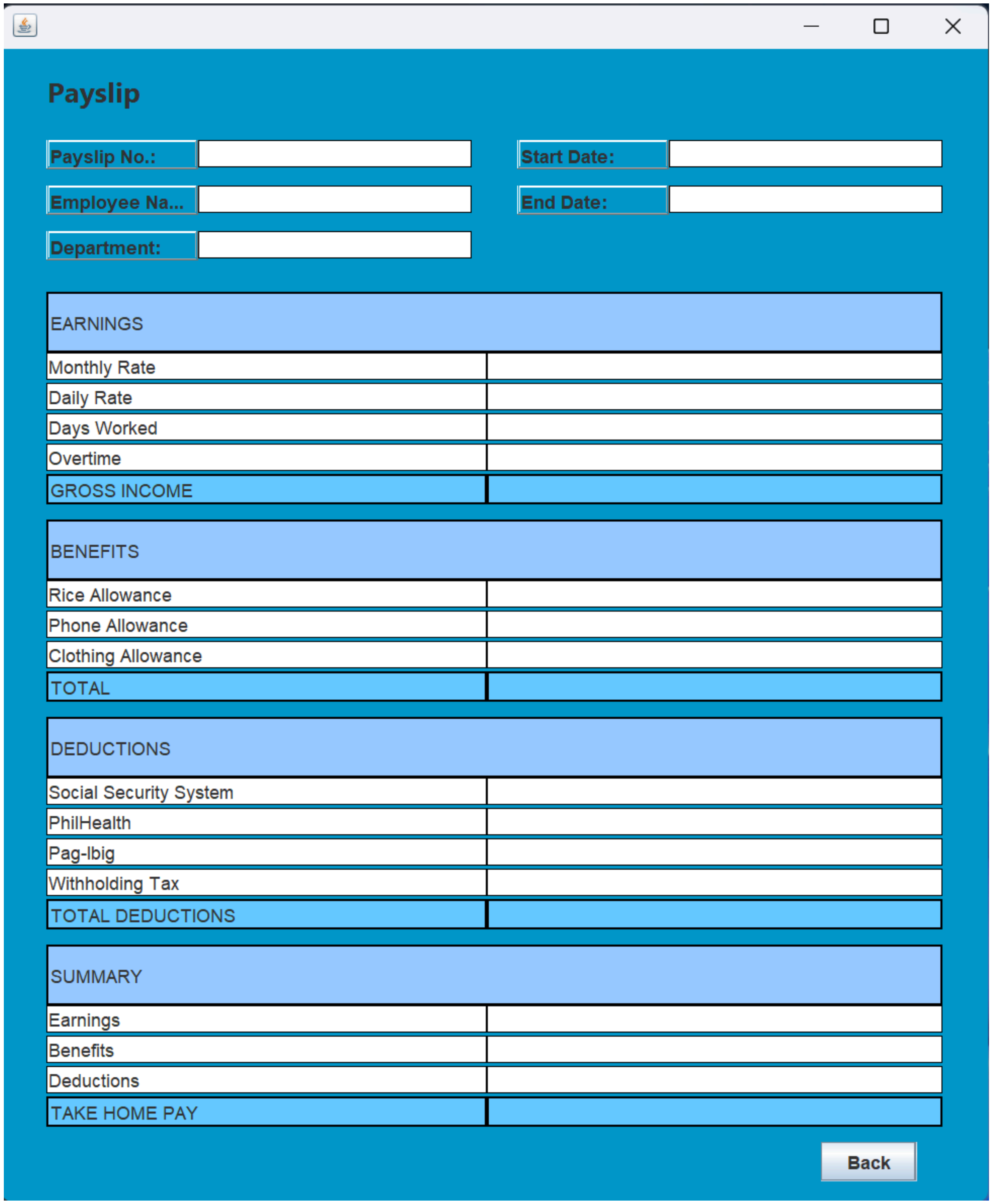

Figure 34.

At the payslip tab, this is where employees can view the breakdown of their salary such as the days worked, overtime, the allowances, deductions, and the gross pay.

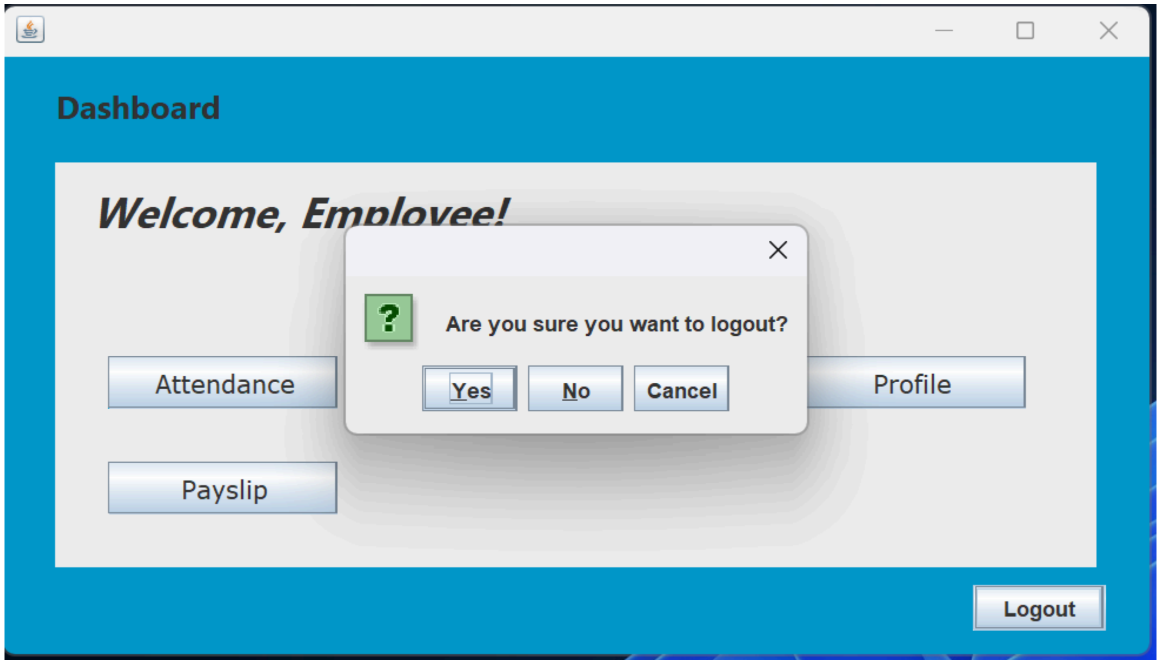

Figure 35.

If the employee wants to exit and has nothing to do anymore, he / she can click log out.